

**MINUTES
OF THE
REGULAR MEETING
CLAYTON CITY COUNCIL**

TUESDAY, January 16, 2018

1. **CALL TO ORDER & ROLL CALL** – The meeting was called to order at 7:00 p.m. by Mayor Haydon in Hoyer Hall, Clayton Community Library, 6125 Clayton Road, Clayton, CA. Councilmembers present: Mayor Haydon, Vice Mayor Shuey and Councilmembers Catalano, Diaz and Pierce (arrived at 7:02 p.m.). Councilmembers absent: None. Staff present: City Manager Gary Napper, City Attorney Mala Subramanian, Maintenance Supervisor Mark Janney, Finance Manager Kevin Mizuno, Assistant to the City Manager Laura Hoffmeister, and City Clerk/HR Manager Janet Brown.

2. **PLEDGE OF ALLEGIANCE** – led by Mayor Haydon.

3. **CONSENT CALENDAR**

It was moved by Vice Mayor Shuey, seconded by Councilmember Catalano, to approve the Consent Calendar as submitted. (Passed; 4-0 vote).

 - (a) Information Only – No Action.
 1. Notification by Contra Costa County Library of Clayton Community Library holiday operational closures from January 1, 2018 through January 1, 2019.
 - (b) Approved the minutes of the City Council’s regular meeting of December 5, 2017.
 - (c) Approved the Financial Demands and Obligations of the City.
 - (d) Approved a Fourth Addendum to the Exclusive Sales Listing Agreement with Transwestern Property Company West, Inc. to extend the existing terms and conditions to January 2, 2020 for the list and market for sale and development certain City-owned real properties in the Clayton Town Center (APN 118-560-010, vacant 1.67 acre parcel off Main Street; and APNs 119-050-034, 119-050-008, and 119-050-009 located at 1005 and 1007 Oak Street).

4. **RECOGNITIONS AND PRESENTATIONS**
 - (a) Recognition to former Trails and Landscape Committee Member Carol Herington in appreciation for her valued civic service to the Clayton community.

Mayor Haydon presented Trails and Landscape Committee Member Carol Herington a plaque in appreciation for her valued civic service to the Clayton community.

5. **REPORTS**
 - (a) Planning Commission – Commissioner A.J. Chippero indicated the Commission’s agenda at its meeting of January 9, 2018 included the consideration of the development plan and vesting map time one-year extensions for the Creekside Terrace Mixed Use project. This item was unanimously approved.

(b) Trails and Landscaping Committee – Committee Member Carin Kaplan indicated the Committee’s agenda at its meeting of December 4, 2017 included discussion of the Citizens Oversight Committee role, and Landscape Maintenance District Projects Update.

(c) City Manager/Staff

City Manager Gary Napper reported the McGuire family had previously pledged \$100,000.00 donation to The Grove public park in downtown Clayton, providing the final payment for that donation approximately one year ago. The family recently met and decided to make another donation to The Grove public park in the amount and of \$1,000.00 to be used for continued maintenance of The Grove public park.

Mr. Napper also reported officially all pre-employment conditions have been satisfied for the recruitment of Clayton’s next Chief of Police. The new Chief of Police will be starting on February 12, 2018.

(d) City Council - Reports from Council liaisons to Regional Committees, Commissions and Boards.

Councilmember Catalano attended the Budget Sub-Committee meeting of January 3rd.

Vice Mayor Shuey met with Shawn Robinson regarding parking issues that are occurring with the School District.

Councilmember Pierce attended the Regional Planning Association of Bay Area Governments meeting, two Association of Bay Area Governments meetings, four Contra Costa Transportation Authority meetings, the Contra Costa County Mayors’ Conference hosted by the City of Pleasant Hill, several Metropolitan Transportation Commission meetings, the Bay Area Economic Institute meeting, the Transportation Partnership and Cooperation for Central Contra Costa board meeting, the Contra Costa Board of Supervisors reorganization luncheon, and requested this evenings meeting be adjourned in memory of Valentin Alexeeff former Clayton City Manager who passed away on December 11, 2017.

Councilmember Diaz attended the Contra Costa County Mayors’ Conference hosted by the City of Pleasant Hill.

Mayor Haydon attended the Supervisor Karen Mitchoff Open House, the East Contra Costa Habitat Conservancy meeting where he was selected to serve as Chair for 2018, the Annual Clayton-Concord Hospice tree lighting event, an Eagle Scout Court of Honor for Jack Simpkins, the Budget Sub-committee meeting, the Contra Costa Board of Supervisors reorganization luncheon, the Contra Costa County Mayors’ Conference hosted by the City of Pinole, and recognized the Clayton Theatre Company’s two awards at the 39th Annual Shellie Awards for the production of “Moon Over Buffalo” Outstanding Best Actress Teresa Grosserode and Outstanding Best Director La Tonya Watts.

(e) Other – None.

6. PUBLIC COMMENT ON NON - AGENDA ITEMS

Ann Stanaway, 1553 Haviland Place, asked for support of the dedicated professionals who daily protect and serve Clayton’s families, Clayton’s commerce often in impossible

conditions. Clayton's website boasts of an iconic family friendly small town environment, in fact danger lurks in the shadows of Clayton's public spaces increasingly attractive to the criminal element. Moreover, Code Enforcement suasion by political agendas undermines the value of the efforts of Police, Firefighters and health care professionals. Still Clayton's website continues to boast some grand partnership with business leaders. Actually the City does little to encourage commercial development; why would businesses locate proximate to neighborhoods where fire lanes have become community parking lots instead of open access to first responders? Fire lane protocols guarantee our first line of defense against sweeping destruction and loss of life. Our first responders depend upon the city for enforcement of public safety protocols. City Council, "Do The Right Thing", demonstrates a real commitment to public safety; maintain a safe access to the First Responders. Our lives depend on it.

Barbara Weil, 1543 O'Hara Court, Mayor Haydon and his letter to the residents of Clayton stated, "that Clayton remains a comfortable small town atmosphere", I completely agree, as it is a wonderful place to live. As a retired Middle School Principal, I have also been impressed with the adoption of "Do The Right Thing", sending a positive message for our young people. When the local High School was struggling, the entire community led by Pat Middendorf created the highly successful Clayton Valley Charter High School. These actions demonstrate Clayton is a community that cares about the welfare of our children. This is why I'm here to address a situation that puts our young people at risk. Westwood Community Park is a part of a series of trails and parks that connect the Clayton Center to the Clayton Station. The west end of the park leads to a road behind the Safeway store. The road borders a creek that shows evidence campfires, sleeping bags, backpacks, abandoned shopping carts, graffiti and other garbage. Both the park and this road are dark at night. Recently a Westwood resident was beaten and robbed in the Park in the early evening. Many young people use the park and the path as a shortcut to the stores in Clayton Station. This is not a safe situation for anyone. My request the City consider installation of solar lights in the park to increase visibility, improve signage indicating the park is open from dawn until dusk, and other park rules also necessary. Finally, the City Council might use its influence to request Safeway to install more lighting at and near the store. Due to the assault, Mayor Haydon did alert Westwood residents to use caution when walking at night. However the Park is open and used by all that live nearby, especially our teenagers. As a grandmother, I have two teenagers living in Clayton I ask you to give serious consideration to my request and to "Do The Right Thing".

7. PUBLIC HEARINGS – None.

8. ACTION ITEMS

- (a) Presentation and acceptance of the FY 2016-17 Annual Citizens' Oversight Committee Report by the Trails and Landscaping Committee (TLC) for Measure B, Citywide Landscape Maintenance District; and discussion and clarification of the TLC's role as an "oversight" body for the Landscape Maintenance District.
(TLC Chair Howard Kaplan)

1. Following presentation of the FY 2016-17 Annual Citizens' Oversight Report and opportunity for public comments, that Council by motion accept the Trails and Landscaping Committee's Annual Report for FY 2016-17; and

2. Provide policy direction to the TLC and City staff regarding the role of the TLC Citizens Advisory Committee as it pertains to operations of the Citywide Landscape Maintenance District.

TLC Committee Member Carin Kaplan advised the TLC Committee is seeking approval the Annual Citizens Oversight Committee Report.

Mayor Haydon opened the item for Public Comment; no comments were offered.

Mayor Haydon closed Public Comment.

Councilmember Pierce complimented the Trails and Landscaping Committee on their report and staff on their accomplishments by maximizing the limited funds available, especially during the recent drought as there is a larger impact to non-residential water usage.

Mayor Haydon added there is quite a bit of landscaping that required maintenance during the drought which required priority setting and a lot of work by the Maintenance department.

- 1. It was moved by Councilmember Pierce, seconded by Councilmember Catalano, to accept the Trails and Landscaping Committee's Annual Report for FY 2016-17. (Passed; 5-0 vote).**

Assistant to the City Manager advised she did not have anything else to add to the staff report noting the Resolution is attached outlining the responsibilities and objectives of TLC when it was formed, approved by the City Council. Also attached are documents where staff has researched other communities and their oversight advisory committees distinguish what they are allowed to do. Clayton's Resolution indicates what can be done by the Oversight Advisory Committee.

TLC Committee Member Carin Kaplan advised it seemed that there was some misunderstanding about what the committee was trying to address in their position and if the use of funds were appropriate. Mrs. Kaplan read comments from Chair Howard Kaplan as he was unable to attend this evening.

Mr. Kaplan wrote: "The Clayton Landscape Maintenance District supporting Measure H approved by voters collects taxes to provide for maintenance of landscaped road medians, trails and open space. The Measure stipulates the oversight by Citizens Committee known as the Trails and Landscaping Committee, upon review of the language in the measure and passed Resolutions of City Council, there is not a clear meaning regarding the extent of oversight necessary to fulfill the intent of the voters. The dictionary definition of oversight is "Supervision or watchful care". Narrow interpretation of oversight is that TLC is to opine whether the funds are used solely LMD purposes. A broader interpretation would include TLC participation in defining a project scope of work by working with staff to help prioritize allocations of limited funds and supporting staff on use of funds in a way that maximizes utility and enjoyment by the citizens of Clayton. The narrow definition seems to be only an audit function while the broader definition seems to capture a real role in the funds allocation process intended by a citizen's oversight committee. The real question here is what voters expected when voting for the Measure and what were citizens expecting in oversight. The committee is asking the City Council to clarify this misunderstanding of what voters intended and expect from the TLC."

Mayor Haydon indicated the staff report presented this evening answered the questions by citing examples of how jurisdictions in neighboring communities address this issue along with the City Council, when we review a project allocation of funding available and

approved and appropriate for the betterment of Clayton. Once approved the City Council does not manage the construction or monitor the performance of that project, and rely on our staff to manage projects within the City.

Ms. Kaplan reiterated there was a lack of understanding with the committee members when a project was brought to committee and then to the City Council, that it was automatically approved and there was a gap in understanding in actually giving approval on the committee level for the project to proceed. The primary project in question is the Planter Boxes in the downtown; with the concern if funds will be available to maintain the project once completed to the extent intended.

Councilmember Pierce advised approximately twenty (20) years ago the original intent when approving Landscape Maintenance projects there is oversight of the dollars to ensure they are being spent as directed by the Council. The TLC was also asked to look within the community for improvements that needed attention and prioritize projects. It was not the intent for the committee to get into the design aspect, as that is not a role of the City Council, whereas that is for city staff to manage. As far as the downtown planter boxes project, an enhancement would be adding irrigation and lighting along with the appropriate size for the trees.

Vice Mayor Shuey added the intent was for the TLC to be stewards of the funds to assure citizens would be looking at the funds and ensuring they are being spent strictly for Landscape Maintenance projects.

Councilmember Catalano also added with her experience in the Planning Commission there role is to review projects with high detail; once approved they do not get into the professional level of detail with construction contracts.

City Manager Gary Napper provided additional information as an example early on in its formation there was an influx of monies in the district, the TLC met with staff and asked if they should start on Landscaping or Trails within the community. The TLC decided most of the community uses the Trails and wanted to start there. The City Council agreed with that idea and for several years improvements were made to the trail system such as the asphalt surface. Similarly, when it comes to the Landscaping, the concentration would be to improve the medians or planter boxes or subdivision entryway improvements. Mr. Napper noted with caution initially the planter box proposed budget was \$27,000.00 and now \$270,000.00; when staff designates funds into the budget the initial number is without any professional estimates. The former City Engineer started evaluating the project and enhancements such as irrigation and lighting; the \$270,000.00 is only a placeholder of monies. The cost could increase or decrease once the actual project is bid.

Councilmember Pierce added advice that may be requested from the TLC is do you see a need for? Or do you think it is worthwhile? to go super simple with the downtown planter boxes that would still have to be hand watered or advisable to add the water and potential lighting as suggested by staff? Considering all the potential uses, provide an opinion, including level of the maintenance required to be included in a bid package.

Ms. Kaplan summarized the expectation of the TLC oversight committee is to receive ideas for proposed projects, offer their opinion if it is a good idea and maintain oversight of the funds being spent only on trails and landscaping projects.

Mayor Haydon would like to provide more clarity to new members of the TLC by asking staff to prepare additional language to the original resolution defining the level of oversight.

Councilmember Pierce suggested either a new Resolution or establishes a separate document establishing guidelines as to the expectation of the TLC.

TLC Committee member Maryann Carroll-Moser added when the TLC came across this project, there should have been more time to visualize this project rather than reviewing projected cost. A little more notification with the sufficient time to review the materials would have been appreciated.

City Attorney Mala Subramanian clarified an amendment could be done to the original resolution; however the creation of guidelines would be best and keep the original resolution as is.

Mayor Haydon opened the item for Public Comment; no comments were offered.

Mayor Haydon closed Public Comment.

2. City Council directed staff to draft a Resolution to establish guidelines of the role and expectations of the Trails and Landscaping Committee.

- (b) Consider project concept designs for the North Valley Park Playground Rehabilitation Project (CIP No. 10442) to include replacement of the resilient play surface, new playground apparatus, sheltered picnic canopies, and shade trees.
(Maintenance Supervisor)

Maintenance Supervisor Mark Janney presented the staff report noting the playground and play surfaces were installed at North Valley Park approximately twenty (20) years ago and are in need of replacement. Mr. Janney presented three (3) options for Council consideration; Option 1: NSP3 is a larger play structure than the existing structure \$105,000.00; Option 2: Replaces the existing play structure \$73,000.00; Option 3: Natural Rock formation with one slide and a platform \$114,000.00. Within the last five (5) years two (2) picnic benches were replaced at the park and are in need of the addition of a shade structure. The trees that were installed at North Valley Park should also be replaced to add additional shade. The City Council approved FY 2017-18 budgets for the replacement and installation of new park equipment for \$165,800.00, which should cover the equipment improvements to the park. There is also \$59,000.00 set aside for tree plantings within the City that came from developer in-lieu fees.

Vice Mayor Shuey inquired on the how the costs were determined, as no breakdown was provided in the staff report.

Mr. Janney advised the cost estimates are from last Fiscal Year and were obtained last April/May and we are looking to use Cemax or another governmental bidding service.

Vice Mayor Shuey inquired on how much it is anticipated on just the replacement of the resilient surfacing under the existing play structure?

Mr. Janney advised without knowing the condition of the sub-base it could be \$45,000 to \$50,000 for replacement of the resilient surface.

Mayor Haydon walked the area and saw the surface is coming up creating a safety hazard and inquired about cutting the surface around the existing play structure footing which may interfere with the integrity.

Mr. Janney explained when the resilient play surface was recently replaced at The Grove park, the surface is torn back, the sub surface is inspected and if needed re-compacted to get back to the standard or 90-95% compaction which is unknown until it is exposed, then the resilient surface is poured around the equipment.

Mayor Haydon saw all of the joints and top section of the play structure is showing signs of erosion and rust. It looks as though the entire play structure is in need of replacement and this seems to be the time to do it.

Mayor Haydon opened the item to public comment.

Maryann Carroll-Moser, added she frequents the park with the grass down to total weeds filled with stickers, which may have been caused by some of the sprinklers not working. Ms. Carroll-Moser suggested replanting some of the grass and the upper level seems to have drainage coming down from the street above and has formed a slippery slimy area that becomes a safety hazard.

Vice Mayor Shuey noted how he got involved with Clayton politics as he resided near North Valley Park and petitioned the City Council for this park to be improved. At the time he joined the Clayton Community Services Committee to Shepard this project through. He believes the structure has a longer life expectancy and may be in need of replacement parts along with the resilient surface could be resurfaced in a similar way The Grove park recently was done. Mr. Shuey also acknowledged the trees are not growing the way it was intended to provide shade. His priority is to resurface the area around the play structure, replace the trees, sail shade structures prior to replacement of the play structure.

Councilmember Pierce added her preference of replacing the resilient play surface requesting an evaluation of the integrity of the structure and if possible replacement parts could be purchased, if they are still available. If it is found the play structure needs total replacement, she prefers Option 2 or Option 3. Ms. Pierce also prefers shade structure design of the ones installed at Clayton Community Park, and replacement of the trees.

Councilmember Catalano inquired on the manufactures specifications to the life expectancy of the resilient surface?

Mr. Janney advised the life expectancy is determined on how the surface is maintained, if they are re-coated with epoxy every few years they could last 8- 15 years. For example at the Clayton Community Park, the surface was evaluated about a year and a half ago, it was determined the surface should be good for another 3-4 years.

Councilmember Catalano understands the current play structure is about 20 years old and was wondering what the life expectancy is on it? and the availability of replacements parts?

Mr. Janney the equipment is older and it may be difficult to find replacement parts as the brand of the play structure is unknown. As with anything, it is getting harder to find replacement parts for existing equipment throughout the City. Mr. Janney suggested we hire a playground expert to come out and provide an opinion of what our next steps should be.

Vice Mayor Shuey would like to explore the option of installation of anchors for a removable shade structure over the play structure.

City Manager Gary Napper included there are Playground Safety Inspectors available that are not associated with manufacturers and can provide a professional opinion.

Ann Stanaway requested the city not consider the placement of rocks in the park as they retain heat in the summer. She also added mulching around the trees that are suffering could help retain moisture.

Mayor Haydon closed public comments.

No action was taken; staff was instructed to return to City Council with current conditions of the resilient play surface and playground apparatus.

- (c) City Council discussion of proposed uses for a portion or all of its \$299,222 in General Fund excess monies from FY 2016-17 on one-time unmet priority-need expenditures, equipment or capital projects.
(Finance Manager, City Manager, and Council Budget Sub-Committee)

Finance Manager Kevin Mizuno presented the staff report noting the City's audited Comprehensive Annual Financial Report (CAFR) General Fund closed last Fiscal Year (16-17) with an increase in fund balance of \$299,222.00. The same CAFR reported a total positive fund balance of \$5,917,281 of which \$5,429,524 is reported as "unassigned" and available for appropriation. A city of this size should maintain operation costs for one fiscal year in its reserves. The City Council has previously addressed one-time specific needs of the city with excess General Funds for Fiscal years 2014-15 and 2015-16. Past one-time needs were an Excavator for the Maintenance Department, exterior painting of City Hall, exterior/interior painting, flooring improvements of Endeavor Hall, replacement of grills at Clayton Community Park, replacement of the HVAC and Boiler System at City Hall, and several other pressing needs of City operations. There are still some outstanding items from the excess funds earmarked in Fiscal Year 2014-15 that should reach completion in about one (1) year. Mr. Mizuno went through the proposed one-time needs consisting of replacement of Mobile Data Terminals in all nine (9) patrol vehicles (\$96,000), installation of a new AT&T business line to the Police Department (\$25,000), Consultant studies to set Affordable Housing in-lieu Fee and re-evaluate existing Open Space developer Impact Fees (estimated \$25,000), development of a Green Infrastructure Plan (estimated \$50,000), update Local Hazard Mitigation Plan (estimated \$45,000) and augment Pension Rate Stabilization Fund (\$58,000) for a total of \$299,000.00.

Mayor Haydon requested explanation of the difference of excess and surplus as he found it helpful at the Budget Sub-Committee meeting.

Mr. Mizuno explained "surplus" is an accounting term implies an increase in fund balance or decrease in fund balance; however the budgetary definition of "surplus" is a little different as it implies we have more than we need. Whereas "excess" implies actual expenditures were a little less than budgeted and actual revenues came in higher than the budget anticipated.

Mayor Haydon clarified after the use of \$299,000.00 there is still an appropriate funds left in the General Fund including the \$58,000.00 for the Pension Rate Stabilization Fund.

City Manager Gary Napper added the Pension Rate Stabilization Fund at any given time the CalPERS Board could put any member city in a negative and want to build up a buffer to help with possible Fiscal impact that may be come in the future to member agencies. Mr. Napper advised other items are still needed by the city, such as body cameras for law enforcement; however that item needs community and officer input policies in place and didn't feel it rose to a priority at this time.

Councilmember Pierce thanked the budget sub-committee for their work, and very glad to finally get some items on the list funded such as update Local Hazard Mitigation Plan the City would not qualify for Federal funding after a disaster.

Mayor Haydon opened the item to public comment.

Mark Ventura, 1505 Tara Court, inquired on what number would be good for the buffer against CalPERS actuary actions.

Mr. Napper advised it is difficult to say as CalPERS is a moving target and each time a city pre-funds their liabilities CalPERS typically makes changes to its methodologies. Perhaps the answer is tens of millions of dollars.

Mr. Mizuno added CalPERS publishes actuarial reports every year between August and October publicly available where each city has its own page showing its actuarial called "termination liability" it is substantial for each plan.

Mr. Napper received an email of a study that was performed looking at public pension systems with what cities in California and the riskiest position in terms of being able to fund their unfunded liabilities of 427 cities where Clayton ranked 400 as the cities best position to handle their CalPERS exposure. This does not mean everything is fine, just Clayton is in a better position than other cities in California.

Mayor Haydon closed public comments.

It was moved by Councilmember Pierce, seconded by Councilmember Catalano, to authorize the recommended assignment of \$299,000 regarding use of Fiscal Year 2016-17 excess General Fund monies for one-time unmet priority needs of the City. (Passed; 5-0 vote).

- (d) Consider the adoption of a Resolution approving various percentage adjustments to and establishing new salary ranges for four (4) management job classifications of the City: chief of police, community development director, finance manager, and assistant to the city manager.
(City Manager)

City Manager Gary Napper presented the staff report noting over the last ten years at all levels at City Hall there has been a turnstile approach to employee recruitment and retentions, in 2002 I started a City Manager's recognition of outstanding employee award of the fifteen (15) people who have been given the award, only four (4) remain on staff; not all left for other employment, some retired. By Municipal Code Section 2.10.070 F it states the City Manager shall "*Conduct studies and effect such administrative organization and reorganization of offices, positions and units under his/her direction as are in the interest of efficient, effective, and economical conduct of the City's business*".

In August 2016, a reorganization plan was presented to the City Council in the Maintenance Department where an additional employee was added and supported; along with additional reorganizations in that department due to retirement. At this time there is concern to recruit, attract, and retain individuals at the management level. As the City is stabilizing itself, there is a concern of some management personnel that may leave the City; they are capable, marketable, and employable by other agencies. Perhaps there is a way to delay that inevitable, where the city can benefit from their experiences and professionalism they bring. Based on that key management positions that are most difficult to fill, if individuals leave, are we competitive enough in the marketplace to continue to attract candidates that will want to stay here for an extended

period of time. The four positions reviewed were the Chief of Police, Community Development Director, Finance Manager and Assistant to the City Manager for three of those positions a 5% increase is proposed which is still below market level. In the absence of performing a comprehensive salary survey, as it is expensive, as a city we could not afford the outcomes of that survey. As the smallest city in the county, we are at the low end salary of all positions. The outcome of this proposal was comparative in the next smallest cities of Moraga and Orinda. The Finance Manager position has a greater movement than the other positions as Mr. Mizuno has provided organizational value to the City with his professionalism, expertise, and CPA it is of equivalent value to the Community Development Director, different job disciplines, different roles in the entity and organization, however very clearly this position has escalated within the importance of the organization therefore the proposal is to move the Finance Manager job classification salary range up approximately 19%. Even with this increase we are still below Moraga although that director is also handling Personnel Management functions. As a side note, of the proposed salary range increases three (3) incumbents of the positions are female and one (1) incumbent is male.

Mr. Napper added the remaining Fiscal Year impact is \$10,302.48 and Fiscal Year 2018-19 impact will be \$29,168.10 including the 3% COLA increase to occur July 1, 2018.

Councilmember Diaz inquired if the Finance Manager should there be a title change to Finance Director to be comparable?

Mr. Napper advised finds Finance Director is typically used in a larger organization or entity.

Councilmember Pierce advised TRANSPAC has gone through an expensive salary survey for its small staff and has found it can be difficult to find job classifications that match and may not have the same duties. Ms. Pierce feels these are excellent recommendations and make Clayton a little more competitive for a little while longer.

Councilmember Catalano inquired when the last time the salary ranges were reviewed was; other than then annual cost of living adjustment.

Mr. Napper advised since he has been here in 2001, a salary comparison survey has not been conducted as it pertains to Clayton. First, it is extremely expensive; Secondly, it is not always equally compared and creates an expectation, hope and promise that greater things are coming, where the moral of the organization that it was a great survey, however it is put aside at a worse moral state than if we hadn't embarked on it, and Thirdly, salary comparison survey can affect collective bargaining negotiation.

Councilmember Catalano thinks it is a great recommendation and is in full support of it and hopes it is received as a message of appreciation towards some of those key positions in our City.

Vice Mayor Shuey added Gary has always done a great job with the small city needs and feels this is an excellent idea.

Mayor Haydon added this is what we need to do to remain competitive, attractive, and retain existing excellent staff and acknowledge the level of expertise.

Mayor Haydon opened the item to public comment.

Mark Ventura, Tara Court, understands the need to attract and retain staff for the reasons discussed. Mr. Ventura asked when the last salary survey was conducted and

the special pay increase? Mr. Ventura also inquired if the \$39,000 for the 18-month period included CalPERS, liabilities, salary and benefits?

Mr. Napper advised the city has not done special pay adjustments with the exception of the City Manager's salary. Secondly, the Fiscal Year impact of \$39,000 includes benefits that are prorated or impacted by salary rate increases, including the CalPERS rates and those CalPERS rates we know for next Fiscal Year.

Mayor Haydon added for when the last time a Salary survey was conducted is overdue and raises the significance of the need for us to look at that now and the timing is appropriate.

Mayor Haydon closed public comments.

It was moved by Councilmember Pierce, seconded by Councilmember Diaz, to adopt Resolution No. 01-2018 approving various percentage adjustments to and establishing new salary ranges for four (4) management job classifications of the City. (Passed; 5-0 vote).

- (e) Review and approve the Mayoral determinations for City Council ad-hoc, committee, inter-governmental and regional board assignments in 2018.
(Mayor Haydon)

Mayor Haydon presented the staff report noting after review of the City Council ad-hoc, committee, inter-governmental and regional board assignments, it was time to look at other assignments as well. Mr. Haydon thought it would be good for Councilmembers to take on other assignments and provide input to those committees. A number of recommendations were made in the packet and hope you would agree for us to approve.

Mayor Haydon opened the item to public comment; no comments were offered.

Mayor Haydon closed public comments.

It was moved by Councilmember Diaz, seconded by Councilmember Pierce, to approve the Mayor Haydon's proposed City Council member assignments for calendar year 2018. (Passed; 5-0 vote).

- (f) City Council discussion to determine the date, time and location for the City Council's annual Goals and Objectives Setting Session with its City Manager.
(City Manager)

Councilmember Pierce suggested Tuesday, January 30th at 6:30 p.m. City Council Members reviewed their calendars and discussed options and availability.

Mayor Haydon opened the item to public comment; no comments were offered.

Mayor Haydon closed public comments.

It was moved by Councilmember Pierce, seconded by Vice Mayor Shuey, to call a City Council special meeting for Tuesday, February 30th, at 6:30 p.m. in the 3rd Floor Conference Room at City Hall for this purpose. (Passed; 5-0 vote).

9. **COUNCIL ITEMS**

Councilmember Diaz presented a Memorandum of Understanding from Travis Credit Union he received regarding a formal relationship with the City of Clayton in support of Travis Credit Union's Free ID Theft Prevention and Fee on-site Shredding event to the Community.

Councilmember Catalano requested an item be placed on a future agenda for discussion of new state law AB 1505 and below market rate (BMR) housing units.

10. **CLOSED SESSION**

11. **ADJOURNMENT**– on call by Mayor Haydon, the City Council adjourned its meeting at 9:31 p.m. in memory of Dr. Valentin Victorovich Alexeeff, former Clayton City Manager, who passed away on December 11 in Santa Clara.

The next regularly scheduled meeting of the City Council will be February 6, 2018.

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Respectfully submitted,



Janet Brown, City Clerk

APPROVED BY THE CLAYTON CITY COUNCIL



Keith Haydon, Mayor

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