



AGENDA

REGULAR MEETING

* * *

CLAYTON CITY COUNCIL

* * *

TUESDAY, October 1, 2019

7:00 P.M.

*Hoyer Hall, Clayton Community Library
6125 Clayton Road, Clayton, CA 94517*

Mayor: Tuija Catalano
Vice Mayor: Julie K. Pierce

Council Members

Jim Diaz
Jeff Wan
Carl Wolfe

- A complete packet of information containing staff reports and exhibits related to each public item is available for public review in City Hall located at 6000 Heritage Trail and on the City's Website at least 72 hours prior to the Council meeting.
- 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 will be made available for public inspection in the City Clerk's office located at 6000 Heritage Trail during normal business hours.
- 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) 673-7304.

*** CITY COUNCIL ***

October 1, 2019

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

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

3. **PROCLAMATION**
 - (a) Proclamation to Police Sergeant Daryl England in appreciation for service to the Clayton community as a local law enforcement officer since April 2016. [\(View Here\)](#)

4. **SWEARING IN CEREMONY**
 - (a) Administration of the Oath of Allegiance by the Police Chief to the City's new Police Sergeant, Rich Enea. [\(View Here\)](#)

5. **FIVE-MINUTE RECESS**

6. **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 September 17, 2019. [\(View Here\)](#)
 - (b) Approve the Financial Demands and Obligations of the City. [\(View Here\)](#)
 - (c) Adopt a Resolution approving the Notice of Completion of the City Hall ADA Compliance Entry Doors Project (CIP No. 10443) performed by Greentech Industries, Inc., and authorize the City Clerk to record the Project's Notice of Completion. [\(View Here\)](#)
 - (d) Approve the additional Job Classification of part-time Police Background Investigator position. [\(View Here\)](#)
 - (e) Approve the denial of a liability claim filed against the City by Ms. Alyssa Schmidt and authorize the City Clerk to send the Notice of Rejection. [\(View Here\)](#)
 - (f) Approve the Award of Contract with ALB, Inc. in the amount of \$41,000 for Miscellaneous City-Wide As-Needed Paving Repair Work. [\(View Here\)](#)

7. RECOGNITIONS AND PRESENTATIONS

- (a) Certificates of Recognition to public school students for exemplifying the “Do the Right Thing” character trait of “Responsibility” during the months of August and September 2019. ([View Here](#))

8. REPORTS

- (a) Planning Commission – No meeting held.
- (b) Trails and Landscaping Committee – Meeting held September 30, 2019.
- (c) City Manager/Staff
- (d) City Council - Reports from Council liaisons to Regional Committees, Commissions and Boards.
- (e) Other

9. 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 facilitate the recordation of comments, it is requested each speaker complete a speaker card available on the Lobby table and submit it in advance to the City Clerk. To assure an orderly meeting and an equal opportunity for everyone, each speaker is limited to 3 minutes, enforced at the Mayor's discretion. When one's name is called or you are recognized by the Mayor as wishing to speak, the speaker should approach the public podium and adhere to the time limit. 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.

10. PUBLIC HEARINGS – None.

11. ACTION ITEMS – None.

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

13. CLOSED SESSION – None.

14. ADJOURNMENT

The next regularly scheduled meeting of the City Council will be October 15, 2019.

#

declaring

October 29, 2019

as

"Daryl England Day"

WHEREAS, Sergeant Daryl England retires on October 6, 2019 following 3 ½ distinguished years with the City of Clayton; and

WHEREAS, Sergeant Daryl England began his career in law enforcement on January 25, 1983 with the Contra Costa County Sheriff's Office and while there, he gained valuable experience in an array of law enforcement skills, including criminal investigations, death investigations, background investigations, and emergency services operations; and

WHEREAS, during his law enforcement tenure he served as Field Training Officer, an Academy Instructor, a Detective, a Coroner's Investigator, and a Volunteer Services Coordinator; and

WHEREAS, on April 13, 2016 Sergeant England assumed the position of Administrative Sergeant of the Clayton Police Department; and

WHEREAS, under his tenure, Sergeant England conducted nine (9) employee background investigations and trained seven (7) police officers; and

WHEREAS, during Sergeant England's tenure he earned the community's trust, confidence, and support by being fair, just, and responsive to public needs while also enforcing the law and protecting life and property.

NOW THEREFORE, I, Tuija Catalano, Mayor of the City of Clayton, on behalf of the entire City Council and our community, do congratulate Daryl England on his long and distinguished career by declaring Tuesday, October 29, 2019 as "Daryl England Day" in the City of Clayton, and do herewith declare him an honorary Clayton citizen in perpetuity for his contribution to the people of our community and wish him a long, healthy, and happy retirement.

Agenda Date: 10-01-2019

Agenda Item: 4a

City of Clayton Oath of Allegiance

I, Rich Enea, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion, and that I will well and faithfully discharge the duties upon which I am about to enter.

Rich Enea, Signature

*STATE OF CALIFORNIA)
County of Contra Costa) ss.
City of Clayton)*

Subscribed and sworn to before me this 1st day of October 2019.

Elise Warren, Police Chief

MINUTES
OF THE
REGULAR MEETING
CLAYTON CITY COUNCIL

Agenda Date: 10-01-2019

Agenda Item: 6a

TUESDAY, September 17, 2019

1. **CALL TO ORDER & ROLL CALL** – The meeting was called to order at 7:15 p.m. by Mayor Catalano in Hoyer Hall, Clayton Community Library, 6125 Clayton Road, Clayton, CA. Councilmembers present: Mayor Catalano, Vice Mayor Pierce, and Councilmembers Diaz, Wan, and Wolfe. Councilmembers absent: None. Staff present: Interim City Manager Joseph Sbranti, City Attorney Mala Subramanian, and City Clerk/HR Manager Janet Calderon.

2. **REPORT OUT OF CLOSED SESSION**

Mayor Catalano reported the City Council will be reconvening this item during the regular meeting. There is no public action to report.

3. **PLEDGE OF ALLEGIANCE** – led by Mayor Catalano.

4. **CONSENT CALENDAR**

It was moved by Vice Mayor Pierce, seconded by Councilmember Wolfe, to approve the Consent Calendar Items 3(a) – 3(f) as submitted. (Passed; 5-0 vote).

- (a) Approved the minutes of the City Council's regular meeting of August 20, 2019.
- (b) Approved the Financial Demands and Obligations of the City.
- (c) Adopted Resolution No. 40-2019 approving the Notice of Completion of the El Molino Sanitary Sewer Improvement Project (CIP No. 10422) performed by Cratus, Inc., and authorize the City Clerk to record the Project's Notice of Completion.
- (d) Approved the City's Investment Portfolio Report for the 4th Quarter of Fiscal Year 2018-19 ending June 30, 2019.
- (e) Adopted Resolution No. 41-2019 accepting a Federal Emergency Management Agency (FEMA) Grant of \$67, 949.57 to update the City of Clayton's Local Hazard Mitigation Plan (LHMP), certify FEMA Project Assurances for Federal Assistance, and Reaffirm Designation of Management Titles Authorized to execute reimbursement and other grant related forms on behalf of the City.
- (f) Approved the denial of a liability claim filed against the City by Ms. Alexis Alden and authorize the City Clerk to send Notice of Rejection.

5. **RECOGNITIONS AND PRESENTATIONS**

- (a) Certificates of Recognition to public school students for exemplifying the "Do The Right Thing" character trait of "courage" during the months of May, June, and July 2019.

Mayor Catalano and Alison Hill, Clayton Valley Charter High School Director of Discipline and Attendance, presented certificates to Kieran Moss and Sofia Pella.

- (b) Presentation by Contra Costa County Fire Protection District regarding Fire Season Prevention.

Interim City Manager Sbranti introduced Fire Chief Lewis Broschard, Contra Costa County Fire Protection District to lead the presentation.

Following questions by the City Council, the Mayor thanked Chief Broschard for the information.

- (c) Presentation by Contra Costa Transportation Authority regarding Transportation Expenditure Plan.

This item was moved to agenda item 9 (a).

6. REPORTS

- (a) Planning Commission – Chair Peter Cloven indicated the Commission’s agenda at its meeting of August 27, 2019, included selection of Chair and Vice Chair, appointment of Land-Use Sub-Committee members consisting of Chair Cloven, Vice Chair Chippero and alternates Altwal and Gavidia. The Commission also approved a Site Plan Review Permit located at 5869 Pine Hollow Road (3-0) as two members had to recuse themselves due to a conflict of interest.
- (b) Trails and Landscaping Committee – No meeting held.
- (c) City Manager/Staff – Interim City Manager Sbranti provided a status on the Regency Drive Pilot Parking permit program noting twenty-six (26) residents have pulled permits. He also reported in an effort to increase pedestrian safety around schools, staff reached out to Contra Costa Transportation Authority who will be providing funding to assist the City with this project.
- (d) City Council - Reports from Council liaisons to Regional Committees, Commissions and Boards.

Councilmember Diaz attended the Clayton Business and Community Association General Membership meeting, the Labor Day Derby, three Concerts in The Grove, a briefing with the Interim City Manager, and the Annual Memorial for Fallen Firefighters.

Councilmember Wolfe attended the Clayton Library Foundation meeting, responded to various emails and phone calls from Clayton citizens, a briefing with the Interim City Manager, and the last Concerts in The Grove.

Vice Mayor Pierce attended the Contra Costa Transportation Authority weekly Transportation Expenditure Plan meeting, the Association of Bay Area Governments (ABAG) meeting, a joint meeting with Metropolitan Transportation Commission (MTC), Administrative Committee for ABAG and Planning Committee for MTC, two Concerts in The Grove, and the Transportation Partnership and Cooperation for Central Contra Costa (TRANSPAC) Subcommittee meeting.

Councilmember Wan attended Moonlight on the Mountain and provided input to Senator Glazer about upcoming legislation regarding AB1487, SB330 and SB5.

Mayor Catalano attended the East Contra Costa County Habitat Conservancy Board meeting, the Mayors' Conference hosted in San Pablo, and held Mayors' office hours during the Labor Day derby. She also announced upcoming Mayors' Office hours on September 28 from 9:00 am to 10:00 am at Cup O' Joe's, the Clayton Business and Community Association is still looking for volunteers for its upcoming Oktoberfest event, and nominations are needed for "Making a Difference" for a exemplary community contributor, giver, or benefactor.

- (e) Other – None.

7. PUBLIC COMMENT ON NON - AGENDA ITEMS

Keith Haydon, 1542 O'Hara Court, provided the City Council information from a meeting he attended by Diablo Fire Safe Council. Mr. Haydon provided a sample letter and encouraged the City Council to support the efforts of Diablo Fire Safe Council.

8. PUBLIC HEARINGS – None.

9. ACTION ITEMS

- (a) Council discussion on the Contra Costa Transportation Authority Transportation Expenditure Plan.

City Manager Sbranti introduced Randy Iwasaki, Executive Director, Contra Costa Transportation Authority to present the report.

Following questions by the City Council, Mayor Catalano opened the item to public comments.

Ann Stanaway, 1553 Haviland Place, expressed her concern regarding the unsafe condition of the street pavement with consideration of Americans with Disabilities.

Mayor Catalano closed public comments.

It was moved by Mayor Catalano, seconded by Vice Mayor Julie Pierce, to adopt Resolution No. 42-2019 Support for the Countywide Imposition of a One-Half of One Percent Sales Tax to Fund Transportation Improvements in Contra Costa County and Adopting the Proposed Transportation Expenditure Plan (TEP) Conditionally Amending the Growth Management Plan (GMP) which includes Attachment A: Principles of Agreement for Establishing the Urban Limit Line (ULL) in the Measure J TEP to Match That Found in The 2020 TEP . (Approved; 4-1 vote; wan, no).

- (b) Council discussion Clayton Valley Charter High School Support of Renewal.

Interim City Manager Sbranti introduced Jim Scheible, Executive Director, Clayton Valley Charter High School to present the report.

Following questions by the City Council, Mayor Catalano opened the item to public comments.

Mayor Catalano advised Amy Hines-Shaiku's speaker card requested this item be tabled.

David Shuey, expressed his support of this item and requested City Council be in full support of this item.

Karen Amos, 364 Mt. Washington Way, expressed her support of this item.

Mayor Catalano closed public comment.

It was moved by Mayor Catalano, seconded by Vice Mayor Julie Pierce, to adopt Resolution No. 43-2019 Support and Urging the Contra Costa County Board of Education's Approval of the Renewal of the Charter for Clayton Valley Charter High School. (Approved; 5-0 vote).

- (c) Consider the option to designate a City Council Voting Delegate and Alternate Delegate to the League of California Cities 2019 Annual Conference to be held October 16th-18th in Long Beach, and determine a City voting position, if any, on the two League Conference General Resolutions.

City Manager Joe Sbranti presented the report.

Following questions by the City Council, Mayor Catalano opened the item to public comments.

Ann Stanaway, 1553 Haviland Place, expressed her concern of the expense of sending people to conferences when there is the technology available which is more cost-effective.

Mayor Catalano closed public comment.

No action taken.

10. COUNCIL ITEMS

Councilmember Diaz requested establishment of a fund/budget by Councilmember to attend meetings.

Councilmember Wolfe requested funding to repair the roof on the Keller House.

Interim City Manager Sbranti advised the staff is in the process of getting estimates; noting this item may have to come back to City Council for approval depending on the cost.

Councilmember Wolfe also inquired on the issue of Glyphosate and re-evaluate the usage, explore the pavement issues Ms. Stanaway pointed out, and status of the Downtown Specific Plan.

Interim City Manager Sbranti advised the use of Glyphosate has been significantly reduced to specific areas not frequently used by pedestrians such as medians.

Mayor Catalano requested a city-wide policy on the notification of its residents of street work with the exception of emergency street repairs. She also expressed interest in the Downtown Specific Plan with public outreach.

11. CLOSED SESSION

Mayor Catalano announced the City Council will adjourn into Closed Session for the following noticed items (10:39 p.m.):

(a) Public Employee Appointment
Government Code Section 54957
Title: City Manager Selection of Interview Candidates

Report out of Closed Session (11:19 p.m.)

Mayor Catalano reported the City Council received information. There is no public action to report.

12. ADJOURNMENT— on call by Mayor Catalano, the City Council adjourned its meeting at 11:20 p.m.

The next regularly scheduled meeting of the City Council will be October 1, 2019.

#

Respectfully submitted,

Janet Calderon, City Clerk

APPROVED BY THE CLAYTON CITY COUNCIL

Tuija Catalano, Mayor

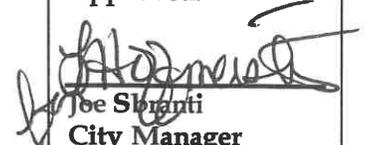
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Agenda Date: 10/01/2019

Agenda Item: 6b

Approved:


Joe Stranti
City Manager

STAFF REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: JENNIFER GIANTVALLEY, ACCOUNTING TECHNICIAN

DATE: 10/01/2019

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.

Cash Requirements Report	Accounts Payable	Report dated:	9/20/2019	\$ 70,266.90
Bank Draft Report	Electronic Payments	Report dated:	9/20/2019	\$ 56,893.00
Cash Requirements Report	Payroll, Taxes	Pay period ending:	9/8/2019	\$ 90,968.64
Total Required				\$ 218,128.54

Attachments:

1. Open Invoice Report, dated 9/20/19 (3 pages)
2. Bank Draft Report, dated 9/20/19 (1 page)
3. Cash Requirements report PPE 9/8/19 (1 page)

City of Clayton Cash Requirements Report

Vendor Name	Due Date	Invoice Date	Invoice Number	Invoice Description	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due
All City Management Services, Inc.								
All City Management Services, Inc.	9/11/2019	9/11/2019	63257	School crossing guard svcs 8/25/19-9/7/19	\$1,185.84	\$0.00		\$1,185.84
				<i>Totals for All City Management Services, Inc.:</i>	<u>\$1,185.84</u>	<u>\$0.00</u>		<u>\$1,185.84</u>
All-Guard Systems, Inc.								
All-Guard Systems, Inc.	9/6/2019	9/6/2019	S95941	Replace battery in alarm system, Library	\$136.11	\$0.00		\$136.11
				<i>Totals for All-Guard Systems, Inc.:</i>	<u>\$136.11</u>	<u>\$0.00</u>		<u>\$136.11</u>
Axon Enterprise, Inc								
Axon Enterprise, Inc	9/6/2019	9/6/2019	SI-1610026	Evidence.com license, one year	\$105.00	\$0.00		\$105.00
				<i>Totals for Axon Enterprise, Inc:</i>	<u>\$105.00</u>	<u>\$0.00</u>		<u>\$105.00</u>
Bay Area Barricade Serv.								
Bay Area Barricade Serv.	8/16/2019	8/16/2019	5786	Pavement markers, epoxy	\$429.57	\$0.00		\$429.57
Bay Area Barricade Serv.	8/19/2019	8/19/2019	5867	Epoxy	\$239.25	\$0.00		\$239.25
				<i>Totals for Bay Area Barricade Serv.:</i>	<u>\$668.82</u>	<u>\$0.00</u>		<u>\$668.82</u>
Cintas Corporation								
Cintas Corporation	9/12/2019	9/12/2019	4030078083	PW uniforms week end 9/12/19	\$48.88	\$0.00		\$48.88
Cintas Corporation	9/6/2019	9/6/2019	4029650984	PW uniforms week end 9/6/19	\$48.88	\$0.00		\$48.88
				<i>Totals for Cintas Corporation:</i>	<u>\$97.76</u>	<u>\$0.00</u>		<u>\$97.76</u>
City of Antioch								
City of Antioch	9/13/2019	9/13/2019	091319	PD vehicle maintenance #1736	\$785.65	\$0.00		\$785.65
				<i>Totals for City of Antioch:</i>	<u>\$785.65</u>	<u>\$0.00</u>		<u>\$785.65</u>
City of Concord								
City of Concord	6/30/2019	6/30/2019	80642	Dispatch Services FY 19, True-up 5% increas	\$18,532.53	\$0.00		\$18,532.53
City of Concord	7/1/2019	7/1/2019	78416	FY 20 Budget Printing	\$374.90	\$0.00		\$374.90
				<i>Totals for City of Concord:</i>	<u>\$18,907.43</u>	<u>\$0.00</u>		<u>\$18,907.43</u>
City of Walnut Creek								
City of Walnut Creek	9/1/2019	9/1/2019	CCCPMA	CCC Public Mgrs Assoc Dues for 2019	\$310.00	\$0.00		\$310.00
				<i>Totals for City of Walnut Creek:</i>	<u>\$310.00</u>	<u>\$0.00</u>		<u>\$310.00</u>
Contra Costa County Republican Party								
Contra Costa County Republican Party	9/11/2019	9/11/2019	031218	Hoyer Hall deposit refund	\$200.00	\$0.00		\$200.00
				<i>Totals for Contra Costa County Republican Party:</i>	<u>\$200.00</u>	<u>\$0.00</u>		<u>\$200.00</u>
Covanta Stanislaus Inc								
Covanta Stanislaus Inc	6/17/2019	6/17/2019	242553STANI	Evidence destruction	\$164.25	\$0.00		\$164.25
				<i>Totals for Covanta Stanislaus Inc:</i>	<u>\$164.25</u>	<u>\$0.00</u>		<u>\$164.25</u>
Crime Scene Steri-Clean, LLC								
Crime Scene Steri-Clean, LLC	9/4/2019	9/4/2019	39950	Clean PD car #1740	\$350.00	\$0.00		\$350.00
				<i>Totals for Crime Scene Steri-Clean, LLC:</i>	<u>\$350.00</u>	<u>\$0.00</u>		<u>\$350.00</u>

City of Clayton

Cash Requirements Report

Vendor Name	Due Date	Invoice Date	Invoice Number	Invoice Description	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due
Diablo Oasis Pools								
Diablo Oasis Pools	9/18/2019	9/18/2019	CAP0301	Deposit refund	\$95.45	\$0.00		\$95.45
				<i>Totals for Diablo Oasis Pools:</i>	<u>\$95.45</u>	<u>\$0.00</u>		<u>\$95.45</u>
Digital Services								
Digital Services	9/9/2019	9/9/2019	11459	IT services 7/10/19-9/8/19	\$5,200.00	\$0.00		\$5,200.00
				<i>Totals for Digital Services:</i>	<u>\$5,200.00</u>	<u>\$0.00</u>		<u>\$5,200.00</u>
F J Kennedy & Associates								
F J Kennedy & Associates	7/27/2019	7/27/2019	19-145	Green Infrastructure planning	\$116.50	\$0.00		\$116.50
				<i>Totals for F J Kennedy & Associates:</i>	<u>\$116.50</u>	<u>\$0.00</u>		<u>\$116.50</u>
GW Bartle Enterprises								
GW Bartle Enterprises	9/18/2019	9/18/2019	BP141-19	C&D Deposit refund	\$1,000.00	\$0.00		\$1,000.00
				<i>Totals for GW Bartle Enterprises:</i>	<u>\$1,000.00</u>	<u>\$0.00</u>		<u>\$1,000.00</u>
Health Care Dental Trust								
Health Care Dental Trust	10/15/2019	9/9/2019	264494	Dental for October 2019	\$1,681.75	\$0.00		\$1,681.75
				<i>Totals for Health Care Dental Trust:</i>	<u>\$1,681.75</u>	<u>\$0.00</u>		<u>\$1,681.75</u>
HUB Inter of CA Ins Svc								
HUB Inter of CA Ins Svc	7/15/2019	7/15/2019	07312019	Event insurance for July 2019	\$171.38	\$0.00		\$171.38
				<i>Totals for HUB Inter of CA Ins Svc:</i>	<u>\$171.38</u>	<u>\$0.00</u>		<u>\$171.38</u>
LarryLogic Productions								
LarryLogic Productions	9/18/2019	9/18/2019	1837	City council meeting production	\$510.00	\$0.00		\$510.00
				<i>Totals for LarryLogic Productions:</i>	<u>\$510.00</u>	<u>\$0.00</u>		<u>\$510.00</u>
Martell Water Systems, Inc.								
Martell Water Systems, Inc.	8/28/2019	8/28/2019	26710	Service call, inspection	\$250.00	\$0.00		\$250.00
				<i>Totals for Martell Water Systems, Inc.:</i>	<u>\$250.00</u>	<u>\$0.00</u>		<u>\$250.00</u>
Matrix Association Management								
Matrix Association Management	9/1/2019	9/1/2019	11127	Diablo Estates mgmt for September 2019	\$4,532.50	\$0.00		\$4,532.50
				<i>Totals for Matrix Association Management:</i>	<u>\$4,532.50</u>	<u>\$0.00</u>		<u>\$4,532.50</u>
Krista Miller								
Krista Miller	9/18/2019	9/18/2019	BP56-19	C&D deposit refund	\$2,000.00	\$0.00		\$2,000.00
				<i>Totals for Krista Miller:</i>	<u>\$2,000.00</u>	<u>\$0.00</u>		<u>\$2,000.00</u>
Municipal Code Corporation								
Municipal Code Corporation	9/9/2019	9/9/2019	332904	Mymunicode 9/1/19-8/31/20	\$995.00	\$0.00		\$995.00
				<i>Totals for Municipal Code Corporation:</i>	<u>\$995.00</u>	<u>\$0.00</u>		<u>\$995.00</u>
Statewide Traffic Safety & Signs, Inc								
Statewide Traffic Safety & Signs, Inc	8/30/2019	8/30/2019	3428108648	Sign post installation @ Regency Dr	\$11,497.00	\$0.00		\$11,497.00

City of Clayton Cash Requirements Report

Vendor Name	Due Date	Invoice Date	Invoice Number	Invoice Description	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due
<i>Totals for Statewide Traffic Safety & Signs, Inc:</i>					<u>\$11,497.00</u>	<u>\$0.00</u>		<u>\$11,497.00</u>
Swenson's Mobile Fleet Repair								
Swenson's Mobile Fleet Repair	7/1/2019	7/1/2019	1001236	PW vehicle maint, '99 F450	\$261.92	\$0.00		\$261.92
<i>Totals for Swenson's Mobile Fleet Repair:</i>					<u>\$261.92</u>	<u>\$0.00</u>		<u>\$261.92</u>
Verizon Wireless								
Verizon Wireless	9/1/2019	9/1/2019	9837162106	Cell phones 8/2/19-9/1/19	\$350.32	\$0.00		\$350.32
<i>Totals for Verizon Wireless:</i>					<u>\$350.32</u>	<u>\$0.00</u>		<u>\$350.32</u>
Western Exterminator								
Western Exterminator	8/31/2019	8/31/2019	7321215	Pest control for August 2019	\$427.00	\$0.00		\$427.00
<i>Totals for Western Exterminator:</i>					<u>\$427.00</u>	<u>\$0.00</u>		<u>\$427.00</u>
Workers.com								
Workers.com	9/13/2019	9/13/2019	125779	Seasonal workers week end 9/8/19	\$5,509.20	\$0.00		\$5,509.20
Workers.com	9/6/2019	9/6/2019	125719	Seasonal workers week end 9/1/19	\$6,694.71	\$0.00		\$6,694.71
Workers.com	8/30/2019	8/30/2019	125658	Seasonal workers week end 8/25/19	\$6,063.31	\$0.00		\$6,063.31
<i>Totals for Workers.com:</i>					<u>\$18,267.22</u>	<u>\$0.00</u>		<u>\$18,267.22</u>
GRAND TOTALS:					\$70,266.90	\$0.00		\$70,266.90

City of Clayton Bank Drafts - B of A-Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
9101277	Accounts Payable	Bank Draft	9/3/2019	US Bank Corp Pymt System	\$0.00	\$22,655.29	(\$22,655.29)	9/3/2019	Outstanding
9101278	Accounts Payable	Bank Draft	9/16/2019	All-Guard Systems, Inc.	\$0.00	\$974.40	(\$23,629.69)	9/16/2019	Outstanding
9101279	Accounts Payable	Bank Draft	9/10/2019	American Fidelity Assurance Compan	\$0.00	\$159.22	(\$23,788.91)	9/10/2019	Outstanding
9101280	Accounts Payable	Bank Draft	9/4/2019	Authorize.net	\$0.00	\$27.85	(\$23,816.76)	9/4/2019	Outstanding
9101281	Accounts Payable	Bank Draft	9/26/2019	CalPERS	\$0.00	\$79.33	(\$23,896.09)	9/26/2019	Outstanding
9101282	Accounts Payable	Bank Draft	9/11/2019	CalPERS	\$0.00	\$14,180.27	(\$38,076.36)	9/11/2019	Outstanding
9101283	Accounts Payable	Bank Draft	8/28/2019	CalPERS	\$0.00	\$14,611.86	(\$52,688.22)	8/28/2019	Outstanding
9101284	Accounts Payable	Bank Draft	9/9/2019	Comcast Business (PD)	\$0.00	\$937.06	(\$53,625.28)	9/9/2019	Outstanding
9101285	Accounts Payable	Bank Draft	9/17/2019	De Lage Landen Financial Services, I	\$0.00	\$304.59	(\$53,929.87)	9/17/2019	Outstanding
9101286	Accounts Payable	Bank Draft	9/17/2019	Western Exterminator	\$0.00	\$427.00	(\$54,356.87)	9/17/2019	Outstanding
9101287	Accounts Payable	Bank Draft	9/12/2019	ICMA Retirement Corporation	\$0.00	\$1,436.53	(\$55,793.40)	9/12/2019	Outstanding
9101288	Accounts Payable	Bank Draft	9/11/2019	Nationwide	\$0.00	\$500.00	(\$56,293.40)	9/11/2019	Outstanding
9101289	Accounts Payable	Bank Draft	9/11/2019	Paychex	\$0.00	\$215.84	(\$56,509.24)	9/11/2019	Outstanding
9101290	Accounts Payable	Bank Draft	9/3/2019	Paysafe Payment Processing	\$0.00	\$289.84	(\$56,799.08)	9/3/2019	Outstanding
9101291	Accounts Payable	Bank Draft	9/3/2019	Paysafe Payment Processing	\$0.00	\$93.92	(\$56,893.00)	9/3/2019	Outstanding

Summary by Transaction Type

Total Deposits	\$0.00
Less Payments by Transaction Type:	
Bank Draft	(\$56,893.00)
Total Payments:	(\$56,893.00)
Adjustments:	
Payment Adjustments	\$0.00
Deposit Adjustments	\$0.00
Total Adjustments:	\$0.00
Total Change in Register Balance:	(\$56,893.00)

CASH REQUIREMENTS

CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 09/11/19: \$90,968.64

TRANSACTION SUMMARY

SUMMARY BY TRANSACTION TYPE -	TOTAL ELECTRONIC FUNDS TRANSFER (EFT)	90,968.64
	CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR EFT	90,968.64
	TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES	10,548.84
	CASH REQUIRED FOR CHECK DATE 09/11/19	101,517.48

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>
09/10/19	BANK OF AMERICA, NA	xxxxxx4799	Direct Deposit	Net Pay Allocations	71,238.92	
09/10/19	BANK OF AMERICA, NA	xxxxxx4799	Direct Deposit	Deductions with Direct Deposit	663.50	71,902.42
09/10/19	BANK OF AMERICA, NA	xxxxxx4799	Readychex®	Check Amounts	665.98	665.98
09/10/19	BANK OF AMERICA, NA	xxxxxx4799	Garnishment	Employee Deductions	104.18	104.18
				EFT FOR 09/10/19		72,672.58
09/11/19	BANK OF AMERICA, NA	xxxxxx4799	Taxpay®	Employee Withholdings		
				Social Security	388.81	
				Medicare	1,376.84	
				Fed Income Tax	10,401.99	
				CA Income Tax	4,228.23	
				Total Withholdings	16,395.87	
				Employer Liabilities		
				Social Security	388.81	
				Medicare	1,376.88	
				Fed Unemploy	18.77	
				CA Unemploy	112.60	
				CA Emp Train	3.13	
				Total Liabilities	1,900.19	18,296.06
				EFT FOR 09/11/19		18,296.06
				TOTAL EFT		90,968.64



Agenda Date: 10-01-2019

Agenda Item: 6c REVISED

Approved:


Joseph A. Sbranti
City Manager

AGENDA REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: SCOTT ALMAN, CITY ENGINEER

DATE: October 1, 2019

SUBJECT: ADOPT A RESOLUTION ACCEPTING THE COMPLETION OF THE CITY HALL ADA ACCESS IMPROVEMENT PROJECT (CIP No. 10443) PERFORMED BY GREENTECH INDUSTRIES, INC., ALLOCATING AN ADDITIONAL \$10,291 FROM HIGHWAY USERS TRUST ACCOUNT (HUTA) GAS TAX, AND DIRECTING THE CITY CLERK TO RECORD THE NOTICE OF COMPLETION.

RECOMMENDATION

Staff recommends that the City Council adopt a Resolution accepting the Completion of the City Hall ADA Access Improvement Project (CIP No. 10443) performed by Greentech Industries, Inc., allocating an additional \$10,291 from Highway Users Trust Account (HUTA) gas tax, and directing the City Clerk to record the Notice of Completion.

BACKGROUND

The main entry door and the lobby entry door to City Hall, as well as the restroom entry door to the City Hall exterior public restrooms was determined to be inaccessible under the requirements of the Federal Americans with Disabilities Act (ADA). The doors' weight and the human pressure required to push each door open exceeded the allowable limit under ADA. Based on that information, it was determined the three doors in question required retrofitting with power door opening systems in order to be compliant with ADA and provide appropriate access to Clayton City Hall for all persons.

The former city engineer prepared plans, specifications and bid documents for the proposed improvements to City Hall and initiated the bid process. Bids were opened on August 4, 2017 and the City received only one bid from Greentech Industry, Inc., in the amount of \$24,050.00. Prior to bringing this project to City Council for funding and approval, the former city engineer resigned his position and left the City. On August 14, 2017 the new City Engineer was appointed and shortly thereafter the bid information was transferred to the new City Engineer from the City Clerk's office.

Given the unexpected emergence of this public facility retrofit project, no monies had been budgeted or allocated for its implementation. Working with the City Manager and the Finance Manager, the project funding of \$35,000 was cobbled together from two separate sources, and on September 19, 2017, Council adopted a resolution authorizing the following actions:

1. Add a "City Hall ADA Accessibility Improvement Project" to the City's Capital Improvement Program (CIP) as Project No. 10443 in the total amount of \$35,000;
2. Transfer \$19,000 from the Community Facilities Development Impact Fund (No. 304) and \$16,000 from a portion of the Fiscal Year 2015 General Fund excess project budget (unused by the Keller House Outbuildings Demolition account of \$20,000); and
3. Award a low-bid contract to Greentech Industry, Inc., in the project construction amount of \$24,050 and authorize the City Manager to execute the contract in behalf of the City.

DISCUSSION

On February 12, 2018, Greentech submitted Proposed Change Order #1 in the amount of \$38,115, claiming that the front entry door could not be retrofitted to be mechanically opened as bid. City staff immediately denied the proposed change order citing that there was no change in condition between the project bid and the current circumstance of the door. Greentech, once again, claimed that the building's front door could not be automated without customizing the existing structural mechanism and that would detract from the current look of the building entry. City staff recognized that this was true and instead of accepting the proposed change order, researched alternative solutions that would allow the building to be ADA compliant without the high cost of the proposed change order. Retired City Manager Napper suggested the ultimate solution, replacing the existing heavy entry doors with a new 'store-front' door insert built and installed within the existing archway of the building entry. Engineering staff prepared a sketch of the proposed doorway insert, researched and found a manufacturer/installer that would build and install the proposed door insert and issued two change orders in the total amount of \$12,230. (\$10,791. –new door insert; \$1,439. –touch-pad pedestal) to Greentech for the new insert and an additional touch pad pedestal to facilitate the solution. The entire process of determining the solution and then manufacturing and installing the new entry door insert delayed the project for approximately one-year.

The low-bid contractor, Greentech Industry, Inc, has completed construction and installation of the City Hall ADA Access Improvement Project (CIP #10443). The City Engineer has inspected the work and determined that the completed project meets the project specifications and the City Engineer is recommending City Council acceptance of the project and filing of the attached Notice of Completion.

FISCAL IMPACT

The project budget established by Council resolution on September 19, 2017:

Revenue:	Community Facilities Development	
	Impact Fund (No. 304):	\$19,000
	Fiscal Year 2015 General Fund excess:	\$16,000
	Accrued Interest:	<u>\$757.</u>
	Total:	\$35,757.

Expenditure:	Construction/Execution	\$24,050.	69.0%
	Contingency	\$3,297.	9.0%
	P.M./Inspection	<u>\$7,653.</u>	<u>22.0%</u>
	Total:	\$35,000.	100%

Actual project expenditures total \$46,048, which is 29% (\$10,291) over budget as outlined below:

	Construction/Execution	\$24,050.	52.0%
	Change Order #1 (Door Insert)	\$10,791.	24.0%
	Change Order #2 (Pedestal)	\$1,439.	3.0%
	Advertisement	\$1,077.	2%
	Legal	\$1,038.	2%
	P.M./Inspection	<u>\$7,653.</u>	<u>17.0%</u>
	Total:	\$46,048.	100%

Staff recommends that the outstanding \$10,291. be transferred from Highway Users Trust Account (HUTA) Gas Tax to complete the funding of this project.

CONCLUSION

The project is complete and meets the project specifications. Therefore, staff recommends approval of this resolution accepting the work as complete, allocating \$10,291 in additional Highway Users Trust Account (HUTA) Gas Tax, ordering the filing of a Notice of Completion and authorizing the payment of all retained funds 35 days after filing of the notice.

Attachments: 1. Resolution [2 pp.]
2. Notice of Completion [2 pp.]

RESOLUTION NO. XX-2019

A RESOLUTION ACCEPTING THE COMPLETION OF THE CITY HALL ADA ACCESS IMPROVEMENT PROJECT (CIP No. 10443) PERFORMED BY GREENTECH INDUSTRY, INC., ALLOCATING AN ADDITIONAL \$10,291 HIGHWAY USERS TRUST ACCOUNT (HUTA) GAS TAX FUNDS, AND DIRECTING THE CITY CLERK TO RECORD THE NOTICE OF COMPLETION.

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

WHEREAS, on September 19, 2017 the City Council of Clayton, California did award a low-bid contract to Greentech Industry, Inc. for the construction of the City Hall ADA Access Improvement Project (CIP #10443); and

WHEREAS, Greentech Industry, Inc., represents that it has completed construction of the work in conformance with the project specifications and that the project is now ready for acceptance by the City; and

WHEREAS, the City Council must accept the work as complete and order the filing of a Notice of Completion prior to release of the retained funds; and

WHEREAS, the City Engineer has inspected the completed work and determined that the completed work is in compliance with the project specifications; and

WHEREAS, in its accompanying report City staff recommends that the City Council adopt this Resolution approving the Notice of Completion of the City Hall ADA Access Improvement Project (CIP No. 10443) performed by Greentech Industry, Inc., allocating an additional \$10,291. of Highway Users Trust Account (HUTA) gas tax funding, and directing the City Clerk to record the Notice of Completion;

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Clayton, California does hereby accept as complete, as of the date of adoption of this Resolution, construction of the City Hall ADA Access Improvement Project;

BE IT FURTHER RESOLVED that City Council hereby allocates \$10,291. From the City's Highway Users Trust Account (HUTA) gas tax funding to complete the overall project funding at \$46,048;

BE IT FURTHER RESOLVED that City Council hereby directs the City Clerk to file the Notice of Completion with the County Recorder, and further authorizes the payment of all retained funds after the required 35-day waiting period.

PASSED, APPROVED and ADOPTED by the City Council of Clayton, California at a regular public meeting thereof held on the 1st day of October 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

THE CITY COUNCIL OF CLAYTON, CA

Tujia Catalano, 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 City Hall ADA Access Improvement Project, Clayton CIP #10443, 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: Clayton City Hall, 6000 Heritage Trail Clayton, CA 94517.

That the undersigned, as Owner of the above-described property, on September 19, 2017, entered into an original contract with Cratus, Inc. for the construction of the above-described work of improvement.

That on August 10, 2019, the work of improvement was actually completed by Greentech Industry, Inc.

That the nature of the interest of the undersigned is as a fee simple ownership of a public building (City Hall) in the above-described real property.

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: _____
Joseph A. Sbranti

Its: _____
Interim City Manager

Dated: October 1, 2019

[*VERIFICATION ON FOLLOWING PAGE*]

VERIFICATION

I, Joseph A. Sbranti, 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 1st day of October 2019, at Clayton, California.

CITY OF CLAYTON

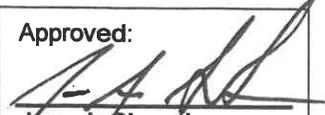
By: _____
Joseph A. Sbranti

Its: _____
Interim City Manager



Agenda Date: 10-01-2019

Agenda Item: 6ed

Approved:

Joseph Sbranti
City Manager

AGENDA REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS
FROM: Chief of Police Warren
DATE:
SUBJECT: Background Investigator position

RECOMMENDATION

It is recommended that Council approve the addition of a part-time, limited hour, Background Investigator position.

BACKGROUND

Police Officer candidates must undergo an extensive background investigation as part of the hiring process. The background investigation must meet the standards established by the California Commission on Peace Officer Standards and Training (POST). For the past three years, Sergeant Daryl England has conducted the necessary background investigations on police officer and police department candidates. He has extensive training and experience in this area, and has conducted background investigations for other law enforcement agencies as well as for the Clayton Police Department. Sergeant England is retiring effective October 6, 2019, and with his departure we do not have anyone within the City or Police Department that has the necessary skills and training to take over this function.

DISCUSSION

Under POST guidelines, to be a law enforcement background investigator in California, the person must be either an employee of the hiring law enforcement agency, or if an agency uses a third party (private contractor), that person must either be a Licensed Private Investigator, or an attorney.

There are many third-party background investigator's available in the Bay Area, most are retired law enforcement officers. Their average fees are \$50/hour plus expenses, or \$1,500-\$2,000 per candidate. The typical turnaround time for a third-party background investigator to complete a candidate's background investigation is 4-6 weeks.

Until we can get one of our current Sergeants trained to conduct background investigations, Sergeant England has agreed to continue to conduct background

investigations on Clayton Police Department candidates. Training for this type of investigation includes attendance at a POST Background Investigation course (40 hours), along with on-the-job experience conducting investigations. It is my intention to send one of our Sergeants to the required POST training in the next 12 months, dependent upon staffing and course availability.

Sergeants England's skills and background make him the ideal person to continue providing this service to the City of Clayton. He is familiar with the needs of the city, and his typical turnaround time to complete an investigation is quicker than most private contractors. Since January 2018, Sergeant England has conducted 8 background investigations on Clayton Police Department candidates, with a typical time of approximately 25-30 hours per candidate. Upon Sergeant England's retirement, the police department will have one officer vacancy, and any prospective candidates will need to have a background investigation completed.

If approved, this position would be a part-time, hourly position at a pay rate of \$50 per hour plus travel expenses. The position would be limited to 900 hours of work per fiscal year.

FISCAL IMPACT

The fiscal impact would be cost neutral, or cost savings. If this position is not approved the City of Clayton will have to contract with a third-party for this service, at an average expense of \$1,500-\$2,000 per candidate.

RESOLUTION NO. XX - 2019

A RESOLUTION AMENDING THE CITY OF CLAYTON JOB CLASSIFICATION PLAN TO ADD A NEW CLASSIFICATION OF "BACKGROUND INVESTIGATOR"

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

WHEREAS, the City of Clayton currently has an approved Job Classification Plan which establishes classifications for all regular full and part time employment positions, including associated job descriptions and qualifications; and

WHEREAS, the City has determined a need to establish a new job classification for a class of employee(s) to be designated as "Background Investigator"; and

WHEREAS, the proposed Background Investigator classification shall have an accompanying job description, a copy of which is attached hereto labeled "Exhibit A", which job description has been fully vetted and recommended by City management personnel; and

WHEREAS, the proposed Background Investigator classification is a part-time, as needed, hourly position, limited to a maximum number of 920 hours per fiscal year.

WHEREAS, the Job Classification Plan of the City must formally be amended to add and incorporate said new job classification of "Background Investigator".

NOW, THEREFORE, BE IT RESOLVED the City Council of Clayton, California does hereby approve an amendment of the City's Job Classification Plan to add a new job classification of "Background Investigator", with an approved job description attached hereto as "Exhibit A" and incorporated herein as if fully set forth in this Resolution; and

BE IT FURTHER RESOLVED the City Council does hereby designate the job classification of "Background Investigator" to be member of the Undesignated Miscellaneous City Employees Unit for collective bargaining and employment benefit purposes, and does herewith set the position's current hourly rate to be the following, effective immediately upon adoption of this Resolution:

Classification

Background Investigator \$50.00; plus travel expenses

PASSED, APPROVED AND ADOPTED by the City Council of Clayton, California at a regular public meeting thereof held on the 1st day of October, 2019 by the following vote:

AYES:

NOES:

ABSTAIN:

THE CITY COUNCIL OF CLAYTON, CA

Tuija Catalano, Mayor

ATTEST:

Janet Calderon, City Clerk

CITY OF CLAYTON

BACKGROUND INVESTIGATOR

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include** all duties performed by individuals within the classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under supervision, conducts background investigations of potential employees of the Clayton Police Department by interviewing employers, co-workers, neighbors, law enforcement officials, military personnel, members of candidates' family and personal references; prepare reports on findings; make recommendations as to background findings; and perform other related duties.

DISTINGUISHING CHARACTERISTICS:

This position is responsible for conducting background investigations and are distinguished from Police Officers in that the latter are sworn police officers engaged in law enforcement activities.

ESSENTIAL FUNCTIONS: (INCLUDED BUT ARE NOT LIMITED TO THE FOLLOWING)

- Reviews completed background application interview forms of public safety candidates with each candidate, checking for inconsistencies, errors, omissions, falsifications, and minimum requirements to ensure accuracy and completeness before beginning initial candidate interview.
- Obtains and reviews records from FBI, DOJ, and other State and Municipal law enforcement records where candidate has resided, to determine if the candidate has been a witness, victim, suspect, or perpetrator of a crime.
- Obtains and reviews arrest reports, witness statements, and other relevant documents to determine candidate compliance with Civil Service Commission policies.
- Obtains and reviews reports from credit reporting agencies in order to evaluate candidate's financial responsibility.
- Interviews employers, co-workers, neighbors, law enforcement officials, military personnel, members of candidate's family, and personal references.
- Makes additional inquiries to assist in determining credibility of statements.
- Observes each person being interviewed for the presence or absence of any physical indicators of intoxication, use of controlled substances, truthfulness, etc.

- Prepares detailed and complete records regarding statements made by each person interviewed in order to allow a reviewer to draw reasonable, logical and accurate conclusions about the prospective candidates.
- Prepares final background investigation package for presentation to supervision and management by organizing all investigative material according to established procedure.
- Meets regularly with management and candidates in order to keep each apprised of the status of the investigation.
- Prepares detailed summary of adverse information based on objective analysis and evaluation of a candidate's background, interviewee statements, and documentary evidence.
- Completes Background Report packages for review and final recommendation.

WORKING CONDITIONS:

Position requires, sitting, standing, walking, driving, reaching, turning, kneeling, bending, squatting, and crouching in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in writing reports, and using a computer key board.

QUALIFICATIONS:

License: Possession of a valid California Motor Vehicle Operator's License.

Education: Possession of a high school diploma, G.E.D. equivalency, or high school proficiency certificate.

Experience: Three years of full-time paid sworn law enforcement experience, at least one year of which involved background investigations for employment or criminal matters.

Background Requirements: Ability to pass a thorough background investigation, including a polygraph. Shall not have been convicted of a felony or of any offense that would have been a felony if committed in this state.

KNOWLEDGE/ABILITIES/SKILLS:

Knowledge of:

- Positive section standards as set forth by the Clayton Police Department and all required Peace Officer Standards and Training (P.O.S.T.) documentation.
- Confidentiality law related to personnel records, handling requests for information on candidates from other departments, agencies, public or media.

- Rationales for confidentiality sufficient to ensure the integrity and personal privacy of candidate background investigation file and all information contained therein.
- Principles and practices of confidentiality sufficient to recognize actions that may compromise the integrity of investigation or investigation file documents.
- Various technical specialists available to assist in an investigation and when to request such assistance.
- Objective symptoms of use of alcohol and commonly used controlled substances, sufficient to recognize when a person may be under the influence.

Ability to:

- Read, comprehend and interpret detailed, complex written material.
- Prepare clear, concise written reports.
- Analyze complex ideas or activities into smaller parts; simultaneously consider numerous facts, perceive patterns and relationships; develop theories about past occurrences based on numerous small bits of information or evidence; compare and interpret information; recognize and examine discrepancies; and draw logical conclusion.
- Manage time sufficient to prioritize and combine investigations when practicable to ensure timely completion.
- Handle several cases at one time.
- Utilize appropriate investigative techniques for administrative investigation to frame a reflective image of the candidate's background.
- Communicate and deal tactfully, persuasively and effectively with co-workers, supervisors, management and public.
- Demonstrate cultural sensitivity through tact and courtesy when dealing with individuals from various social, cultural, racial, and economic backgrounds.
- Work cooperatively as part of a team.
- Remain calm and focused when interviewing distraught, angry, or combative persons.
- Demonstrate effective interpersonal skills required to discuss matters that are of a sensitive and sometimes inflammatory nature with candidates, supervisors and managers.
- Listen, in person and on the telephone, as required to pay close attention to what is being said and ask follow-up questions.
- Develop pertinent questions for interviews, perceive when the person being interviewed has not understood, rephrase or clarify questions, follow-up on unanswered questions or conflicting statements and keep the interview focused on the material to be covered.



Agenda Date: 10-01-2019

Agenda Item: 6e

Approved:


Joseph A. Sbranti
Interim City Manager

AGENDA REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: Janet Calderon, City Clerk

DATE: October 1, 2019

SUBJECT: REJECTION OF LIABILITY CLAIM FILED BY ALYSSA SCHMIDT

RECOMMENDATION

Approve the denial of liability claim against the City filed by Alyssa Schmidt for alleged damages reportedly occurring on June 9, 2019.

BACKGROUND

On June 25, 2019 the City received a liability claim filed by Alyssa Schmidt for alleged vehicular damages incurred on Clayton Road. The City is self insured for general liability purpose and the Municipal Pooling Authority of Northern California administers the self-insured program. On June 25, 2019 the liability claim was transmitted to the Municipal Pooling Authority for processing and investigation.

Liability adjustors for the Municipal Pooling Authority investigated the claim. Following its investigation the Municipal Pooling Authority has advised the City to deny the claim and issue a notice of rejection to the claimant.

FISCAL IMPACT

None.

Attachment: Copy of Claim (7 pgs)
Police Department Offense Report and Photos (4 pgs)
Rejection letter (1 page)

PRESENTED TO THE CITY OF CLAYTON

FORM 4.1

1. Claimant's Name: (Please Print) ALYSSA KRISTINE SCHMIDT

Reserved for Filing Stamp

RECEIVED

JUN 25 2019

City of Clayton
City Claim No.:

Claimant's Address: 244 ORCHID LANE

City, State, Zip: PATTERSON CA 95363

Day Phone: (209) 918-2701 Eve: (209) 918-2701

2. When did the damage or injury occur?
Month: JUNE Day: 9 Year: 2019 Time: ROUGHLY 3:00 a.m. or (P.M.)

Police Report No.: 19-90329

3. At which location did the damage or injury occur?

CLAYTON ROAD

4. a. What happened and why is the City responsible?

TREE BRANCH HAD BROKEN OFF AND WAS IN THE STREET STICKING OUT. CAR IN FRONT OF ME MOVED BUT I DID NOT HAVE TIME DUE TO CAR BESIDE ME, IF I HAD A CAR ACCIDENT WOULD HAVE RESULTED.

b. Name and position of responsible City Employee(s), if known:

5. What damage or injury occurred?

THE TREE BRANCH GOT MY FRONT WINDSHIELD SHATTERING THE RIGHT SIDE. ALSO BROKE THE PASSENGER SIDE MIRROR.

6. Claim amount (only if less than \$10,000):

CAR DAMAGES \$1242.12 ; CAR RENTAL \$62.00 DAILY

If the amount exceeds \$10,000, please check the court for appropriate jurisdiction:
_____ Municipal Court (claims up to \$25,000) _____ Superior Court (claims over \$25,000)

7. How did you arrive at the amount claimed? Please attach documentation.

CAR ESTIMATE FROM BODYLINE AUTO BODY AND PAINT IN PATTERSON, CA.
CA RENTAL ESTIMATE FROM ENTERPRISE RENT-A-CAR PATTERSON CA (209) 892-5450

8. I declare under penalty of perjury under the laws of the State of California that the following information is true and correct, and that this declaration was executed on JUNE 25, 2019 at PATTERSON CA.

Alyssa Schmidt
Signature of Claimant or Representative

9. Official Notices and Correspondence
If represented by an insurance company or an attorney, please provide the information requested below:

Name and Capacity: (please print) _____
Address: _____
City, State, Zip: _____
Daytime Phone: _____ Evening: _____

BodyLine Auto Body & Paint

BodyLine Auto Body & Paint
500 S 3rd Street
Patterson, CA 95363
Business Phone: 209-892-7333
Cell Phone: 209-988-5558
bodylineautobody@gvni.com

Estimate
Est #903, ID #6287867

Vehicle Info	VIN	Color Ext. / Int.	License (St.)	Miles In / Out
2017 Honda Civic LX 4 Door Sedan FWD 2.0L 4 Cyl Gas Injected Auto Trans ,PC -R513,Point of Impact - Windshield	2HGFC2F55HH544647	/	8BBN460 (CA)	43115 / 43115

Vehicle Accessories

Power Brakes,Power Steering,Power Windows,Power Locks,Power Mirrors,Heated Mirrors,Cruise Control,Rear Defroster,Air Conditioning,Anti-Lock Brakes,Air Bag-Driver,Air Bag-Passenger,Air Bag Other,Remote Trunk Release,CD Player,Equilizer,Alarm System,Remote Starter,Keyless Entry,Navigation System,Tachometer,Center Console,Power Seat,Dual Power Seats,Heated Seats,Cloth/Velour Seats,Leather Seats,Privacy Glass,Sliding-Power Sunroof,Tilt Steering Wheel,Bucket Seats,Alloy Wheels,Fog Lights,Automatic Transmission

Owner

ALYSSA SCHMIDT
244 ORCHID LN
PATTERSON, CA 95363
Cell Phone: 209 918 2701

Description	Part #	Price	Qty	Labor	Paint	Other
WINDSHIELD						
Replace W/SHIELD GLASS R&R ADD W/FRONT VIEW CAMERA	73111-TBA-A11	\$652.02	1	3.0 Glass hrs. 0.2 Body hrs.		
FRONT DOOR						
Replace L FRT DOOR REAR VIEW MIRROR R&I L FRT DOOR TRIM PANEL	76258-TBA-C21ZA	\$264.25	1	0.3 Body hrs. 0.4 Body hrs.		
Replace COLOR TINT 0.2hrs. Clearcoat					0.5 hrs. 0.2 hrs.	

Totals

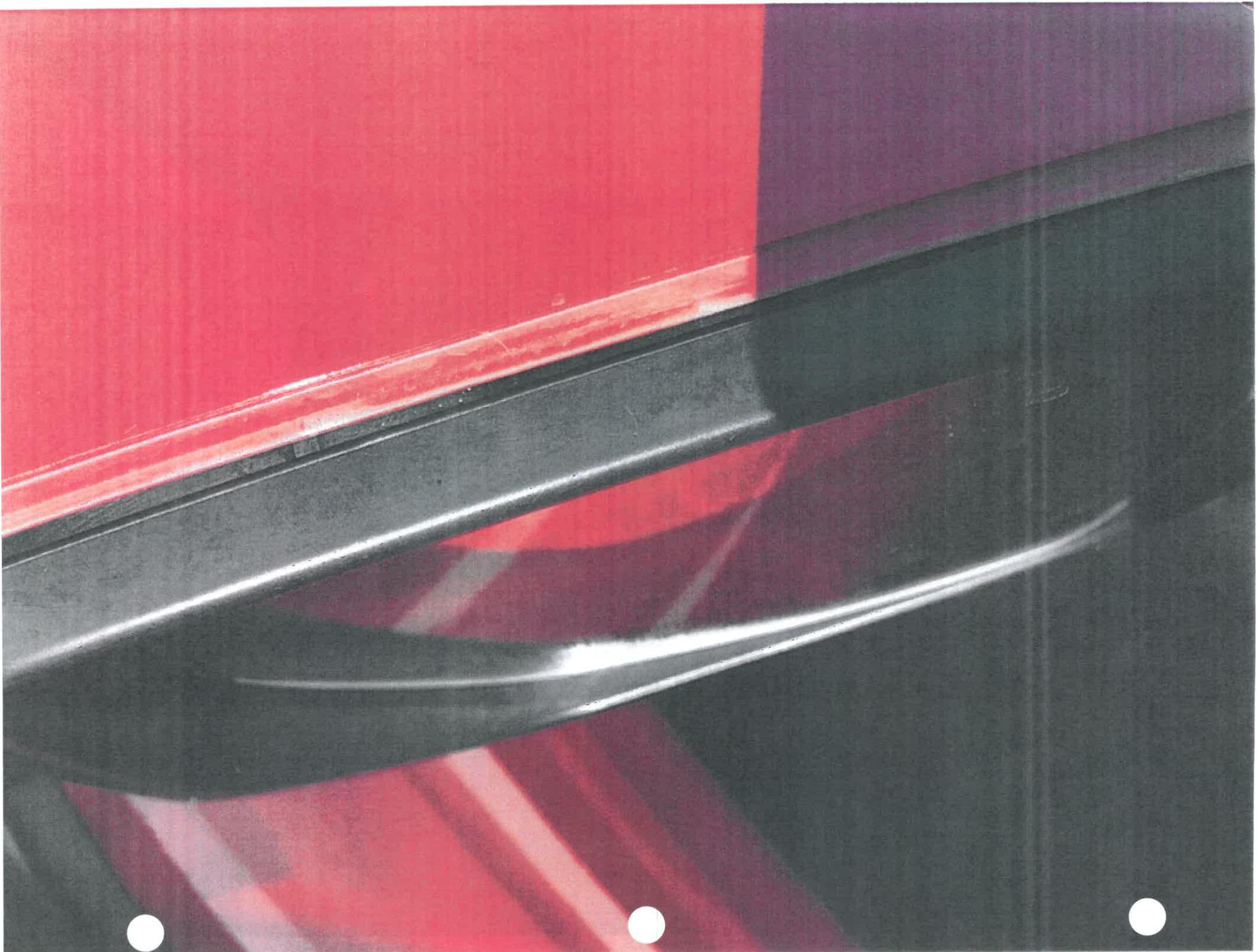
Type	Hours	Rate/hr	Total	Taxable
OEM Parts			\$916.27	✓
Body Labor	0.9	\$75.00	\$67.50	
Paint Labor	0.7	\$75.00	\$52.50	
Glass Labor	3.0	\$35.00	\$105.00	
Paint Supplies	0.7	\$38.00	\$26.60	✓
Taxable Amount			\$942.87	
Tax 7.875%			\$74.25	
Nontaxable Amount			\$225.00	
Grand Total			\$1,242.12	
Net Total			\$1,242.12	





OBJECTS IN MIRROR ARE CLOSER
THAN THEY APPEAR







COPIED	DATA ENTRY	STATS	LEGAL	ROUTED																
ORIG X	SUPP	ADULT	JUV	1	2	3	4	5	6	7	8	9	10	11	12					

CLAYTON POLICE DEPARTMENT

CR # 19-90329

OFFENSE REPORT

Page 1 of 1

DATE AND TIME REPORTED 06/09/19 16:19				
OCCURRED DATE 06/09/19	ENDING DATE	OCCURRED TIME 16:19	ENDING TIME	LOCATION CLAYTON RD/LYDIA LN CLAYTON, CA
ROUTING CLAYTON PD				
CLASSIFICATION(S) MISCI MISCELLANEOUS INFORMATION				

INVL C	LAST NAME, FIRST MIDDLE SCHMIDT-SOLORZANO, ALYSSA		HOME PHONE (209) 918-2701	BUS. PHONE	CELL PHONE				
ADDRESS 244 ORCHID LN		CITY PATERSON	STATE CA	ZIP 95363	SSN				
OLN/ID NO. D6568239	STATE CA	DOB 11/27/90	AGE 28	RACE W	SEX F	HEIGHT 501	WEIGHT 140	HAIR BRO	EYES BRO
ADDITIONAL INFORMATION									

VEHICLE INVOLVEMENT CODES : A-ARRESTEE S-SUSPECT R-RECOVERED N-STORED P-PARKED V-VICTIM X-STOLEN I-IMPOUNDED O-RELEASED TO OWNER Z-REPOSSESSION									
INVL V-1	LICENSE 8BBN460	STATE / EXP CA 1119	YEAR 2017	MAKE HOND	MODEL CIV	STYLE 4D	COLOR RED	VIN # 2HGFC2F55HH544647	
REGISTERED OWNER ALYSSA SCHMIDT-SOLORZANO					REGISTERED OWNER ADDRESS CITY				
ADDITIONAL INFORMATION / UNIQUE FEATURES								VALUE	\$0.00

NARRATIVE

On 06/09/2019 at approximately 1554 hours, I was flagged down by Alyssa Schmidt-Solorzano in regards to a hazard on Clayton Road, near Lydia Lane. Schmidt-Solorzano told me the following (organized and paraphrased):

On 06/09/2019 around 1550 hours, she was driving her red Honda Civic (CA/8BBN460) east on Clayton Road, near Lydia Lane when she hit a tree branch which was attached to a tree, but sticking out into the roadway. As a result of the impact, the tree branch shattered the windshield and broke the passenger side mirror to her vehicle. She did not see the tree branch sticking out into the roadway, prior to the collision, because there was a large truck driving in front of her. She is unsure if the truck hit it too. Also, prior to the collision, there were cars in the lane to the left of hers, so she could not move out of the way to avoid the branch. There were no independent witnesses to this collision.

I provided my business card with this case number to Schmidt-Solorzano and told her to contact me if she has any questions.

I then responded to the area of eastbound Clayton Road, near Lydia Lane, where I removed a large tree branch from the bicycle lane and placed it amongst the shrubbery on the side of the road.

This report was taken for documentation purposes.

Please forward report to the City of Clayton.

CASE STATUS: Cleared.

REPORTING OFFICER & I.D.# WRIGHT #C067	BEAT #C067	DATE AND TIME WRITTEN 06/09/19 16:34	SUPERVISOR APPROVING C065 ENGLAND	TYPIST AW	DATE AND TIME TYPED 06/09/19 16:19
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This branch fell on a passing car. I gave the info to Jim and I'll get you a copy of the report.

Get [Outlook for Android](#)



COMMUNITY
DEVELOPMENT (925) 673-7340
ENGINEERING (925) 969-8181

6000 HERITAGE TRAIL • CLAYTON, CALIFORNIA 94517-1250
TELEPHONE (925) 673-7300 FAX (925) 672-4917

City Council
TUIJA I. CATALANO, *MAYOR*
JULIE PIERCE, *VICE MAYOR*
JIM DIAZ, *COUNCILMEMBER*
JEFF WAN, *COUNCILMEMBER*
CARL C.W. WOLFE, *COUNCILMEMBER*

October 2, 2019

**Sent: Certified and
Regular U.S. Mail
Delivery**

Alyssa Schmidt
244 Orchid Lane
Patterson, CA 94563

Re: Liability Claim Against the City of Clayton filed by Alyssa Schmidt

NOTICE OF REJECTION OF CLAIM

Dear Ms. Schmidt:

Notice is hereby given that your liability claim presented to the City of Clayton on June 25, 2019 was denied by the City of Clayton on October 1, 2019.

WARNING

Subject to certain exceptions, you have only six (6) months from the date this notice was personally delivered or deposited in the U.S. Postal Service mail to file a court action in a municipal or superior court of the State of California on this claim. See *Government Code*, Section 945.6.

You may wish to seek the advice of an attorney of your choice in connection with this matter. If you desire to consult an attorney, you should do so immediately.

Janet Calderon, City Clerk

[Reference: California Government Code, Section 913]



Agenda Date: 10-01-2019

Agenda Item: 6F

Approved: -

Joseph A. Sbranti
Joseph A. Sbranti
Interim City Manager

AGENDA REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: SCOTT ALMAN, CITY ENGINEER

DATE: October 1, 2019

SUBJECT: APPROVE THE AWARD OF A NEGOTIATED CONTRACT WITH ALB, INC. IN THE AMOUNT OF \$ 41,000.00 FOR MISCELLANEOUS CITY-WIDE AS-NEEDED PAVING REPAIR WORK.

RECOMMENDATION

It is recommended that the City Council adopt a Resolution to approve the award of a negotiated contract to ALB, Inc. in the amount of \$ 41,000.00 for miscellaneous City-wide as-needed paving repair work.

BACKGROUND

From time to time the City needs to have small miscellaneous paving repairs made to its City streets. These repairs are typically too small to attract contractors to submit informal bids on this one-off type of repair work or when bids are obtained, the costs are typically unaffordable. When several small projects are bundled together to obtain some economy of scale, the overall project amount requires a full bid process which is burdensome to issue on an annual basis.

One contracting method that helps overcome the burden of a full bid process and provides enough economy of scale to provide acceptable bid pricing is to bid a multi-year on-call as-needed unit price contract that offers the contracting community a larger overall potential set of small projects that can be undertaken over a 5-year time period without having to re-bid the work on an annual basis.

DISCUSSION

The City Engineer issued a bid package for a multi-year, on-call, as-needed unit price paving contract that extends over a 3-year base period with 2 additional extension years available under mutual agreement of the City and Contractor. On the bid opening date, the City did not receive any bids for this project. Subsequently, staff received authorization from City Council to negotiate with a reputable contractor to provide the City with these services. One of the contractors actively negotiating with the City is ALB, Inc. Currently ALB, Inc. is

performing street restoration work for P.G. & E. on the El Portal Drive gas line replacement project. Staff sought the opportunity to have ALB, Inc. perform some as-needed pavement repair for the City while mobilized in Clayton. This is would be a small project making various street repairs, and will serve as a "trial-balloon" for the quality of work the contractor can perform for the City. If successful the City and ALB, Inc. may negotiate a multi-year contract and return to the City Council for its consideration and action.

ALB, Inc. provided square foot pricing to remove and replace asphalt street sections in need of repair on several City streets including El Portal Drive (non-PG&E street sections) and Peacock Creek at Inverness (CCWD caused street deformation and has agreed to reimburse the City of Clayton for this location repair). Based on the work ALB, Inc. has performed for PG&E on El Portal Drive, Malibu, Mirango and El Portal Courts as well as a previous PG&E project on Mt. Dell and Mt. Etna last year, staff is satisfied that ALB, Inc. may be the appropriate responsible contractor with which to negotiate the multi-year contract that would be brought back to the City Council at a future date.

FISCAL IMPACT

There is sufficient funding in the prior year's reserves and FY 2019-20 Gas Tax and Measure J revenues to fund this repair work as negotiated.

Attachments: 1. Resolution [2 pp.]

RESOLUTION NO. XX-2019

A RESOLUTION APPROVING THE AWARD OF A CONTRACT TO ALB, Inc. IN THE AMOUNT OF \$41,000., FOR MISCELLANEOUS CITY-WIDE AS-NEEDED PAVING REPAIR WORK

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

WHEREAS, the City Engineer recently designed and bid a multi-year, as-needed, on-call asphalt repair contract; and

WHEREAS, the received no bids for the contract and City Council subsequently authorized the City Engineer to negotiate a contract with a reputable contractor; and

WHEREAS, the City Engineer is actively negotiating with contractors, including ALB, Inc. to obtain favorable unit pricing to award a multi-year, on-call, as-needed street repair contract;

WHEREAS, the City Engineer has negotiated favorable unit pricing for these miscellaneous asphalt street repairs with ALB, Inc. for a one-time trial contract; and

WHEREAS, there is sufficient funding in the prior year's reserves and FY 2019-20 Gas Tax and Measure J revenues to fully fund this repair work as negotiated; and

WHEREAS, the street maintenance and restoration work contemplated by this project are exempt under Section 15302(c) of the CEQA guidelines; and

WHEREAS, staff has recommended that City Council adopt this resolution approving the award of a contract to ALB, Inc. in the amount of \$41,000, for miscellaneous City-wide as-needed paving repair work and approve a total project budget of \$49,000.;

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Clayton, California does hereby adopt this resolution approving the award of a contract to ALB, Inc. in the amount of \$41,000., for miscellaneous City-wide as-needed paving repair work, approve a total project budget of \$49,000, authorize the Interim City Manager to execute the contract on behalf of the City, and does herewith find the contemplated pavement repairs are categorically exempt under CEQA Section 15302(c).

PASSED, APPROVED and ADOPTED by the City Council of Clayton, California at a regular public meeting thereof held on the 1st day of October 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

THE CITY COUNCIL OF CLAYTON, CA

Tuija Catalano, Mayor

ATTEST:

Janet Calderon, City Clerk

GAVIN BELL
for
"Doing the Right Thing"
at
Mt. Diablo Elementary School
by exemplifying great "Responsibility"
August and September 2019

Agenda Date: 10-01-2019

Agenda Item: 1a

SADIE VICKNAIR
for
"Doing the Right Thing"
at
Mt. Diablo Elementary School
by exemplifying great "Responsibility"
August and September 2019

GRACE LATTIN
for
"Doing the Right Thing"
at
Clayton Valley Charter High School
by exemplifying great "Responsibility"
August and September 2019

CASEY CARPENTER

for

"Doing the Right Thing"

at

Clayton Valley Charter High School
by exemplifying great "Responsibility"
August and September 2019