



AGENDA

REGULAR MEETING

* * *

CLAYTON CITY COUNCIL

* * *

TUESDAY, October 20, 2020

7:00 P.M.

***** NEW LOCATION*****

To protect our residents, officials, and staff, and aligned with the Governor's executive order to Shelter-at-Home, this meeting is being conducted utilizing teleconferencing means consistent with State order that that allows the public to address the local legislative body electronically.

Mayor: Julie K. Pierce

Vice Mayor: Jeff Wan

Council Members

Tuija Catalano

Jim Diaz

Carl Wolfe

- A complete packet of information containing staff reports and exhibits related to each public item is available for public review on the City's website at www.ci.clayton.ca.us
- Agendas are posted at: 1) City Hall, 6000 Heritage Trail; 2) Library, 6125 Clayton Road; 3) Ohm's Bulletin Board, 1028 Diablo Street, Clayton; and 4) City Website at www.ci.clayton.ca.us
- Any writings or documents provided to a majority of the City Council after distribution of the Agenda Packet and regarding any public item on this Agenda is available for review on the City's website at www.ci.clayton.ca.us
- If you have a physical impairment that requires special accommodations to participate, please call the City Clerk's office at least 72 hours in advance of the meeting at (925) 673-7300.

Instructions for Virtual City Council Meeting – October 20

To protect our residents, officials, and staff, and aligned with the Governor’s executive order to Shelter-at-Home, this meeting is being conducted utilizing teleconferencing means consistent with State order that that allows the public to address the local legislative body electronically.

To follow or participate in the meeting:

1. **Videoconference:** to follow the meeting on-line, click here to register:

https://us02web.zoom.us/webinar/register/WN_bVID0Hu8Q_qaj8HU0uQ23A

After clicking on the URL, please take a few seconds to submit your first and last name, and e-mail address then click “Register”, which will approve your registration and a new URL to join the meeting will appear.

Phone-in: Once registered, you will receive an e-mail with instructions to join the meeting telephonically, and then dial Telephone: 877 853 5257 (Toll Free)

2. using the *Webinar ID* and *Password* found in the e-mail.

E-mail Public Comments: If preferred, please e-mail public comments to the City Clerk, Ms. Calderon at jcalderon@ci.clayton.ca.us by 5 PM on the day of the City Council meeting. All E-mail Public Comments will be forwarded to the entire City Council.

For those who choose to attend the meeting via videoconferencing or telephone shall have 3 minutes for public comments.

Location:

Videoconferencing Meeting (this meeting via teleconferencing is open to the public)

To join this virtual meeting on-line click here:

https://us02web.zoom.us/webinar/register/WN_bVID0Hu8Q_qaj8HU0uQ23A

To join on telephone, you must register in the URL above, which sends an e-mail to your inbox, and then dial (877) 853-5257 using the *Webinar ID* and *Password* found in the e-mail.

*** CITY COUNCIL ***
October 20, 2020

1. **CALL TO ORDER AND ROLL CALL** – Mayor Pierce.

2. **PLEDGE OF ALLEGIANCE** – led by Councilmember Diaz.

3. **CONSENT CALENDAR**

Consent Calendar items are typically routine in nature and are considered for approval by one single motion of the City Council. Members of the Council, Audience, or Staff wishing an item removed from the Consent Calendar for purpose of public comment, question, discussion or alternative action may request so through the Mayor.

(a) Approve the minutes of the City Council’s regular meeting of October 6, 2020 and City Council Special Meeting of October 12, 2020. (City Clerk) ([View Here](#))

(b) Approve the Financial Demands and Obligations of the City. (Finance) ([View Here](#))

(c) Adopt a Resolution Accepting the Downtown Planter Box Replacement Project Performed by Kerex, Inc. as Complete. Approving the attached Notice of Completion to be Executed by the City Manager, Directing the City Clerk to Record Same with the County Recorder and Authorizing Payment of All Retained Funds to Kerex 35 Days After Recording the Notice of Completion. (City Engineer) ([View Here](#))

(d) Agreement with Stria for Document Conversion Services. (City Clerk) ([View Here](#))

(e) Adopt a Resolution Amending Conflict of Interest Code. (City Clerk) ([View Here](#))

4. **RECOGNITIONS AND PRESENTATIONS**

(a) Proclamation declaring November 4, 2020 as “Shelter in Place Education Day.” ([View Here](#))

(b) Proclamation recognizing retiring Principal Patti Bannister for her service at Diablo View Middle School. ([View Here](#))

5. **REPORTS**

(a) Planning Commission – Report of October 13, 2020 meeting.

(b) Trails and Landscaping Committee – No meeting held.

(c) City Manager/Staff

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

6. PUBLIC COMMENT ON NON - AGENDA ITEMS

Members of the public may address the City Council on items within the Council's jurisdiction, (which are not on the agenda) at this time. To assure an orderly meeting and an equal opportunity for everyone, each speaker is limited to 3 minutes, enforced at the Mayor's discretion. In accordance with State Law, no action may take place on any item not appearing on the posted agenda. The Council may respond to statements made or questions asked, or may at its discretion request Staff to report back at a future meeting concerning the matter.

Public comment and input on Public Hearing, Action Items and other Agenda Items will be allowed when each item is considered by the City Council.

7. PUBLIC HEARINGS – None.

8. ACTION ITEMS

- (a) City owned property located at Clayton Road, Oak Street, and Main Street vision input. APN118-560-010. (Community Development Director) ([View Here](#))

9. COUNCIL ITEMS – limited to Council requests and directives for future meetings.

10. CLOSED SESSION

A. Public Employment/Appointment
Government Code section 54957
Title: City Manager

B. Conference with Labor Negotiator
Government Code section 54957.6
Agency Designated Representatives: Mayor Pierce and Vice Mayor Wan
Unrepresented Employee: City Manager

11. ADJOURNMENT

The next regularly scheduled meeting of the City Council will be November 3, 2020.

#

MINUTES
OF THE
REGULAR MEETING
CLAYTON CITY COUNCIL

Agenda Date: 10-20-2020

Agenda Item: 3a

TUESDAY, October 6, 2020

1. **CALL TO ORDER & ROLL CALL** – The meeting was called to order at 7:06 p.m. by Mayor Pierce on a virtual web meeting and telephonically (877) 853-5257. Councilmembers present: Mayor Pierce, Vice Mayor Wan, and Councilmembers Catalano, Diaz, and Wolfe. Councilmembers absent: None. Staff present: Interim City Manager Fran Robustelli, Community Development Director Matthew Feske, City Attorney Mala Subramanian, and City Clerk/HR Manager Janet Calderon.

2. **PLEDGE OF ALLEGIANCE** – led by Councilmember Diaz.

3. **CONSENT CALENDAR**

It was moved by Councilmember Diaz, seconded by Councilmember Catalano, to approve the Consent Calendar as submitted. (Passed 5-0; vote).

- (a) Approved the minutes of the City Council's regular meeting of September 15, 2020. (City Clerk)
- (b) Approved the Financial Demands and Obligations of the City. (Finance)
- (c) Adopted Resolution No. 48-2020 which adds Inclusion as a character pillar to the existing Do The Right Thing program. (Councilmember Wolfe)
- (d) Adopted Resolution No. 49-2020 which establishes "Do The Right Thing" as the City Motto. (Councilmember Wolfe)

6. **RECOGNITIONS AND PRESENTATIONS**

- (a) Annual Fire District Update. (Terence Carey, CCCFPD)

Terence Cary, Assistant Fire Chief, Contra Costa County Fire Protection District, provided an overview of Fire services with a focus on Clayton.

Following questions by City Council, Mayor Pierce opened the item to Public Comment.

Dan Hummer inquired if Senate Bill 182 would help?

Glenn Miller inquired if guidelines could be published regarding the City's requirement on fire prevention.

Roy Correa requested if a best practice document be made available for the public's interest.

7. REPORTS

- (a) Planning Commission –Chair A.J. Chippero stated the Commission’s agenda at its meeting of September 2, 2020, included selection of Land Use Subcommittee Chair with appointment of Chair Chippero and Vice Chair Denslow and will bring back a vote for an alternate. The Commission also directed staff to prepare a report for the City Council in regards to the LEAP Grant (Section 7 Item 13) and Prop 68 Grant (Community Park or turning the vacant downtown lot into a community park). He also gave an overview of items coming to the Planning Commission.

- (b) Trails and Landscaping Committee – No meeting held.

- (c) City Manager/Staff

Interim City Manager Fran Robustelli announced the City launched a Nextdoor account, staff has been tracking community concerns, and advised the City parks have been reopened based on new State guidelines. She also advised there has been a feral pig issue at Clayton Community Park in which staff is working on resolving. Ms. Robustelli also advised per Contra Costa County Guidelines restaurants are open to 25% capacity inside and continued outdoor dining options.

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

Vice Mayor Wan emailed/called constituents, met with the community outreach intern, and will be attending the Annual League of California Cities Virtual Conference this week.

Councilmember Catalano indicated “No Report”.

Councilmember Diaz attended the Contra Costa Water District Board teleconference meeting, met with the owners of Oakhurst Country Club regarding potential upgrades such as solar panels, the Clayton Business and Community Association Virtual meeting, the League of Woman Voters virtual candidate forum, the Contra Costa County Mayors’ virtual Conference, met with the Interim City Manager and Chief of Police, and will be attending the Annual League of California Cities Virtual Conference this week.

Mayor Pierce attended the virtual meeting for the Contra Costa Transportation Authority, Association of Bay Area Governments, Housing Methodology Committee, the Bay Area Regional Collaborative; and this evenings meeting will be adjourned in memory of long-time Clayton resident and community volunteer Dave Atkinson.

Councilmember Wolfe emailed/called constituents, met with the community outreach intern, and will be attending the Annual League of California Cities Virtual Conference this week.

8. PUBLIC COMMENT ON NON - AGENDA ITEMS

Mayor Pierce noted that during City elections, it is City Council Policy that candidates for City Council are allowed 3 minutes to introduce themselves and share a few remarks at each City Council meeting if they are in attendance and wish to do so in ballot order

each meeting then after rotate ballot order (i.e. the first name will go last at the next meeting, whereas the second name will go first).

The following candidates introduced themselves and provided remarks about their candidacy:

Jim Diaz

Tuija Catalano

Peter Cloven

Letecia "Holly" Tillman

Frank Gavidia

Glenn Miller

Jason Bartlett new resident of Clayton introduced himself to the Clayton Community.

Rosy Straka expressed her concerns regarding racism in Clayton and her support for Clayton City Council candidates Tuija Catalano, Peter Cloven, and Holly Tillman.

Brian Newman expressed his concerns regarding racism in Clayton.

Dee Vieira expressed her support of Clayton City Council candidates Tuija Catalano, Peter Cloven, and Holly Tillman.

Khaled Taqi-Eddin expressed his concerns regarding racism in Clayton. He also expressed his support of Clayton City Council candidates Tuija Catalano, Peter Cloven, and Holly Tillman.

Scott Denslow expressed his support of Clayton City Council candidates Tuija Catalano, Peter Cloven, and Holly Tillman.

Daniel Walsh expressed his support of Clayton City Council candidate Jim Diaz.

Irina Liskovich expressed her support for the Clayton Police Department. She also expressed her support for Clayton City Council candidate Jim Diaz.

Roy Correa expressed his support of fact finding in all levels of the community.

Mayor Pierce closed public comment.

9. PUBLIC HEARINGS – None.

10. ACTION ITEMS

- (a) Adopt by Resolution the City of Clayton's Regency/Rialto Drive Preferential Residential Permit Parking Program. (Police Chief)

Police Chief Warren presented the report.

Following questions by City Council, Mayor Pierce opened the item to public comment.

Dan Hummer expressed support of this item.

Jeff Weiner expressed support of this item.

Daniel Walsh expressed support of this item.

Nancy Topp expressed objection of this item.

Mark Montijo expressed support of this item.

Bassam Altwal expressed support of this item.

Margaret Eraclio expressed support of this item.

David Sanchez expressed concerns of others areas becoming impacted by this program.

Irina Liskovich expressed support of this item.

Mayor Pierce closed public comment.

It was moved by Vice Mayor Wan, seconded by Councilmember Wolfe, to Adopt Resolution No. 50-2020 Establishing a Preferential Parking Permit Program for a Restricted Parking District Along Portions of Regency Drive and Rialto Drive; and approved rubber parking blocks be installed at the start/end points at the end of Regency Drive to clearly delineate where permits are required. (Passed; 5-0 vote)

- (b) Consider a Resolution approving a 2-year Memorandum of Agreement (MOA) with the City of Clayton's Undesignated Miscellaneous Employees Unit effective July 1, 2020 through June 30, 2022. (Interim City Manager)

Interim City Manager Fran Robustelli presented the report.

There were no questions by City Council, Mayor Pierce opened the item to public comment; no comments were offered.

It was moved by Councilmember Catalano, seconded by Councilmember Diaz, to Adopt Resolution No. 51-2020 Approving a Two (2) Year Memorandum of Agreement with the Clayton Undesignated Miscellaneous City Employees Unit Effective the Fiscal Year of 2020-2021 Through Fiscal Year 2021-2022. (Passed; 5-0 vote).

11. COUNCIL ITEMS

Councilmember Diaz requested the Interim City Manager to research the emergency generator at City Hall to determine if the current unit is adequate, or needs improved back-up power for City Staff and Police Department.

Councilmember Diaz also requested acknowledgement for Principal Patti Bannister who is retiring from Diablo View Middle School.

Vice Mayor Wan requested a future agenda item pertaining to the City taking over maintenance of the dog park.

12. CLOSED SESSION

Mayor Pierce announced the City Council will adjourn into Closed Session for the following noticed item (9:40 p.m.) after a ten minute break:

A. Public Employment/Appointment

Government Code section 54957

Title: City Manager

B. Conference with Labor Negotiator

Government Code section 54957.6

Agency Designated Representative: Mayor Pierce

Unrepresented Employee: City Manager

Report out of Closed Session (11:05 p.m.)

Mayor Pierce reported there was no reportable action.

- 13. ADJOURNMENT**– on call by Mayor Pierce, the City Council adjourned its meeting at 11:06 p.m. in memory of Dave Atkinson a long-time Clayton resident and community volunteer who passed away recently.

The next regularly scheduled meeting of the City Council will be October 20, 2020.

#

Respectfully submitted,

Janet Calderon, City Clerk

APPROVED BY THE CLAYTON CITY COUNCIL

Julie Pierce, Mayor

#

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

MONDAY, October 12, 2020

1. **CALL TO ORDER & ROLL CALL** – The meeting was called to order at 6:33 p.m. by Mayor Pierce on a virtual web meeting and telephonically (877) 853-5257. Councilmembers present: Mayor Pierce, Councilmembers Catalano, and Diaz. Councilmembers absent: Vice Mayor Wan and Councilmember Wolfe. Staff present: City Clerk/Human Resources Manager Janet Calderon.

2. **PUBLIC COMMENTS** – None.

3. **CLOSED SESSION**
Mayor Pierce announced the City Council will adjourn into Closed Session for the following noticed item (6:34 p.m.): (Councilmembers present: Mayor Pierce, Vice Mayor Wan, Councilmembers Catalano, Diaz, and Wolfe. Staff present: City Attorney Mala Subramanian, Pam Derby, Consultant CPSHR Consulting)
 - (a) Public Employee Appointment
Government Code section 54957
Title: City Manager – Interview Candidates

4. **RETURN TO OPEN SESSION**
Report out of Closed Session (9:48 p.m.)
Mayor Pierce reported there was no reportable action.

5. **ADJOURNMENT**– on call by Mayor Pierce, the City Council adjourned its meeting at 9:49 p.m.

The next regularly scheduled meeting is Tuesday, October 20, 2020.

#

Respectfully submitted,

Janet Calderon, City Clerk

APPROVED BY CLAYTON CITY COUNCIL

Julie Pierce, Mayor

#



STAFF REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: JENNIFER GIANTVALLEY, ACCOUNTING TECHNICIAN

DATE: 10/20/2020

SUBJECT: FINANCIAL DEMANDS AND OBLIGATIONS OF THE CITY

RECOMMENDATION:

It is recommended the City Council, by minute motion, approve the financial demands and obligations of the City for the purchase of services and goods in the ordinary course of operations.

Attached Report	Purpose	Date	Amount
Open Invoice Report	Accounts Payable	10/9/2020	\$ 130,998.75
Cash Requirements Report	Payroll, Taxes	10/7/2020	99,131.32
	Total Required		<u>\$ 230,130.07</u>

Attachments:

1. Open Invoice Report, dated 10/09/20 (4 pages)
2. Cash Requirements report PPE 10/04/20 (1 page)

City of Clayton
Open Invoice Report
Obligations

<u>Vendor Name</u>	<u>Due Date</u>	<u>Invoice Date</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Balance</u>	<u>Potential Discount</u>	<u>Discount Expires On</u>	<u>Net Amount Due</u>
Advanced Elevator Solutions, Inc								
Advanced Elevator Solutions, Inc	10/1/2020	10/1/2020	40937	Elevator maintenance	\$124.00	\$0.00		\$124.00
<i>Totals for Advanced Elevator Solutions, Inc</i>					<u>\$124.00</u>	<u>\$0.00</u>		<u>\$124.00</u>
American Fidelity Assurance Company								
American Fidelity Assurance Company	10/4/2020	10/2/2020	2082368	FSA PPE 10/4/20	\$83.07	\$0.00		\$83.07
<i>Totals for American Fidelity Assurance Company</i>					<u>\$83.07</u>	<u>\$0.00</u>		<u>\$83.07</u>
Aqua Dream Pools								
Aqua Dream Pools	10/6/2020	10/6/2020	CAP0364	C&D deposit refund	\$1,000.00	\$0.00		\$1,000.00
<i>Totals for Aqua Dream Pools</i>					<u>\$1,000.00</u>	<u>\$0.00</u>		<u>\$1,000.00</u>
Bassam Atwal								
Bassam Atwal	9/30/2020	9/30/2020	PC09-20	PC Stipend-May, Aug, Sept, 2020	\$360.00	\$0.00		\$360.00
<i>Totals for Bassam Atwal</i>					<u>\$360.00</u>	<u>\$0.00</u>		<u>\$360.00</u>
Authorize.net								
Authorize.net	9/30/2020	9/30/2020	Sept2020	Online credit card gateway fee September 202	\$33.30	\$0.00		\$33.30
<i>Totals for Authorize.net</i>					<u>\$33.30</u>	<u>\$0.00</u>		<u>\$33.30</u>
CalPERS Retirement								
CalPERS Retirement	10/4/2020	10/4/2020	100420	Retirement PPE 10/4/20	\$18,193.71	\$0.00		\$18,193.71
<i>Totals for CalPERS Retirement</i>					<u>\$18,193.71</u>	<u>\$0.00</u>		<u>\$18,193.71</u>
Anthony Chippero								
Anthony Chippero	9/30/2020	9/30/2020	PC09-20	PC Stipend-May, Aug, Sept, 2020	\$360.00	\$0.00		\$360.00
<i>Totals for Anthony Chippero</i>					<u>\$360.00</u>	<u>\$0.00</u>		<u>\$360.00</u>
City of Concord								
City of Concord	10/1/2020	10/1/2020	85709	Dispatch services November 2020	\$24,418.92	\$0.00		\$24,418.92
<i>Totals for City of Concord</i>					<u>\$24,418.92</u>	<u>\$0.00</u>		<u>\$24,418.92</u>
Clean Street								
Clean Street	9/30/2020	9/30/2020	98315	Sweep fee September 2020	\$4,500.00	\$0.00		\$4,500.00
<i>Totals for Clean Street</i>					<u>\$4,500.00</u>	<u>\$0.00</u>		<u>\$4,500.00</u>
Peter Cloven								
Peter Cloven	9/30/2020	9/30/2020	PC09-20	PC Stipend-May, Aug, Sept, 2020	\$360.00	\$0.00		\$360.00
<i>Totals for Peter Cloven</i>					<u>\$360.00</u>	<u>\$0.00</u>		<u>\$360.00</u>
Comcast Business								
Comcast Business	10/5/2020	10/5/2020	100520	Internet 10/10/20-11/9/20	\$386.09	\$0.00		\$386.09
<i>Totals for Comcast Business</i>					<u>\$386.09</u>	<u>\$0.00</u>		<u>\$386.09</u>

Contra Costa County Department of Conservation & Development

City of Clayton Open Invoice Report Obligations

Vendor Name	Due Date	Invoice Date	Invoice Number	Invoice Description	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due
Contra Costa County Department of Co	9/30/2020	9/30/2020	2021Q1	CASp fees Q1FY21	\$724.20	\$0.00		\$724.20
<i>Totals for Contra Costa County Department of Conservation & Developmen</i>					<u>\$724.20</u>	<u>\$0.00</u>		<u>\$724.20</u>
Contra Costa County Public Works Dept								
Contra Costa County Public Works Dept	9/28/2020	9/28/2020	703469	Traffic signal maintenance August 2020	\$5,977.14	\$0.00		\$5,977.14
<i>Totals for Contra Costa County Public Works Dept</i>					<u>\$5,977.14</u>	<u>\$0.00</u>		<u>\$5,977.14</u>
CPL Concrete Design								
CPL Concrete Design	10/7/2020	10/7/2020	CAP0379	Deposit refund	\$1,495.00	\$0.00		\$1,495.00
<i>Totals for CPL Concrete Design</i>					<u>\$1,495.00</u>	<u>\$0.00</u>		<u>\$1,495.00</u>
Terri Denslow								
Terri Denslow	9/30/2020	9/30/2020	PC09-20	PC Stipend-May, Aug, Sept, 2020	\$360.00	\$0.00		\$360.00
<i>Totals for Terri Denslow.</i>					<u>\$360.00</u>	<u>\$0.00</u>		<u>\$360.00</u>
Digital Services								
Digital Services	10/7/2020	10/7/2020	11749	IT services 8/22/20-10/7/20	\$7,475.85	\$0.00		\$7,475.85
<i>Totals for Digital Services</i>					<u>\$7,475.85</u>	<u>\$0.00</u>		<u>\$7,475.85</u>
Division of the State Architect								
Division of the State Architect	9/30/2020	9/30/2020	2021Q1	CASp fee Q1FY21	\$85.20	\$0.00		\$85.20
<i>Totals for Division of the State Architect</i>					<u>\$85.20</u>	<u>\$0.00</u>		<u>\$85.20</u>
Frank Gavidia								
Frank Gavidia	9/30/2020	9/30/2020	PC09-20	PC Stipend-May, Aug, Sept, 2020	\$360.00	\$0.00		\$360.00
<i>Totals for Frank Gavidia.</i>					<u>\$360.00</u>	<u>\$0.00</u>		<u>\$360.00</u>
Geoconsultants, Inc.								
Geoconsultants, Inc.	9/29/2020	9/29/2020	19094	Well monitoring September 2020	\$1,546.50	\$0.00		\$1,546.50
<i>Totals for Geoconsultants, Inc.</i>					<u>\$1,546.50</u>	<u>\$0.00</u>		<u>\$1,546.50</u>
Graybar Electric Co, Inc								
Graybar Electric Co, Inc	8/21/2020	8/21/2020	9317421917	Street light poles (2)	\$3,573.66	\$0.00		\$3,573.66
<i>Totals for Graybar Electric Co, Inc</i>					<u>\$3,573.66</u>	<u>\$0.00</u>		<u>\$3,573.66</u>
ICMA Retirement Corporation								
ICMA Retirement Corporation	10/5/2020	10/5/2020	100420	457 Plan contributions PPE 10/4/20	\$1,725.00	\$0.00		\$1,725.00
<i>Totals for ICMA Retirement Corporation</i>					<u>\$1,725.00</u>	<u>\$0.00</u>		<u>\$1,725.00</u>
Menard Consulting, Inc								
Menard Consulting, Inc	10/5/2020	10/5/2020	1773	GASB 75 actuarial valuation FY20	\$1,800.00	\$0.00		\$1,800.00
<i>Totals for Menard Consulting, Inc</i>					<u>\$1,800.00</u>	<u>\$0.00</u>		<u>\$1,800.00</u>
MSR Mechanical, LLC								
MSR Mechanical, LLC	8/11/2020	8/11/2020	114153	Library HVAC controls assessment	\$901.13	\$0.00		\$901.13
MSR Mechanical, LLC	8/10/2020	8/10/2020	114147	CH HVAC Troubleshooting	\$1,550.00	\$0.00		\$1,550.00

City of Clayton Open Invoice Report Obligations

Vendor Name	Due Date	Invoice Date	Invoice Number	Invoice Description	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due
MSR Mechanical, LLC	9/17/2020	9/17/2020	114336	CH HVAC repair, condenser	\$570.00	\$0.00		\$570.00
MSR Mechanical, LLC	8/11/2020	8/11/2020	114152	CH HVAC controls assessment	\$901.13	\$0.00		\$901.13
MSR Mechanical, LLC	10/6/2020	10/6/2020	114450	CH HVAC maintenance	\$350.00	\$0.00		\$350.00
MSR Mechanical, LLC	10/6/2020	10/6/2020	114449	Library HVAC maintenance	\$527.17	\$0.00		\$527.17
<i>Totals for MSR Mechanical, LLC</i>					<u>\$4,799.43</u>	<u>\$0.00</u>		<u>\$4,799.43</u>
Nationwide								
Nationwide	10/5/2020	10/5/2020	100420	457 Plan contribution PPE 10/4/20	\$500.00	\$0.00		\$500.00
<i>Totals for Nationwide.</i>					<u>\$500.00</u>	<u>\$0.00</u>		<u>\$500.00</u>
Neopost (add postage)								
Neopost (add postage)	10/1/2020	10/1/2020	100120	Postage	\$300.00	\$0.00		\$300.00
<i>Totals for Neopost (add postage)</i>					<u>\$300.00</u>	<u>\$0.00</u>		<u>\$300.00</u>
Nutrien Ag Solutions, Inc								
Nutrien Ag Solutions, Inc	9/28/2020	9/28/2020	43683452	Landscape chemicals	\$1,581.75	\$0.00		\$1,581.75
Nutrien Ag Solutions, Inc	9/28/2020	9/28/2020	43683451	Landscape chemicals	\$7,066.56	\$0.00		\$7,066.56
<i>Totals for Nutrien Ag Solutions, Inc</i>					<u>\$8,648.31</u>	<u>\$0.00</u>		<u>\$8,648.31</u>
Paysafe Payment Processing								
Paysafe Payment Processing	9/30/2020	9/30/2020	Sept2020	OTC bankcard fees September 2020	\$161.05	\$0.00		\$161.05
Paysafe Payment Processing	9/30/2020	9/30/2020	Sept2020	Online bankcard fees September 2020	\$223.78	\$0.00		\$223.78
<i>Totals for Paysafe Payment Processing</i>					<u>\$384.83</u>	<u>\$0.00</u>		<u>\$384.83</u>
PG&E								
PG&E	9/22/2020	9/22/2020	092220	Energy 9/20/20-10/21/20	\$5,805.83	\$0.00		\$5,805.83
<i>Totals for PG&E.</i>					<u>\$5,805.83</u>	<u>\$0.00</u>		<u>\$5,805.83</u>
Site One Landscape Supply, LLC								
Site One Landscape Supply, LLC	10/1/2020	10/1/2020	99244387-001	Irrigation repair parts	\$387.47	\$0.00		\$387.47
<i>Totals for Site One Landscape Supply, LLC</i>					<u>\$387.47</u>	<u>\$0.00</u>		<u>\$387.47</u>
Sprint Comm (PD)								
Sprint Comm (PD)	9/29/2020	9/29/2020	703335311-226	Cell phones 8/26/20-9/25/20	\$716.62	\$0.00		\$716.62
<i>Totals for Sprint Comm (PD)</i>					<u>\$716.62</u>	<u>\$0.00</u>		<u>\$716.62</u>
Swenson's Mobile Fleet Repair								
Swenson's Mobile Fleet Repair	10/5/2020	10/5/2020	1002125	Repair to '06 F-550	\$882.20	\$0.00		\$882.20
Swenson's Mobile Fleet Repair	10/5/2020	10/5/2020	1002124	Repair to '07 F-450	\$882.20	\$0.00		\$882.20
Swenson's Mobile Fleet Repair	10/5/2020	10/5/2020	1002123	Repair to '99 F450	\$882.20	\$0.00		\$882.20
<i>Totals for Swenson's Mobile Fleet Repair</i>					<u>\$2,646.60</u>	<u>\$0.00</u>		<u>\$2,646.60</u>
Terracare Associates								
Terracare Associates	8/31/2020	8/31/2020	CD50101373	North Valley Park Soil/Sod install	\$2,197.00	\$0.00		\$2,197.00
<i>Totals for Terracare Associates</i>					<u>\$2,197.00</u>	<u>\$0.00</u>		<u>\$2,197.00</u>

City of Clayton Open Invoice Report Obligations

<u>Vendor Name</u>	<u>Due Date</u>	<u>Invoice Date</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Balance</u>	<u>Potential Discount</u>	<u>Discount Expires On</u>	<u>Net Amount Due</u>
Turf Star, Inc.								
Turf Star, Inc.	9/24/2020	9/24/2020	7140227-00	Landscape supplies	\$125.59	\$0.00		\$125.59
				<i>Totals for Turf Star, Inc..</i>	<u>\$125.59</u>	<u>\$0.00</u>		<u>\$125.59</u>
US Bank - Corp Pmt System CalCard								
US Bank - Corp Pmt System CalCard	10/8/2020	9/22/2020	9/22/20	Stmt end 9/22/20	\$22,837.41	\$0.00		\$22,837.41
				<i>Totals for US Bank - Corp Pmt System CalCard</i>	<u>\$22,837.41</u>	<u>\$0.00</u>		<u>\$22,837.41</u>
Waraner Brothers Tree Service								
Waraner Brothers Tree Service	9/16/2020	9/16/2020	15344	Tree work 8/28/20	\$1,575.00	\$0.00		\$1,575.00
				<i>Totals for Waraner Brothers Tree Service</i>	<u>\$1,575.00</u>	<u>\$0.00</u>		<u>\$1,575.00</u>
Workers.com								
Workers.com	9/25/2020	9/25/2020	128297	Seasonal workers week end 9/20/20	\$2,214.00	\$0.00		\$2,214.00
Workers.com	10/2/2020	10/2/2020	128339	Seasonal workers week end 9/27/20	\$2,919.02	\$0.00		\$2,919.02
				<i>Totals for Workers.com.</i>	<u>\$5,133.02</u>	<u>\$0.00</u>		<u>\$5,133.02</u>
GRAND TOTALS:					\$130,998.75	\$0.00		\$130,998.75

CASH REQUIREMENTS

CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 10/07/20: \$99,131.32

IMPORTANT COVID-19 INFORMATION: If you filed IRS Form 7200, please notify your Paychex representative to avoid owing a balance at the end of the quarter and ensure your Form 941 is accurate.

TRANSACTION SUMMARY

SUMMARY BY TRANSACTION TYPE -	TOTAL ELECTRONIC FUNDS TRANSFER (EFT)	99,131.32	
	CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR EFT	99,131.32	
	TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES	15,066.57	
	CASH REQUIRED FOR CHECK DATE 10/07/20	114,197.89	

TRANSACTION DETAIL

ELECTRONIC FUNDS TRANSFER - Your financial institution will initiate transfer to Paychex at or after 12:01 A.M. on transaction date.

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		<u>BANK DRAFT AMOUNTS & OTHER TOTALS</u>
10/06/20	BANK OF AMERICA, NA	xxxxxx4799	Direct Deposit	Net Pay Allocations	73,070.35	
10/06/20	BANK OF AMERICA, NA	xxxxxx4799	Direct Deposit	Deductions with Direct Deposit	663.50	73,733.85
10/06/20	BANK OF AMERICA, NA	xxxxxx4799	Readychex®	Check Amounts	2,805.54	2,805.54
10/06/20	BANK OF AMERICA, NA	xxxxxx4799	Garnishment	Employee Deductions	75.00	75.00
				EFT FOR 10/06/20		76,614.39
10/07/20	BANK OF AMERICA, NA	xxxxxx4799	Taxpay®	Employee Withholdings		
				Social Security	1,145.42	
				Medicare	1,539.69	
				Fed Income Tax	12,055.29	
				CA Income Tax	5,002.03	
				Total Withholdings	19,742.43	
				Employer Liabilities		
				Social Security	1,145.41	
				Medicare	1,539.79	
				Fed Unemploy	14.10	
				CA Unemploy	72.85	
				CA Emp Train	2.35	
				Total Liabilities	2,774.50	22,516.93
				EFT FOR 10/07/20		22,516.93
					TOTAL EFT	99,131.32



Approved: *Fran Robustelli*
Fran Robustelli
Interim City Manager

AGENDA REPORT

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: Scott Alman, City Engineer

DATE: October 20, 2020

SUBJECT: Adopt a Resolution Accepting the Downtown Planter Box Replacement Project Performed by Kerex, Inc. as Complete, Approving the attached Notice of Completion to be Executed by the City Manager, Directing the City Clerk to Record Same with the County Recorder and Authorizing Payment of All Retained Funds to Kerex 35 Days After Recording the Notice of Completion.

RECOMMENDATION

Staff recommends City Council adopt the attached resolution accepting the Downtown Planter Box Replacement Project performed by Kerex, Inc. as complete, approving the attached Notice of Completion (NOC) to be executed by the City Manager, directing the City Clerk to record same with the County Recorder and authorizing payment of all retained funds to Kerex 35 days after recording the Notice of Completion.

BACKGROUND

At their August 20, 2019 meeting, the City Council took action to award a low-bid contract to Kerex, Inc. of Pleasant Hill, CA to construct the Downtown Planter Box Replacement Project. The total contract award was \$237,420.00.

At their June 2, 2020 meeting, Council took action to approve an \$18,662.48 contract change order to Kerex and subsequently approved a revised project budget of \$256,082.48.

DISCUSSION

This project is complete, a punch list generated, and the items on the punch list corrected by the contractor and re-inspected by City staff to determine that the finish product complies with the approved plans and specifications for the project. The City Engineer concurs that the completed project conforms to the approved project plans and specifications and recommends that City Council accept this project as complete.

FISCAL IMPACTS

None. At their June 2, 2020 meeting, Council approved Change Order No.1 in the amount of \$18,662.48 and a revised project budget of \$256,082.48. The completed project is at the approved budget amount and there is no fiscal impact to accepting the project as complete. This project was funded through the Landscape Maintenance Assessment District (Fund 210).

Thirty-five days after filing the Notice of Completion with the County, and if the City receives no lien requests from any subcontractors, the retained amount from each of the progress payments will be released to the contractor.

ATTACHMENTS

Resolution [2pp]

Notice of Completion [2 pp]

RESOLUTION NO. ___-2020

A RESOLUTION ACCEPTING THE DOWNTOWN PLANTER BOX REPLACEMENT PROJECT PERFORMED BY KEREX, INC. AS COMPLETE, APPROVING THE ATTACHED NOTICE OF COMPLETION TO BE EXECUTED BY THE CITY MANAGER, DIRECTING THE CITY CLERK TO RECORD SAME WITH THE COUNTY RECORDER AND AUTHORIZING PAYMENT OF ALL RETAINED FUNDS TO KEREX 35 DAYS AFTER RECORDING THE NOTICE OF COMPLETION.

**THE CITY COUNCIL
City of Clayton, California**

WHEREAS, on August 20, 2019 City Council took action to award a low-bid contract in the amount of \$237,420.00 to Kerex, Inc. of Pleasant Hill, CA to construct the Downtown Planter Box Replacement Project. (LMD #2015-1); and

WHEREAS, on June 2, 2020 City Council took action to approve Change Order No. 1 in the amount of \$18,662.48, and a revised total project budget of \$256,082.48; and

WHEREAS, the project has been completed, inspected, a punch list prepared and all items on the punch list repaired in conformance with the approved project plans and specifications and to the satisfaction of the City Engineer; and

WHEREAS, in its accompanying report City staff recommends that the City Council adopt this Resolution accepting the Downtown Planter Box Replacement Project as complete, approving the attached Notice of Completion to be executed by the City Manager, directing the City Clerk to record same with the County Recorder and authorizing payment of all retained funds to Kerex 35 days after recording the Notice of Completion; and

WHEREAS, there is no fiscal impact to taking the recommended action as the project is complete within the approved project budget.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Clayton, California does hereby adopt this Resolution accepting the Downtown Planter Box Replacement Project as complete, approving the attached Notice of Completion to be executed by the City Manager, directing the City Clerk to record same with the County Recorder and authorizing payment of all retained funds to Kerex 35 days after recording the Notice of Completion.

PASSED, APPROVED and ADOPTED by the City Council of Clayton, California at a regular public meeting thereof held on the 20th day of October 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

THE CITY COUNCIL OF CLAYTON, CA

Julie Pierce, Mayor

ATTEST:

Janet Calderon, City Clerk

Recording requested by
and when recorded mail to:

(Section for Recorder's Use Only)

CITY OF CLAYTON
6000 Heritage Trail
Clayton, California 94517
Attn: Janet Calderon

[NO RECORDING FEE SHALL BE CHARGED PURSUANT TO GOVERNMENT CODE SECTION 6103]

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN that the undersigned is the Owner of a work of improvement described as Clayton Downtown Planter Box Replacement and of the real property on which the work of improvement is situated, which real property is located in the County of Contra Costa, State of California and specifically described as follows: Main Street, Clayton, CA 94517.

That the undersigned, as Owner of the above-described property, on August 20, 2019, entered into an original contract with Kerex, Inc. for the construction of the above-described work of improvement.

That on October 5, 2020, the work of improvement was actually completed by Kerex, Inc.

That the nature of the interest of the undersigned is ownership of a public street with decorative and landscape improvements in the above-described real right-of-way.

That the name and address of the undersigned Owner of the above-described property is:

City of Clayton
6000 Heritage Trail
Clayton, California 94517

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

CITY OF CLAYTON

By: _____
Fran Robustelli

Its: Interim City Manager

Dated: October 20, 2020

[VERIFICATION ON FOLLOWING PAGE]

VERIFICATION

I, Fran Robustelli, state that I am the Authorized Agent of the Owner identified in the foregoing Notice of Completion. I have read said Notice of Completion and know the contents thereof; the same is true of my own knowledge.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on this 18th day of August 2020, at Clayton, California.

CITY OF CLAYTON

By: _____
Fran Robustelli

Its: Interim City Manager



Approved:

*Fran Robustelli*Fran Robustelli
Interim City Manager

AGENDA REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: Janet Calderon, City Clerk/ HR Manager

DATE: October 20, 2020

SUBJECT: Agreement with Stria for Document Conversion Services.

RECOMMENDATION

Authorize the City Manager to enter into an agreement with Stria for Document Conversion Services.

BACKGROUND

In July 2020, the Council approved a 3 year (36 month) lease agreement for a Konica Minolta C659 document copier with Caltronics Business Systems. The 3-year lease includes searchable PDF scanning function. Staff inquired with the Caltronics Business Systems team for a recommendation of a company that can begin scanning the City's permanent records into the Docuware program associated with the Konica Minolta C659 document copier.

City Staff contacted Stria to inquire on their certifications, processes and ability to scan permanent City records into a digital conversion. Stria is compliant with regulatory requirements, staff is certified, and services are performed in a secured onsite location in Bakersfield.

FISCAL IMPACT

The cost of the contract is not to exceed \$21,198.00. There are sufficient funds already budgeted in General Fund excess for this contract.

Conclusion

Staff recommends the City Council authorize the City Manager to enter into agreement with Stria for Document Conversion Services.

Attachments: A. Stria Document Conversion Services Statement of Work (11 pages)



City Council Agenda Packets & Misc. Digital Conversion v2

Document Conversion Services

Prepared Exclusively For:



Janet Calderon
City Clerk/
HR Manager
6000 Heritage Trail
Clayton, CA 94517

Presented by:

Scott D. Garrison
VP of Sales & Marketing
Stria, LLC
SGarrison@Stria.com
661.617.6601 x 111 (O)
661.978.2028 (C)





Monday, May 04, 2020

May 4, 2020

Janet Calderon
City Clerk/HR Manager
City of Clayton
6000 Heritage Trail
Clayton, CA 94517

Dear Janet,

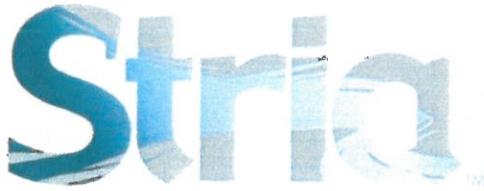
Thank you for the opportunity to provide a proposal from Stria for your document imaging project. There are several factors that make Stria a best value solution for your organization:

- Stria has extensive expertise with imaging and indexing similar content in for government agencies
- Our production team will perform the work at Stria's secure production facility in Bakersfield, Ca
- Stria's services are compliant with regulatory requirements from GLBA, NCUA, & HIPAA
- Our company does not outsource or offshore any of the work being performed
- 100% of the Stria staff are US Citizens with proper training and certifications
- Stria has vast experience in secure environments (legal, energy, medical, finance, HR)
- Stria production facility is conveniently located in Central CA for logistical purposes

Please review this Statement of Work (SOW) and let me know if there are any recommended revisions to your digital conversion project. We look forward to working with you and your team and we sincerely appreciate the opportunity to be of service. Our mission is to help you and your staff efficiently find what you need, when you need it.

Sincerely,

Scott D. Garrison
VP of Sales & Marketing



Stria.com

Stria, LLC

2160 Mars Court
Bakersfield, CA 93308

Statement of Work (SOW) JID01483 for Digitization of City Council Agenda Packets + Misc. v2

Date	Services Performed By:	Services Performed For:
May 4, 2020	Stria, LLC 2160 Mars Court Bakersfield, CA 93308	City of Clayton 6000 Heritage Trail Clayton, CA 94517

This Statement of Work JID01483 (hereinafter called the "SOW"), effective as of _____ 2020, is entered by and between Vendor and Client, and is subject to the terms and conditions specified below. The Exhibit(s) to this SOW, if any, shall be deemed to be a part hereof. In the event of any inconsistencies between the terms of the body of this SOW and the terms of the Exhibit(s) hereto, the terms of the body of this SOW shall prevail.

Company Overview

Stria has made the INC 5000 list four times as one of the fastest growing, privately held companies in the United States. Stria has many satisfied clients across the nation including energy companies, government agencies, healthcare organizations, law firms, banks, technology companies, K-12 and higher education institutions.

Stria has provided services to several global brands such as Facebook, Chevron, The Golden State Warriors and Kraft Foods. The company is an active participant in the Bakersfield Downtown Rotary club and a longstanding member of the Greater Bakersfield Chamber of Commerce. We are committed to our five core values of Service, Teamwork, Respect, Innovation and Accountability.

Every Stria team member has undergone a background check and has received extensive training. Stria never uses offshore labor or non-legal workers. Stria's corporate DNA is based on the premise that lives and livelihoods depend on a superior work product. Every staff person at Stria is dedicated to exceeding the expectations of our clients and their stakeholders.

Methodology

A superior work product requires a meticulous methodology. Stria has innovated a unique methodology for digitizing files and formatting the content for any document management system (DMS). This process is customized for every engagement, but the result is always the same: high quality digital files that are searchable and portable into any DMS. A high-level summary of this process is outlined in the 22-step diagram below.



22 STEPS TO SUCCESSFUL DOCUMENT CONVERSION

- 1

Stage



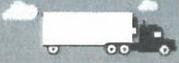
Locate content, assess its condition and pre-apply materials.
- 2

Inventory



Count and catalog file containers prior to pick-up.
- 3

Transport



Safely move physical and/or digital records to designated work area or secure off-site production facility.
- 4

Kickoff



Project manager convenes meeting with all internal and external stakeholders.
- 5

Methodology



Produce **playbook** defining each step of the conversion process.
- 6

Assign Team



Choose a team of **cross-trained** professionals to administer project.
- 7

Prepare



Assemble files for orderly and efficient processing.
- 8

Barcode



Insert markers to distinguish files and apply metadata.
- 9

Scan



Documents are fed into high-speed, industrial grade scanners.
- 10

Image Quality



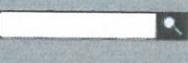
Manually review 100% of images to ensure total legibility.
- 11

Advanced Data Extraction



Use regular expressions, zonal OCR, forms recognition and other methods to pre-populate metadata.
- 12

Index



Apply and structure metadata to enable detailed keyword searches.
- 13

Data Quality Check



Manually compare file index data against document data to confirm **100%** accuracy.
- 14

Supervisor Review



Team Leader conducts additional **spot checks** on files and metadata.
- 15

Optical Character Recognition



Embed an OCR overlay of fully-searchable text within the digital file.
- 16

Migration



Approved images and metadata from SQL database and .TIF pages are migrated into customer's desired format.
- 17

Manager Review



Experienced manager issues a final **quality check** by random sample selection.
- 18

Delivery



Files and metadata are imported into client's document management system (DMS), network or other repository.
- 19

Confirmation



Execute "virtual handshake" between service provider and client systems to finalize a secure transaction.
- 20

Report



Deliver specialized data extracts to client upon request.
- 21

Client Review



Customer verifies integrity of statistically significant content sample to ensure compliance.
- 22

Post Production



Securely destroy, retain or return physical documents according to client's request.



www.stria.com

Project Assumptions

To generate a pricing estimate, the following assumptions have been made:

- Estimated images volumes are:

Content Type	Boxes	Images Per Box	Total Images
Paper Files	57	3,200	182,400
Total Estimated Images			182,400

- It is estimated that each document includes approximately 10 images and a barcode will be used to separate documents and folders.
- Vendor will conduct work offsite at secure processing center in Bakersfield, CA
- Files will be delivered as fully OCR'd PDF documents formatted for any document management system of the client's choosing.
 - The PDF files will be sorted into directories based on implementation requirements; There is a 1:1 ratio between file folders or tabs and digital documents.
- Content will be imaged at 300 DPI.
- Items will be scanned using high-speed commercial scanners.
- Each document is in folder or binder with easily identifiable labels.
- Stria will provide file preparation services. Prep services include:
 - Removal of all staples and bindings
 - Removal of all paperclips
 - Removal of other conditions that prevent paper from being properly fed through sheet fed scanners
 - Mending of ripped paper
 - Straightening of wrinkled paper
 - Insertion of barcode coversheets
- None of the paper is in such a condition that would prevent it from passing through a high-speed, sheet fed scanner.
- Reverse preparation will not be provided; Documents will not be placed back into their original folders nor rebound. However, documents will be kept in the original order. Barcodes will not be purged.
- Client will provide information and support as needed relative to file content, etc.
- Scanned documents and index data will be delivered via SFTP or via encrypted external hard drive, USB drive, CD or other client preferred method.
- It is anticipated that a combination of manual and automated indexing techniques will be used; These techniques will include up to 20 manual key strokes per document along with the following technologies:

- Database lookup against extract from core system
- OCR
- Zonal OCR
- 1-D and 2-D barcodes
- Advanced Data Extraction using Regular Expressions
- Stria is software agnostic and will place scanned media into any document management system format or into a Windows based file structure.
- After the proposal is accepted, a detailed methodology document will be created and approved by the client before production work begins.

Infrastructure and Security

In addition to the methodology, Stria will also ensure that best practices for document processing are adhered to. Any specialized document handling requirements generated by the client will also be incorporated.

All work will be conducted in a production process that meets or exceeds industry requirements.

For onsite projects, Stria will provide, maintain and utilize the following resources:

- High-end production workstation(s)
- High quality imaging server and application server (virtualized)
- Spare consumables (rollers, etc.)
- Production scanners (200+ pages per minute) with full maintenance
- Printer(s)
- Enterprise scanning, workflow and QC software
- Enterprise back-up utilities and hardware
- Encrypted external storage system
- Trained and certified Document Imaging Specialist(s)
- Professional project manager
- MS Windows server(s) (RAID)
- MS Windows SQL server(s) via VMWare
- Tools to create both standard and Ad-hoc reports
- Advanced imaging, indexing, QC and OCR tools
- Complete network w/ switch, hub, printer & UPS (as appropriate)
- Spare consumables
- 24 x 7 Project Management

In addition to the above referenced physical characteristics, the following related services are also offered as part of all projects:

- Web-based trouble ticket system for urgent requests
- Cell phone access to project managers
- Email and mobile phone access to project managers

Scope of Work and Pricing

Service Code / Title / Activity	UNIT	RATE	QTY	SUB
SC-006-010 Project Manager I Provide project management services including but not limited to: <ul style="list-style-type: none"> • Develop and maintain project plan • Facilitate regular update meetings • Ensure proper communication flow between stakeholders • Prepare and distribute meeting agendas and minutes • Prepare and distribute task lists • Execute other duties requested by client 	Hour	\$175.00	8	\$1,400.00
SC-003-007 Information Architect III Stria's solutions engineer will provide technical support including but not limited to: <ul style="list-style-type: none"> • Research on existing systems and file formats • Facilitate and attend IT meetings • data conversions and mapping into DMS 	Hour	\$175.00	-	\$0.00
SC-007-003 Point-to-Point Courier Services Use Stria vehicles to securely transport content from client location to Stria's production center; All drivers are Smith System ® oriented. Courier service volume assumes one courier pick-up in California.	Trip	\$350.00	1	\$350.00
SC-007-004 Courier Services Standard file box with lid.	Box	\$4.00	0	\$0.00
SC-007-005 Courier Services Packing, loading and inventory of content into file boxes.	Box	\$6.00	0	\$0.00
SC-008-001 Document Conversion - Black and White Images This service includes processing all documents through Stria's 22 step conversion methodology including but not limited to: <ul style="list-style-type: none"> • File preparation • Scanning • 100% image quality assurance • Basic indexing via barcode, data extraction, etc. • 100% data verification • Optical character recognition (OCR) • Delivery 	Image	\$0.08	182,400	\$14,592.00



Service Code / Title / Activity	UNIT	RATE	QTY	SUB
SC-008-002 Document Conversion - Color Images				
This service includes processing all documents through Stria's 22 step conversion methodology including but not limited to:				
<ul style="list-style-type: none"> • File preparation • Scanning • 100% image quality assurance • Basic indexing via barcode, data extraction, etc. • 100% data verification • Optical character recognition (OCR) • Delivery 	Image	\$0.10	0	\$0.00
SC-008-011 Barcode Sheets and Stickers (per barcode processed)				
Use barcode technology to separate folders and documents during the conversion / scanning process. The volume here assumes an estimated 10 images per document with an estimated total of 9,600	Barcode	\$0.06	18,240	\$1,095.00
SC-003-001 Document Management Specialist II				
Conduct additional basic document management activities above and beyond scanning. Examples include but are not limited to:	Hour	\$28.00	-	\$0.00
<ul style="list-style-type: none"> • Convert PDF files into Excel files • Data conversion services • Advanced reverse file preparation or reverse preparation 				
SC-08-010 Document Destruction (per box)	Box	\$4.00	57	\$228.00

Estimated Project Subtotal	\$17,665.00
Project Not to Exceed Total	\$21,198.00

Client Responsibilities

Client will provide:

- A. Access to appropriate stakeholders (internal and external).
- B. Timely feedback.
- C. Access to validation data.

Limitations and Assumptions

- A. Discovery sessions will be used to refine requirements.
- B. Processing fees for importing documents include OCR, Indexing, Data matching with IDX data and output into client's desired system.
- C. Quantity estimates assume that physical documents are stored in a standard 12"x10" x15" bankers' boxes.

Fee Schedule

This engagement will be conducted on a time and materials basis. Services provided under this WO will be submitted via work order and approved by client before work begins.

Billing Address	Client Project Manager	Client Cost Center
6000 Heritage Trail Clayton, CA 94517	Janet Calderon	N/A

Invoice and Payment Procedures

50% of the total estimated fees are due prior to project inception. 25% is due upon 50% completion and the remaining 25% (plus or minus any actual true-up) is due upon the completion of the project.

Stria bills twice per month and Invoices will be paid by client on a net 30 schedule. Invoices not paid within a net 30 schedule will incur a finance charge of 1.5% per month.

Project Change Control Procedure

The following process will be followed if a change to this SOW is required:

- Final project cost will not exceed quoted amount plus a 20% estimate variance unless written approval is provided.
- A work order (WO) will be the vehicle for communicating change. The WO must describe the projected change, the rationale and the effect the change will have on the project.
- The designated Account Manager or Project Manager of the requesting party (Contractor or Client) will review the proposed change and determine whether to submit the request to the other party.
- Both Managers will review the proposed change and approve it for further investigation or reject it. Contractor and Client will mutually agree upon any charges for such investigation, if any. If the investigation is authorized, the Client

Project Manager will sign the WO, which will constitute approval for the investigation charges. Contractor will invoice Client for any such charges. The investigation will determine the effect that the implementation of the WO will have on WO price, schedule and other terms and conditions of the Agreement.

- Upon completion of the investigation, both parties will review the impact of the proposed change and, if mutually agreed, a Change Authorization will be executed.
- A written work order must be signed by both parties to authorize implementation of the agreed upon changes.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be effective as of the month, day and year of the final signature date below. Please email the signed proposal to sgarrison@stria.com. A countersigned, fully executed copy of the proposal will be emailed to you shortly. A Stria project manager will be assigned to your account and will be in contact with you within 2 business days.

City of Clayton

Stria, LLC

By: _____
Name: _____
Title: _____
Date: _____

By: _____
Name: _____
Title: _____
Date: _____



Agenda Date: 10-20-2020

Agenda Item: 3e

Approved:
Francis M Robustelli

Fran Robustelli
Interim City Manager

AGENDA REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: Janet Calderon, City Clerk

DATE: October 20, 2020

SUBJECT: Adopt a Resolution Amending Conflict of Interest Code.

RECOMMENDATION

It is recommended that the City Council adopt the Resolution approving the amended Conflict of Interest Code of the City of Clayton.

BACKGROUND

The Political Reform Act (the "Act") requires all public agencies to adopt and maintain a Conflict of Interest Code containing the rules for disclosure of personal assets and the prohibition from making or participating in making governmental decisions that may affect any personal assets. The Conflict of Interest Code must specifically designate all agency positions that make or participate in the making of decisions and assign specific types of personal assets to be disclosed that may be affected by the exercise of powers and duties of that position.

The Act further requires that an agency regularly review and update its Code as necessary when directed by the code-reviewing body or when change is necessitated by changed circumstances (Sections 87306 and 87306.5).

Pursuant to the Act the City adopted a Conflict of Interest Code which was last amended and approved by the City Council on October 4, 2016. Review of the Code shows that it must be amended by City Council as the City's code-reviewing body to revise the title of an existing position, include provisions for electronic filing of statements for certain filers, eliminate Oversight Board as that is now a County body and clarify requirements for disclosing interests in real property. Since the Successor Agency is the City Council and City Council is already required filer this is also deleted. Staff has also included information for filers on ethics training as required under AB 1234.

Attached is a redline version of the proposed amended Conflict of Interest Code showing the revisions made.

Subject: Adopt a Resolution Amending Conflict of Interest Code.

Date: October 20, 2020

Page 2 of 2

Government Code section 87303 provides that no code or amendment to a code shall be effective until it has been approved by the code-reviewing body.

FISCAL IMPACT

None.

- Attachments:
1. 2020 Local Biennial Notice
 2. Clayton's Amended Conflict of Interest Code with changes in red
 3. Resolution and final version of the Code.

2020 Local Agency Biennial Notice

Name of Agency: City of Clayton
Mailing Address: 6000 Heritage Trail, Flr 3 Clayton, CA 94517
Contact Person: Janet Calderon Phone No. (925) 673-7304
Email: jcalderon@ci.clayton.ca.us Alternate Email: _____

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one BOX):

An amendment is required. The following amendments are necessary:

(Check all that apply.)

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (describe) _____

The code is currently under review by the code reviewing body.

No amendment is required. (If your code is over five years old, amendments may be necessary.)

Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.

Signature of Chief Executive Officer

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 1, 2020**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

LEGISLATIVE VERSION
(SHOWS CHANGES MADE)

CONFLICT OF INTEREST CODE
OF THE
CITY OF CLAYTON

CONFLICT OF INTEREST CODE OF THE CITY OF CLAYTON

~~(Adopted October 4, 2016)~~ Amended October 20, 2020

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted 2 Cal. Code of Regs. Section 18730 which contains the terms of a standard conflict of interest code which can be incorporated by reference in an agency's code. After public notice and hearing Section 18730 may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation (attached) and the attached Appendix designating officials and employees and establishing disclosure categories, shall constitute the conflict of interest code of the **City of Clayton (the "City")**.

The Mayor, Members of the City Council and Planning Commission, the City Manager, the City Attorney and the City Treasurer, may electronically file their annual statements of economic interests directly with the Fair Political Practices Commission. All other officials and designated positions required to submit a statement of economic interests shall file their statements with the **City Clerk** as the City's Filing Officer. ~~The City Clerk shall make and retain a copy of all statements filed by the Mayor, Members of the City Council and Planning Commission, the City Manager, the City Attorney and the City Treasurer, and forward the originals of such statements to the Fair Political Practices Commission.~~ The **City Clerk** shall retain the original statements filed by all other officials and designated positions and will make all retained statements available for public inspection and reproduction during regular business hours. (Gov. Code Section 81008.)

All officials and designated positions required to submit a statement of economic interests shall receive ethics training as required pursuant to Government Code section 53235 (AB 1234). The City's Filing Officer shall annually provide all filers with information on training available to meet the requirements of Section 53235, and maintain required records indicating the dates that filers satisfied the training requirements and the entity that provided the training. These records shall be retained for five years after the date of training and are public records subject to disclosure under the California Public Records Act. (Gov. Code § 53235.2.)

APPENDIX

CONFLICT OF INTEREST CODE

OF THE

CITY OF CLAYTON

~~(Adopted October 4, 2016)~~ Amended October 20, 2020

PART "A"

The Mayor, Members of the City Council and Planning Commission, the City Manager, the City Attorney, the City Treasurer, and All Other City Officials who manage public investments, as defined by 2 Cal. Code of Regs. §18700.3, are NOT subject to the City's Code but must file disclosure statements under Government Code Section 87200 et seq. [Regs. § 18730(b)(3)]

OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

It has been determined that the positions listed below are Other City Officials who manage public investments¹. These positions are listed here for informational purposes only.

Finance ~~Manager~~ Director

Financial Consultant

¹ Individuals holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by § 87200.

DESIGNATED POSITIONS

GOVERNED BY THE CONFLICT OF INTEREST CODE

<u>DESIGNATED POSITIONS'</u> <u>TITLE OR FUNCTION</u>	<u>DISCLOSURE CATEGORIES</u> <u>ASSIGNED</u>
Assistant City Attorney	1, 2
Assistant Planner	1, 2
Assistant to the City Manager	2, 3, 4
Chief of Police	5
City Clerk	5
City Engineer	1, 2
Community Development Director	1, 2
Maintenance Supervisor	5
Office Assistant/Code Enforcement Officer	6
Police Administrative Clerk	6
Police Sergeant	5
Successor Agency Special Legal Counsel	1, 2

BOARDS & COMMISSIONS

Oversight Board of Successor Agency	1, 2
Successor Agency	1, 2

DESIGNATED POSITIONS'
TITLE OR FUNCTION

DISCLOSURE CATEGORIES
ASSIGNED

Consultants and New Positions²

² Individuals serving as a consultant as defined in FPPC Reg 18700.3 or in a new position created since this Code was last approved that makes or participates in making decisions must file under the broadest disclosure set forth in this Code subject to the following limitation:

The City Manager may determine that, due to the range of duties or contractual obligations, it is more appropriate to assign a limited disclosure requirement. A clear explanation of the duties and a statement of the extent of the disclosure requirements must be in a written document. (Gov. Code Sec. 82019; FPPC Regulations 18219 and 18734.). The City Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code. (Gov. Code Sec. 81008.)

PART "B"

DISCLOSURE CATEGORIES

The disclosure categories listed below identify the types of economic interests that the designated position must disclose for each disclosure category to which he or she is assigned.³ "Investment" means financial interest in any business entity (including a consulting business or other independent contracting business) and are reportable if they are either located in, doing business in, planning to do business in, or have done business during the previous two years in the jurisdiction of the City.

Category 1: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that do business or own real property within the jurisdiction of the City.

Category 2: All interests in real property which is located in whole or in part within, or not more than two (2) miles outside, the boundaries of the City, including any leasehold, beneficial or ownership interest or option to acquire property.

Category 3: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that are engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of the City.

Category 4: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by the City.

Category 5: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by the designated position's department, unit or division.

Category 6: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, subject to the regulatory, permit, or licensing authority of the designated employee's department, unit or division.

³ This Conflict of Interest Code does not require the reporting of gifts from outside this agency's jurisdiction if the source does not have some connection with or bearing upon the functions of the position. (Reg. 18730.1)

RESOLUTION NO. -2020

**A RESOLUTION APPROVING AN AMENDED CONFLICT
OF INTEREST CODE PURSUANT TO THE POLITICAL
REFORM ACT OF 1974**

**THE CITY COUNCIL
City of Clayton, California**

WHEREAS, the State of California enacted the Political Reform Act of 1974, Government Code Section 81000, et seq. (the "Act"), which contains provisions relating to conflicts of interest which potentially affect all officers, employees and consultants of the City of Clayton (the "City"), and requires all public agencies to adopt and promulgate a conflict of interest code; and

WHEREAS, the City Council adopted a Conflict of Interest Code (the "Code") which was amended on October 4, 2016, in compliance with the Act; and

WHEREAS, subsequent changed circumstances within the City have made it advisable and necessary pursuant to Sections 87306 and 87307 of the Act to amend and update the City's Code; and

WHEREAS, notice of the time and place of a public meeting on, and of consideration by the City Council of, the proposed amended Code was publicly posted for review at the offices of the City; and

WHEREAS, a public meeting was held upon the proposed amended Code at a regular meeting of the City Council on October 20, 2020, at which all present were given an opportunity to be heard on the proposed amended Code.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Clayton, California, as follows:

Section 1. The City Council does hereby approve and adopt the proposed amended Conflict of Interest Code, a copy of which is attached hereto and shall be on file with the City Clerk and available to the public for inspection and copying during regular and business hours;

Section 2. The said amended Conflict of Interest Code shall become effective immediately upon its adoption and approval of the Resolution (Effective Date); and

Section 3. All previous Conflict of Interest Codes of the City of Clayton and amendments thereto shall be rescinded as of the effective date of said amended Conflict of Interest Code as approved and adopted by the City Council.

PASSED AND ADOPTED by the City Council of the City of Clayton, California, at a regular meeting thereof held this 20th day of October, 2020, by the following roll call vote to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

THE CITY COUNCIL OF CLAYTON

Julie Pierce, Mayor

ATTEST:

Janet Calderon, City Clerk

CONFLICT OF INTEREST CODE
OF THE
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CONFLICT OF INTEREST CODE OF THE CITY OF CLAYTON

(Amended October 20, 2020)

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APPENDIX
CONFLICT OF INTEREST CODE
OF THE
CITY OF CLAYTON

(Amended October 20, 2020)

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Financial Consultant

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GOVERNED BY THE CONFLICT OF INTEREST CODE

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Assistant to the City Manager	2, 3, 4
Chief of Police	5
City Clerk	5
City Engineer	1, 2
Community Development Director	1, 2
Maintenance Supervisor	5
Office Assistant/Code Enforcement Officer	6
Police Administrative Clerk	6
Police Sergeant	5
Successor Agency Special Legal Counsel	1, 2

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Agenda Date: 10-20-2020

Agenda Item: 4a

declaring

November 4, 2020

as

"Virtual Shelter-in-Place Education Day"

WHEREAS, public and private schools and childcare centers throughout Contra Costa County will be participating in the virtual Shelter-in-Place Drill on November 4th; and

WHEREAS, Contra Costa Community Awareness Emergency Response Group - CAER - is sponsoring the 19th Annual Shelter-in-Place Drill and assisting schools and childcare centers with their emergency preparedness; and

WHEREAS, emergency response agencies including fire, sheriff and health officials all recommend Shelter-in-Place as the immediate action to take in case of a hazardous release; and

WHEREAS, the Shelter-in-Place Drill increases public awareness about Shelter-in-Place as a protective action and gives students and teachers practice in implementing this important procedure; and

WHEREAS, due to COVID-19, this years' Shelter-in-Place Drill will be virtual; and

WHEREAS, the County Office of Education has endorsed the virtual Shelter-in-Place Drill and encouraged all sites to participate.

NOW THEREFORE, I, Julie Piece, Mayor, on behalf of the Clayton City Council, do hereby proclaim November 4, 2020 as "Shelter-in-Place Education Day" and encourages participation in the Contra Costa CAER Group's public education efforts. In support of the parents, teachers, students and staff that will be participating with hundreds of other schools and childcare centers in the virtual Shelter-in-Place Drill.

declaring
Wednesday, October 21, 2020
as

Agenda Date: 10-20-2020

Agenda Item: 4b

"Patti Bannister Day"

WHEREAS, Mrs. Patti Bannister has been the Principal at Diablo View Middle School for the past 18 years; and

WHEREAS, Mrs. Bannister has always had the students' best interests in mind, and has been deeply dedicated to the students, teachers and staff at Diablo View Middle School; and

WHEREAS, Mrs. Bannister has consistently looked for new ideas to improve Diablo View Middle School and has guided the school with great success; and

WHEREAS, Mrs. Bannister introduced and implemented many campaigns and initiatives at Diablo View Middle School, such as the "Be an Upstander" campaign, encouraging students to use their voices to stand up to bullies, "Be a Bucket Filler" initiative whereby students were encouraged, without being asked, to help give compliments and spread good feelings to others, and "It Starts with Hello" effort, bringing in speakers from Sandy Hook Promise to teach empathy and to empower students to end social isolation; and

WHEREAS, Mrs. Bannister has been supportive of teachers and staff, encouraging teachers to adapt to technology platforms that help improve student engagement, championing teachers to be well informed of best teaching practices and always finding ways to help improve teachers from reading materials to professional conferences and other collaboration opportunities, and encouraging faculty and staff to develop interpersonal relationships through her Burger Fridays, frequent potato bars and holiday dinners; and

WHEREAS, Mrs. Bannister is retiring from Diablo View Middle School as a caring, supportive and dedicated member of the Clayton community.

NOW, THEREFORE, I, Julie Pierce, Mayor of the City of Clayton, on behalf of the entire Clayton City Council, do hereby proclaim our gratitude in Patti Bannister and commend her for her contributions to public education in Clayton and within the Mount Diablo Unified School District; and in recognition of her accomplishments and significant achievements, do hereby proclaim Wednesday, October 21, 2020 as "Patti Bannister Day" in the City of Clayton, California.



AGENDA REPORT

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: Fran Robustelli, City Manager

BY: Matthew Feske, Community Development Director

DATE: October 20, 2020

SUBJECT: City owned property located at Clayton Road, Oak Street, and Main Street vision input. APN 118-560-010.

RECOMMENDATION

It is recommended that the City Council receive and file the public input and provide direction to staff for a future process regarding community engagement for the city owned property located at Clayton Road, Oak Street, and Main Street.

BACKGROUND

The property under discussion is located between Clayton Road, Oak Street, and Main Street. The property is approximately 1.66 acres in area and is currently vacant and undeveloped. The property is historically used for events and general open space.

- Land Use Designation is Town Center.
- Zone is Planned Development.
- Property is within the Town Center Specific Plan.



The property was purchased by the City in 2013 and has remained vacant. There has been expressed interest over the years to develop the property, however the interest has been limited to general questions and initial due diligence in exploring ideas for the property. There has not been a sense of urgency by potential buyers or developers from 2013 to present day.

The exception was in 2018, where a housing/commercial developer went through a pre-application process and community meetings where the proposed housing project was rejected. The property has been open to interested buyers, yet nothing further than superficial interest has arisen from any potential buyer. The City has engaged experts to evaluate best use of the property in the past and those reports would be available as a resource regardless of the direction provided by Council for next steps. The property remains in a status of uncertain and unclear vision and direction for future development. This uncertainty does not provide the confidence needed for potential buyers, developers, and interested parties to invest the time or money needed to develop the property.

What is a Land Use Designation?

The Land Use Designation comes from the General Plan of the City of Clayton. The General Plan is the guiding document for the City. It provides the vision, the policies, and goals of the city for the next 20 plus years. An Element (or Chapter) of the General Plan discusses the land and how it is to be developed. The Land Use Element has descriptive language and designations for areas of land, in this case the city owned property is within the area defined as Town Center. The designation of Town Center identifies what the allowed uses and the development standards. The Land Use identifies Town Center as a commercial designation that promotes uses appropriate for the known historical commercial center. The land use designation allows the following uses: retail sale, commercial service, restaurant, bar, commercial recreation, child day care, office, upper-floor residential, and visitor accommodation uses.

What is a Zone of Planned Development?

The Zone is the tool used to achieve the goals and policies of the General Plan. The Zone is parcel specific and identifies the allowed uses for that property along with specific development or improvement regulations. In this case, the city owner property is in the Planned Development Zone which allows for residential uses, commercial uses, or a mix of residential and commercial. The Planned Development Zone development regulations allows for differences in the development regulations found in residential or commercial zones, as deemed appropriate by the Planning Commission or City Council. The zone allows the following uses: residential (single family and multiple family) commercial, and mixed use.

What is a Specific Plan?

A Specific Plan is a land use document that defines allowed land uses and development regulations for a specific area. Specific Plans are produced to provide more specific definitions of allowed uses and definitions of the development regulations. In this case, the Town Center Specific Plan includes the city owned property and defines the allowed uses and development standards on a more restrictive level than the Zone. The specific plan allows for the following uses: commercial, retail, residential upper floor (mixed-use), residential (multiple family), institutional residential (like senior housing), and public facilities

What does this mean?

As the property is right now and without any changes, the property could be developed as a commercial development, residential development, or a mixed-use development of commercial and residential.

DISCUSSION

The City Council has recently gone through a goal setting exercise that has identified goals and the priorities for the City for 2020. As a part of the goal setting exercise, the use of the city owned property came up as a priority and as such City Council directed staff to explore community engagement processes to produce a vision and action plan for the city owned property. The following processes could be considered by the City Council:

1. Hold public meetings with the Planning Commission and City Council only.

Staff would prepare reports and presentations for public meetings held by the Planning Commission and City Council. The public meetings could be held as Study Sessions to solicit further public input and direction from the Planning Commission and City Council. The discussion points could include, but not be limited to, a rezone of the property from Planned Development to Public Facilities for a park; the sale or leasing of the property for development; or the development of the property utilizing city funds. The cost associated with preparing the reports and presentations would be limited to staff time and resources already included in the FY20/21 budget. The timeline would be approximately 3-6 months, depending on the number of study sessions.

2. Community Meetings with consultant resource and public meetings with the Planning Commission and City Council.

Staff and the consultant would prepare and conduct community meetings for the purposes of gathering input for the vision of the property. The community meetings would be held outside of the public meetings and allow for a less formal opportunity for the community to provide input. The discussion points would be the same as above.

The timeline is approximately 6 to 12 months.

- Month 1 to Month 6: Consultant hold 3 community meetings for vision, land uses, and development standards.
- Month 7 to Month 10: Staff and consultant would bring forward to 1 Planning Commission Study Session and 1 City Council Study Session the results of the community meeting for further direction.
- Month 11 to Month 12: Staff would bring forward the conclusions the City Council for final direction to proceed with an action plan.

The cost associated with the consulting services is estimated at \$12,000 to \$15,000.

3. Community Meetings and Charrette Sessions with consultant resources and public meetings with the Planning Commission and City Council.

The timeline is approximately 12 to 18 months.

- Month 1 to Month 5: Consultant hold 3 to 4 community meetings for vision, land uses, and development standards.
- Month 5 to Month 14: Consultant hold 4 to 5 Charrette Sessions
- Month 15 to Month 17: Staff and consultant would bring forward to 1 Planning Commission Study Session and 1 City Council Study Session the results of the community meeting for further direction.
- Month 17 to Month 18: Staff would bring forward the conclusions the City Council for final direction to proceed with an action plan.

The cost associated with the consulting services is estimated at \$34,000 to \$50,000.

A factor to consider is the timeline and the State declaration of a housing crisis with punitive actions. The timeline for punitive actions by the State is projected to be in calendar year 2023. This is when the Housing Element is expected to be adopted by City Council and Certified by the State. However, the timelines as estimated above would allow the city to determine the outcome of the property before the State would take punitive action.

What punitive actions is the State is considering?

The State is considering a punitive action of identifying and taking excess land and construct housing or take excess land and inventory the land for future housing development. If the City were to take no further action on the property, inaction could allow the State to identify the property as excess land and make it available for housing development because the property is vacant, unimproved, zoned for housing, and located within the downtown area of Clayton that provides the resources and services for housing development.

FISCAL IMPACT

There are not additional funds in the General Fund for the FY20/21 Budget to cover new consultant costs. Any cost would need to be allocated from the City's "Rainy Day" Fund or General Fund Reserves as a one-time transfer and expense. The community meetings with charrette sessions would have an estimated fiscal impact up to \$50,000 for the next 12 to 18 months. Any change of zone and/or property improvements that may be the outcome of a community process would result in additional one-time costs and potential on-going maintenance costs that have not been budgeted.