



AGENDA

REGULAR MEETING

* * *

CLAYTON CITY COUNCIL

TUESDAY, November 6, 2012

6:15 p.m.

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

Mayor: Howard Geller

Council Members

Julie K. Pierce
David T. Shuey
Hank Stratford

- 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 on Monday 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 ***

November 6, 2012

6:15 P.M.

1. **CALL TO ORDER THE CITY COUNCIL** – Mayor Geller.
2. **CLOSED SESSION**
 - (a) *Government Code Section 54956.8, Conference with Real Property Negotiator*
Real Properties: 6055 Main Street, Clayton (APNs 118-560-010 & 119-011-003)
Instructions to City Negotiator (City Manager) concerning terms and conditions.
Negotiating Party: Clayton Community Church.

Report out of Closed Session: Mayor Geller.

7:00 P.M.

3. **PLEDGE OF ALLEGIANCE** – led by Mayor Geller.
4. **CONSENT CALENDAR**

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

 - (a) Approve the minutes of the regular meeting of October 16, 2012. ([View Here](#))
 - (b) Approve the Financial Demands and Obligations of the City. ([View Here](#))
 - (c) Approve a multi-year Agreement (60-month lease) with Neopost Leasing Company for an IS-440 replacement City Hall postage equipment and accompanying maintenance at a 5-year lease price of \$8,422.80. ([View Here](#))
5. **RECOGNITIONS AND PRESENTATIONS** – None.
6. **REPORTS**
 - (a) Planning Commission – Commissioner Dan Richardson
 - (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.
 - (e) Other

7. 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 shall 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.

8. PUBLIC HEARINGS – None.

9. ACTION ITEMS

- (a) City Council determination of the date, time, location and agenda topics for its 4th annual Town Hall Meeting with the Clayton business community and commercial property owners. ([View Here](#))
(City Manager)

Staff recommendation: Following agenda and date discussion and opportunity for public comment, that Council by motion call for a Special Meeting to be held on a set date, time, and location for its annual roundtable study session with the Clayton business community.

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

11. ADJOURNMENT – the next regularly scheduled City Council meeting is November 20, 2012.

#

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

Agenda Date: 11-6-12

Agenda Item: 4a

TUESDAY, October 16, 2012

1. **CALL TO ORDER & ROLL CALL** – The meeting was called to order at 7:00 p.m. by Mayor Geller in Hoyer Hall of the Clayton Community Library, 6125 Clayton Road, Clayton, CA. Councilmembers present: Mayor Geller, Councilmembers Pierce and Stratford. Councilmembers absent: Councilmember Shuey. Staff present: Assistant to the City Manager Laura Hoffmeister, City Attorney Mala Subramanian, Finance Manager Merry Pelletier, and City Clerk Laci Jackson.

The City Attorney announced Vice Mayor Joseph Medrano resigned his seat on the City Council effective October 13, 2012.

2. **CLOSED SESSION** – None.

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

4. **CONSENT CALENDAR**- It was moved by Councilmember Stratford, seconded by Councilmember Pierce, to approve the Consent Calendar as submitted (Passed; 3-0 vote).

- (a) Approved the minutes of the regular meeting of October 2, 2012.
- (b) Approved the Financial Demands and Obligations of the City.

5. **RECOGNITIONS AND PRESENTATIONS**

- (a) Mayor Geller presented Certificates of Recognition to “Do The Right Thing” public school students.

Mayor Geller and Mt. Diablo Elementary School teacher Ms. Keri Hill recognized students Damion Clark and Stephanie Vojtenyi for showing great Responsibility.

Mayor Geller and Diablo View Middle School Principal Patty Banister recognized Tyler Llacuna and Bryden Connel.

Mayor Geller and teacher Kat Marzel recognized Lauren Valory from Clayton Valley Charter High School.

6. **REPORTS**

- (a) Planning Commission – No meeting held.
- (b) Trails and Landscaping Committee – No meeting held.
- (c) The Assistant to the City Manager reported on 2 bills passed by the California Legislature regarding recycling fees for carpeting and paint.

(d) City Council

Councilmember Stratford stated this month's "Do The Right Thing" trait is Respect; he also attended the Mayors' Conference.

Councilmember Pierce attended three meetings at ABAG, the Mayors' Conference, the E-Bart ground breaking, Oktoberfest, and the Clayton Valley Charter High School Marching Band fundraiser.

Mayor Geller attended the Mayors' Conference, the 5k fundraiser for the Mt. Diablo Athletic Association, Oktoberfest and the Clayton Valley Charter High School band fundraiser.

(e) Other – Introduction of candidates present for City Council elected office.

Jim Diaz attended the Oktoberfest event and stated he is the Vice President of Membership for the CBCA. He stated he is having a candidate's event at the Clayton Club Saloon on October 21st from 2-6 p.m.

Kevin Liberman stated he is on the ballot for a City Council seat.

7. **PUBLIC COMMENTS**

Barbara Oakes stated she is a candidate for the Mt. Diablo School District School Board. She stated she worked in Mt. Diablo Unified for years and is running because she believes in the District and the students. She stated she sees things she would like to change and would like the school sites to be more self-sufficient. She wants to do what is best for the students throughout the District.

8. **PUBLIC HEARINGS**- None.

9. **ACTION ITEMS**

- (a) Consideration of a Resolution approving the carry-over of specific project and operational encumbrances of \$155,578 from the FY 2011-12 Budget, transfer General Fund excess of \$131,796 to the Trust and Agency Account, and amend the FY 2012-13 City Budget accordingly.

The Finance Manager reported the staff report notes the open line items which the City expects to incur. She stated staff evaluated the planned expenditures for carry over to the 2012-13 budget. She noted all funds have adequate fund balances because staff budgeted conservatively. She noted revenues came in higher than budgeted in the following categories: property tax, redevelopment property transfer tax, well water usage, franchise fees, transfer taxes, building permit fees, and business license taxes.

The Assistant to the City Manager stated in addition to the encumbrances staff recommends the Council transfer \$131,796 to the Trust and Agency Fund which could be used if necessary and expended at a later time by the City Council as part of future budget procedures to offset the operational deficit for 2012-13 fiscal year. She noted that if revenues come in for 2012-13 as it did in 2011-12 the Council may not need to use any General Fund Reserve as contemplated in the FY 2012-13 budget.

The Council thanked staff for their work on the budget and for labor concessions and furloughs.

No public comments were received.

It was moved by Councilmember Pierce, seconded by Councilmember Stratford, to adopt Resolution 64-2012 approving the carry-over of specific project and operational encumbrances of \$155,578 from the FY 2011-12 Budget, transfer General Fund excess of \$131,796 to the Trust and Agency Account, and amend the FY 2012- 13 City Budget accordingly (Passed; 3-0 vote).

10. **COUNCIL ITEMS** – None.

13. **ADJOURNMENT**– On call by Mayor Geller the meeting adjourned at 7:45 p.m.

Respectfully submitted,

Laci J. Jackson, City Clerk

APPROVED BY CLAYTON CITY COUNCIL

Howard Geller, Mayor



Agenda Date: 11/6/2012

Agenda Item: 40

Approved:

Gary A. Napper
City Manager/Executive Director

STAFF REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: MERRY PELLETIER, FINANCE MANAGER

DATE: 11/6/2012

SUBJECT: INVOICE SUMMARY

RECOMMENDATION

Approve the following Invoices.

11/2/2012	Cash Requirements Report	\$ 215,819.91
11/2/2012	Check Printed in Advance of Meeting (Check has not yet been signed)	\$ 4,970.00
	J & R Floor Services #28926	

TOTAL REQUEST \$ 220,789.91

Attachments:

Cash Requirements Report dated 11/2/2012 (8 pages).

Invoice for J & R Floor Services and copy of check # 28926 (2 pages)

City of Clayton

Cash Requirements Report

City Council Meeting 11/6/12

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.	11/6/2012	10/12/2012	28646	school crossing guard services	\$465.00	\$0.00		\$465.00
				<i>Totals for All City Management Services, Inc.:</i>	<i>\$465.00</i>	<i>\$0.00</i>		<i>\$465.00</i>
American Fidelity Assurance Company								
American Fidelity Assurance Company	11/6/2012	10/25/2012	777797A	MCP # 95032	\$975.59	\$0.00		\$975.59
American Fidelity Assurance Company	11/6/2012	10/17/2012	A900086	MCP # 95032	\$256.82	\$0.00		\$256.82
American Fidelity Assurance Company	11/6/2012	9/14/2012	A886413	MCP # 95032	\$256.82	\$0.00		\$256.82
				<i>Totals for American Fidelity Assurance Company:</i>	<i>\$1,489.23</i>	<i>\$0.00</i>		<i>\$1,489.23</i>
Arlene H. Kikkawa-Nielsen								
Arlene H. Kikkawa-Nielsen	11/6/2012	11/1/2012	November 2012	Library Volunteer Coordinator - November 20	\$900.00	\$0.00		\$900.00
				<i>Totals for Arlene H. Kikkawa-Nielsen:</i>	<i>\$900.00</i>	<i>\$0.00</i>		<i>\$900.00</i>
AT&T/ CalNet 2								
AT&T/ CalNet 2	11/6/2012	10/22/2012	3801602	Phone Service	\$1,795.99	\$0.00		\$1,795.99
				<i>Totals for AT&T/ CalNet 2:</i>	<i>\$1,795.99</i>	<i>\$0.00</i>		<i>\$1,795.99</i>
Bay Area Barricade Serv.								
Bay Area Barricade Serv.	11/6/2012	10/3/2012	0287198-IN	Paper no-parking signs	\$190.32	\$0.00		\$190.32
Bay Area Barricade Serv.	11/6/2012	10/12/2012	0287353-IN	30" R1-1 HIP Metal Sign	\$535.60	\$0.00		\$535.60
				<i>Totals for Bay Area Barricade Serv.:</i>	<i>\$725.92</i>	<i>\$0.00</i>		<i>\$725.92</i>
Best Best & Kreiger LLP								
Best Best & Kreiger LLP	11/6/2012	10/5/2012	687549,687581,6875	September Billing	\$8,468.00	\$0.00		\$8,468.00
				<i>Totals for Best Best & Kreiger LLP:</i>	<i>\$8,468.00</i>	<i>\$0.00</i>		<i>\$8,468.00</i>
CalPERS Health								
CalPERS Health	11/6/2012	10/15/2012	813	Health Premiums November 2012	\$26,838.50	\$0.00		\$26,838.50
				<i>Totals for CalPERS Health:</i>	<i>\$26,838.50</i>	<i>\$0.00</i>		<i>\$26,838.50</i>
CalPERS Retirement								
CalPERS Retirement	11/6/2012	10/17/2012	PPE 9/24/12	City Council PPE 9/24/12	\$446.60	\$0.00		\$446.60
CalPERS Retirement	11/6/2012	10/17/2012	PPE 10/24/12	City Council PPE 10/24/12	\$446.60	\$0.00		\$446.60
CalPERS Retirement	11/6/2012	10/17/2012	PPE 10/14/12	PPE 10/14/12	\$21,715.06	\$0.00		\$21,715.06
CalPERS Retirement	11/6/2012	10/31/2012	10/28/12	PPE 10/28/12 Pay 10/31/12	\$21,704.43	\$0.00		\$21,704.43
				<i>Totals for CalPERS Retirement:</i>	<i>\$44,312.69</i>	<i>\$0.00</i>		<i>\$44,312.69</i>
Caltronics Business Systems, Inc								
Caltronics Business Systems, Inc	11/6/2012	10/17/2012	1180839	Konica contract	\$251.49	\$0.00		\$251.49
				<i>Totals for Caltronics Business Systems, Inc:</i>	<i>\$251.49</i>	<i>\$0.00</i>		<i>\$251.49</i>
CCC General Services (Traffic)								
CCC General Services (Traffic)	11/6/2012	9/24/2012	4680	Traffic signal Maintenance August 2012	\$2,208.43	\$0.00		\$2,208.43
				<i>Totals for CCC General Services (Traffic):</i>	<i>\$2,208.43</i>	<i>\$0.00</i>		<i>\$2,208.43</i>

Concord Garden Equipment

City of Clayton

Cash Requirements Report

City Council Meeting 11/6/12

Vendor Name	Due Date	Invoice Date	Invoice Number	Invoice Description	Invoice Balance	Potential Discount Expires On	Net Amount Due
Concord Garden Equipment	11/6/2012	9/21/2012	435145	Parts	\$773.81	\$0.00	\$773.81
				Totals for Concord Garden Equipment:	\$773.81	\$0.00	\$773.81
Contra Costa Tractor Mobile Svc							
Contra Costa Tractor Mobile Svc	11/6/2012	10/25/2012	015474	Ford Service 260C	\$481.90	\$0.00	\$481.90
Contra Costa Tractor Mobile Svc	11/6/2012	10/25/2012	015734	LeROI Air Compressor 125 Service	\$495.41	\$0.00	\$495.41
				Totals for Contra Costa Tractor Mobile Svc:	\$977.31	\$0.00	\$977.31
Cop Shop Installations Inc							
Cop Shop Installations Inc	11/6/2012	10/17/2012	4630	Light Installation for Unit #1735	\$4,724.09	\$0.00	\$4,724.09
				Totals for Cop Shop Installations Inc:	\$4,724.09	\$0.00	\$4,724.09
Covanta Stanislaus Inc							
Covanta Stanislaus Inc	11/6/2012	10/24/2012	STANT-004872	Evidence destruction	\$383.52	\$0.00	\$383.52
				Totals for Covanta Stanislaus Inc:	\$383.52	\$0.00	\$383.52
CR Fireline Inc							
CR Fireline Inc	11/6/2012	10/3/2012	93722	annual fire sprinkler inspection - EH	\$375.00	\$0.00	\$375.00
CR Fireline Inc	11/6/2012	10/3/2012	93721	annual fire sprinkler inspection - library	\$375.00	\$0.00	\$375.00
CR Fireline Inc	11/6/2012	10/3/2012	97329	annual fire sprinkler inspection - City Hall	\$375.00	\$0.00	\$375.00
				Totals for CR Fireline Inc:	\$1,125.00	\$0.00	\$1,125.00
Cropper Accountancy Corp							
Cropper Accountancy Corp	11/6/2012	9/30/2012	657	Bank Reconciliation	\$812.50	\$0.00	\$812.50
				Totals for Cropper Accountancy Corp:	\$812.50	\$0.00	\$812.50
Dyna Systems							
Dyna Systems	11/6/2012	9/26/2012	20615122	wood screws	\$7.09	\$0.00	\$7.09
Dyna Systems	11/6/2012	9/20/2012	20613318	supplies	\$485.04	\$0.00	\$485.04
				Totals for Dyna Systems:	\$492.13	\$0.00	\$492.13
East Bay Sign Co., Inc							
East Bay Sign Co., Inc	11/6/2012	10/3/2012	EE4129	Black Roof Numbers	\$322.85	\$0.00	\$322.85
				Totals for East Bay Sign Co., Inc:	\$322.85	\$0.00	\$322.85
Globalstar LLC							
Globalstar LLC	11/6/2012	10/16/2012	1000000004277513	phone service	\$43.85	\$0.00	\$43.85
				Totals for Globalstar LLC:	\$43.85	\$0.00	\$43.85
Goldfarb & Lipman							
Goldfarb & Lipman	11/6/2012	10/15/2012	106410	Successor Agency - September 2012	\$612.50	\$0.00	\$612.50
				Totals for Goldfarb & Lipman:	\$612.50	\$0.00	\$612.50
Grainger, Inc.							
Grainger, Inc.	11/6/2012	10/2/2012	9941470958	Hip Boots	\$644.43	\$0.00	\$644.43
Grainger, Inc.	11/6/2012	10/22/2012	9957405740	Ear Plugs	\$100.92	\$0.00	\$100.92

City of Clayton

Cash Requirements Report

City Council Meeting 11/6/12

Vendor Name	Due Date	Invoice Date	Invoice Number	Invoice Description	Invoice Balance	Potential Discount Expires On	Discount Expires On	Net Amount Due
Hammons Supply Company				<i>Totals for Grainger, Inc.:</i>	<i>\$745.35</i>	<i>\$0.00</i>		<i>\$745.35</i>
Hammons Supply Company	11/6/2012	8/16/2012	73517, 73502	Supplies	\$1,797.57	\$0.00		\$1,797.57
Hammons Supply Company	11/6/2012	10/3/2012	74363	Supplies	\$246.49	\$0.00		\$246.49
Hammons Supply Company	11/6/2012	10/31/2012	74628	Library waste baskets	\$38.45	\$0.00		\$38.45
				<i>Totals for Hammons Supply Company:</i>	<i>\$2,082.51</i>	<i>\$0.00</i>		<i>\$2,082.51</i>
Interstate Battery of Tri-Valley								
Interstate Battery of Tri-Valley	11/6/2012	10/5/2012	133342434	MTP-65	\$141.68	\$0.00		\$141.68
				<i>Totals for Interstate Battery of Tri-Valley:</i>	<i>\$141.68</i>	<i>\$0.00</i>		<i>\$141.68</i>
J & R Floor Services								
J & R Floor Services	11/6/2012	11/1/2012	October	October 2012 Billing	\$4,875.00	\$0.00		\$4,875.00
				<i>Totals for J & R Floor Services:</i>	<i>\$4,875.00</i>	<i>\$0.00</i>		<i>\$4,875.00</i>
James R Hawk, Jr								
James R Hawk, Jr	11/6/2012	10/24/2012	024097	Deposit Refund CAP # 0030	\$500.00	\$0.00		\$500.00
				<i>Totals for James R Hawk, Jr:</i>	<i>\$500.00</i>	<i>\$0.00</i>		<i>\$500.00</i>
Jarvis Fay Doporito & Gibson, LLP								
Jarvis Fay Doporito & Gibson, LLP	11/6/2012	10/17/2012	September 2012	Chevron Property Tax Refund Dispute Septem	\$184.73	\$0.00		\$184.73
				<i>Totals for Jarvis Fay Doporito & Gibson, LLP:</i>	<i>\$184.73</i>	<i>\$0.00</i>		<i>\$184.73</i>
John Deere Landscapes Inc								
John Deere Landscapes Inc	11/6/2012	9/14/2012	62674668	GT Service	\$170.00	\$0.00		\$170.00
John Deere Landscapes Inc	11/6/2012	9/28/2012	62832548	Supplies	\$784.68	\$0.00		\$784.68
John Deere Landscapes Inc	11/6/2012	10/4/2012	62891929	Soil Probe	\$220.41	\$0.00		\$220.41
John Deere Landscapes Inc	11/6/2012	10/1/2012	62849797	Metal cans/ Can mate dauber	\$78.03	\$0.00		\$78.03
John Deere Landscapes Inc	11/6/2012	9/21/2012	62751572	Supplies	\$192.67	\$0.00		\$192.67
John Deere Landscapes Inc	11/6/2012	10/12/2012	62984411	Supplies	\$148.15	\$0.00		\$148.15
				<i>Totals for John Deere Landscapes Inc:</i>	<i>\$1,593.94</i>	<i>\$0.00</i>		<i>\$1,593.94</i>
LarryLogic Productions								
LarryLogic Productions	11/6/2012	10/17/2012	1284	City Council Meeting 10/16/12	\$275.00	\$0.00		\$275.00
				<i>Totals for LarryLogic Productions:</i>	<i>\$275.00</i>	<i>\$0.00</i>		<i>\$275.00</i>
LC Action Police Supply LTD								
LC Action Police Supply LTD	11/6/2012	10/12/2012	286160	Supplies -Training	\$1,432.22	\$0.00		\$1,432.22
				<i>Totals for LC Action Police Supply LTD:</i>	<i>\$1,432.22</i>	<i>\$0.00</i>		<i>\$1,432.22</i>
LEBEC, Inc								
LEBEC, Inc	11/6/2012	10/8/2012	7075	Drainage Improvements - Keller Ridge	\$7,000.00	\$0.00		\$7,000.00
				<i>Totals for LEBEC, Inc:</i>	<i>\$7,000.00</i>	<i>\$0.00</i>		<i>\$7,000.00</i>
Marken Mechanical Services Inc								

City of Clayton

Cash Requirements Report

City Council Meeting 11/6/12

Vendor Name	Due Date	Invoice Date	Invoice Number	Invoice Description	Invoice Balance	Potential Discount Expires On	Net Amount Due
Marken Mechanical Services Inc	11/6/2012	9/25/2012	112-16106	Library Work	\$625.00	\$0.00	\$625.00
Marken Mechanical Services Inc	11/6/2012	10/2/2012	412-1151-10	City Hall Maintenance - October 2012	\$150.00	\$0.00	\$150.00
Marken Mechanical Services Inc	11/6/2012	10/2/2012	412-1152-10	Library Maintenance October 2012	\$150.00	\$0.00	\$150.00
Marken Mechanical Services Inc	11/6/2012	10/23/2012	412-1146-9	Library Maintenance September 2012	\$502.17	\$0.00	\$502.17
Marken Mechanical Services Inc	11/6/2012	10/23/2012	412-1148-9	City Hall Maintenance September 2012	\$332.50	\$0.00	\$332.50
Marken Mechanical Services Inc	11/6/2012	11/1/2012	412-1152-11	Library Maintenance November 2012	\$150.00	\$0.00	\$150.00
Marken Mechanical Services Inc	11/6/2012	11/1/2012	412-1151-11	City Hall Maintenance November 2012	\$150.00	\$0.00	\$150.00
Totals for Marken Mechanical Services Inc:					<u>\$2,059.67</u>	<u>\$0.00</u>	<u>\$2,059.67</u>
Martell Water Systems, Inc.							
Martell Water Systems, Inc.	11/6/2012	10/2/2012	19433	Service call/Parts	\$466.52	\$0.00	\$466.52
Totals for Martell Water Systems, Inc.:					<u>\$466.52</u>	<u>\$0.00</u>	<u>\$466.52</u>
Mt Diablo Group of SF Bay Chpt, Sierra Club							
Mt Diablo Group of SF Bay Chpt, Sierra	11/6/2012	10/31/2012	024893	Deposit Refund	\$200.00	\$0.00	\$200.00
Totals for Mt Diablo Group of SF Bay Chpt, Sierra Club:					<u>\$200.00</u>	<u>\$0.00</u>	<u>\$200.00</u>
Municipal Pooling Authority							
Municipal Pooling Authority	11/6/2012	8/20/2012	B1203B	workers compensation premium 2012-13	\$16,372.00	\$0.00	\$16,372.00
Municipal Pooling Authority	11/6/2012	10/15/2012	October 2012	October 2012	\$1,212.03	\$0.00	\$1,212.03
Municipal Pooling Authority	11/6/2012	10/31/2012	November 2012	LTD/STD November 2012	\$1,212.03	\$0.00	\$1,212.03
Totals for Municipal Pooling Authority:					<u>\$18,796.06</u>	<u>\$0.00</u>	<u>\$18,796.06</u>
Neopost Leasing (Mail Finance)							
Neopost Leasing (Mail Finance)	11/6/2012	10/4/2012	N3567402	Lease Pmt 11/25/12-12/24/12	\$222.02	\$0.00	\$222.02
Totals for Neopost Leasing (Mail Finance):					<u>\$222.02</u>	<u>\$0.00</u>	<u>\$222.02</u>
NSP3							
NSP3	11/6/2012	10/12/2012	13910	Parts for ZZPM3900	\$852.17	\$0.00	\$852.17
Totals for NSP3:					<u>\$852.17</u>	<u>\$0.00</u>	<u>\$852.17</u>
Pacific Telemanagement Svc							
Pacific Telemanagement Svc	11/6/2012	10/24/2012	457225	November Billing	\$73.00	\$0.00	\$73.00
Totals for Pacific Telemanagement Svc:					<u>\$73.00</u>	<u>\$0.00</u>	<u>\$73.00</u>
Paramount Elevator Corp.							
Paramount Elevator Corp.	11/6/2012	9/18/2012	171476	Oil & Grease	\$220.00	\$0.00	\$220.00
Totals for Paramount Elevator Corp.:					<u>\$220.00</u>	<u>\$0.00</u>	<u>\$220.00</u>
PERMCO, Inc.							
PERMCO, Inc.	11/6/2012	10/29/2012	9854	Retainer - General Services	\$4,417.75	\$0.00	\$4,417.75
PERMCO, Inc.	11/6/2012	10/29/2012	9855	PG&E EP (minor)	\$103.75	\$0.00	\$103.75
PERMCO, Inc.	11/6/2012	10/29/2012	9856	Diablo Pointe Plan Check	\$357.50	\$0.00	\$357.50
PERMCO, Inc.	11/6/2012	10/29/2012	9857	Diablo Pointe Construction Inspection	\$3,537.00	\$0.00	\$3,537.00
PERMCO, Inc.	11/6/2012	10/29/2012	9858	CAP Inspection - non-utility	\$41.50	\$0.00	\$41.50

City of Clayton

Cash Requirements Report

City Council Meeting 11/6/12

Vendor Name	Due Date	Invoice Date	Invoice Number	Invoice Description	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due
PERMCO, Inc.	11/6/2012	10/29/2012	9859	Diablo Estates BAD - Admin	\$825.00	\$0.00		\$825.00
PERMCO, Inc.	11/6/2012	10/29/2012	9860	Keller Ridge Sidewalk Drains - deferred maint	\$19.06	\$0.00		\$19.06
PERMCO, Inc.	11/6/2012	10/29/2012	9861	GHAD Kelok Dewatering well Install	\$472.75	\$0.00		\$472.75
				Totals for PERMCO, Inc.:	\$9,774.31	\$0.00		\$9,774.31
PG&E								
PG&E	11/6/2012	10/16/2012	1199663768-9	October	\$545.22	\$0.00		\$545.22
PG&E	11/6/2012	10/15/2012	7293447797-6	October	\$18,893.62	\$0.00		\$18,893.62
PG&E	11/6/2012	10/21/2012	10/21/12	October billing	\$374.56	\$0.00		\$374.56
PG&E	11/6/2012	10/23/2012	10/23/12	October Billing	\$2,736.07	\$0.00		\$2,736.07
				Totals for PG&E:	\$22,549.47	\$0.00		\$22,549.47
Pinnacle Residential Services								
Pinnacle Residential Services	11/6/2012	10/22/2012	October 2012	Management services for Diablo Estates Deve	\$4,099.00	\$0.00		\$4,099.00
				Totals for Pinnacle Residential Services:	\$4,099.00	\$0.00		\$4,099.00
Raney Planning & Management, Inc.								
Raney Planning & Management, Inc.	11/6/2012	10/12/2012	1108P-11	Labor - September 2012	\$1,856.00	\$0.00		\$1,856.00
				Totals for Raney Planning & Management, Inc.:	\$1,856.00	\$0.00		\$1,856.00
Riso Products of Sacramento								
Riso Products of Sacramento	11/6/2012	10/22/2012	99034	KYOC/KM5050 Contract	\$94.79	\$0.00		\$94.79
				Totals for Riso Products of Sacramento:	\$94.79	\$0.00		\$94.79
Rock & Waterfall Co								
Rock & Waterfall Co	11/6/2012	9/28/2012	108-29	Waterfall Maintenance	\$650.00	\$0.00		\$650.00
				Totals for Rock & Waterfall Co:	\$650.00	\$0.00		\$650.00
San Diego Police Equipment Co.								
San Diego Police Equipment Co.	11/6/2012	10/10/2012	603889	FED-AE40R1-C x2	\$545.24	\$0.00		\$545.24
				Totals for San Diego Police Equipment Co.:	\$545.24	\$0.00		\$545.24
Sprint Comm (PD)								
Sprint Comm (PD)	11/6/2012	10/29/2012	703335311-131	Nextel Service	\$293.27	\$0.00		\$293.27
				Totals for Sprint Comm (PD):	\$293.27	\$0.00		\$293.27
Sprint Comm (PW & ADM)								
Sprint Comm (PW & ADM)	11/6/2012	9/29/2012	531409315-125	September service and equipment purchase	\$647.97	\$0.00		\$647.97
				Totals for Sprint Comm (PW & ADM):	\$647.97	\$0.00		\$647.97
Stewart Hallett								
Stewart Hallett	11/6/2012	10/29/2012	09773C	EH Rental deposit refund	\$342.00	\$0.00		\$342.00
				Totals for Stewart Hallett:	\$342.00	\$0.00		\$342.00
Stockbridge General Contracting, Inc								
Stockbridge General Contracting, Inc	11/6/2012	10/10/2012	1028	CIP 10431,10430	\$1,156.67	\$0.00		\$1,156.67

City of Clayton

Cash Requirements Report

City Council Meeting 11/6/12

Vendor Name	Due Date	Invoice Date	Invoice Number	Invoice Description	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due
Tamar Gonsalves				<i>Totals for Stockbridge General Contracting, Inc.:</i>	<i>\$1,156.67</i>	<i>\$0.00</i>		<i>\$1,156.67</i>
Tamar Gonsalves	11/6/2012	10/15/2012	025522	Refund of Deposit for Hoyer Hall 9/29/12	\$200.00	\$0.00		\$200.00
				<i>Totals for Tamar Gonsalves:</i>	<i>\$200.00</i>	<i>\$0.00</i>		<i>\$200.00</i>
TTI Polygraph								
TTI Polygraph	11/6/2012	10/8/2012	12-001	Pre-employment polygraph exam, Charles, An	\$300.00	\$0.00		\$300.00
				<i>Totals for TTI Polygraph:</i>	<i>\$300.00</i>	<i>\$0.00</i>		<i>\$300.00</i>
US Bank Corp Pymt System (Cal Card)								
US Bank Corp Pymt System (Cal Card)	11/6/2012	9/24/2012	Statement Date 9/24/	Miscellaneous Supplies, router switch, storage	\$929.73	\$0.00		\$929.73
US Bank Corp Pymt System (Cal Card)	11/6/2012	9/24/2012	Statement Date 9/24/	Endeavor Hall Advertising Valley Yellow Pag	\$253.10	\$0.00		\$253.10
US Bank Corp Pymt System (Cal Card)	11/6/2012	9/24/2012	Statement Date 9/24/	APA Membership	\$600.00	\$0.00		\$600.00
US Bank Corp Pymt System (Cal Card)	11/6/2012	9/24/2012	Statement Date 9/24/	Geoconsultants well monitoring	\$1,546.50	\$0.00		\$1,546.50
US Bank Corp Pymt System (Cal Card)	11/6/2012	9/24/2012	Statement Date 9/24/	Miscellaneous supplies, batteries, office supp	\$329.63	\$0.00		\$329.63
US Bank Corp Pymt System (Cal Card)	11/6/2012	9/24/2012	Statement Date 9/24/	Water heater and piping	\$507.82	\$0.00		\$507.82
US Bank Corp Pymt System (Cal Card)	11/6/2012	9/24/2012	Statement Date 9/24/	East Bay Tires - Tires	\$1,536.93	\$0.00		\$1,536.93
US Bank Corp Pymt System (Cal Card)	11/6/2012	9/24/2012	Statement Date 9/24/	Vehicle Fuel	\$1,604.02	\$0.00		\$1,604.02
US Bank Corp Pymt System (Cal Card)	11/6/2012	9/24/2012	Statement Date 9/24/	Streetlight supplies	\$303.50	\$0.00		\$303.50
US Bank Corp Pymt System (Cal Card)	11/6/2012	9/24/2012	Statement Date 9/24/	Landscape Supplies	\$1,730.32	\$0.00		\$1,730.32
US Bank Corp Pymt System (Cal Card)	11/6/2012	9/24/2012	Statement Date 9/24/	AutoZone bulbs for brake lights	\$21.05	\$0.00		\$21.05
US Bank Corp Pymt System (Cal Card)	11/6/2012	9/24/2012	Statement Date 9/24/	Landscape Fuel	\$1,226.13	\$0.00		\$1,226.13
US Bank Corp Pymt System (Cal Card)	11/6/2012	9/24/2012	Statement Date 9/24/	Discount Fuse - streetlight fuses	\$92.10	\$0.00		\$92.10
US Bank Corp Pymt System (Cal Card)	11/6/2012	9/24/2012	Statement Date 9/24/	Home Depot - Flowers	\$62.74	\$0.00		\$62.74
US Bank Corp Pymt System (Cal Card)	11/6/2012	9/24/2012	Statement Date 9/24/	Entenmann-Rovin Chief's Badge	\$103.49	\$0.00		\$103.49
US Bank Corp Pymt System (Cal Card)	11/6/2012	9/24/2012	Statement Date 9/24/	Staples - Binders for Emergency Op Plan	\$23.90	\$0.00		\$23.90
US Bank Corp Pymt System (Cal Card)	11/6/2012	9/24/2012	Statement Date 9/24/	Postage	\$17.25	\$0.00		\$17.25
US Bank Corp Pymt System (Cal Card)	11/6/2012	9/24/2012	Statement Date 9/24/	Equipment repair items/switches	\$72.18	\$0.00		\$72.18
US Bank Corp Pymt System (Cal Card)	11/6/2012	9/24/2012	Statement Date 9/24/	Car washes,M/C repair, roof decals	\$315.04	\$0.00		\$315.04
US Bank Corp Pymt System (Cal Card)	11/6/2012	9/24/2012	Statement Date 9/24/	Vehicle gas	\$3,100.22	\$0.00		\$3,100.22
US Bank Corp Pymt System (Cal Card)	11/6/2012	9/24/2012	Statement Date 9/24/	Training lunches, CPR class Shaw453.46	\$453.46	\$0.00		\$453.46
US Bank Corp Pymt System (Cal Card)	11/6/2012	9/24/2012	Statement Date 9/24/	Lunch interview	\$93.50	\$0.00		\$93.50
US Bank Corp Pymt System (Cal Card)	11/6/2012	9/24/2012	Statement Date 9/24/	Digital Persona - lic. for fingerprint ID units i	\$785.40	\$0.00		\$785.40
US Bank Corp Pymt System (Cal Card)	11/6/2012	9/24/2012	Statement Date 9/24/	Staples - Binders for Emergency Ops Plan	\$124.96	\$0.00		\$124.96
				<i>Totals for US Bank Corp Pymt System (Cal Card):</i>	<i>\$15,832.97</i>	<i>\$0.00</i>		<i>\$15,832.97</i>
Waraner Brothers Tree Service								
Waraner Brothers Tree Service	11/6/2012	10/8/2012	10037	Tree work, Clayton Rd Median	\$500.00	\$0.00		\$500.00
Waraner Brothers Tree Service	11/6/2012	10/8/2012	10036	Tree work - Bigelow, Old Marsh Creek	\$1,200.00	\$0.00		\$1,200.00
Waraner Brothers Tree Service	11/6/2012	10/8/2012	10035	Tree work - Mitchell Canyon	\$2,400.00	\$0.00		\$2,400.00
Waraner Brothers Tree Service	11/6/2012	10/8/2012	10038	Scheduled tree work Clayton Rd & Mitchell C	\$600.00	\$0.00		\$600.00
				<i>Totals for Waraner Brothers Tree Service:</i>	<i>\$4,700.00</i>	<i>\$0.00</i>		<i>\$4,700.00</i>

City of Clayton
Cash Requirements Report
City Council Meeting 11/6/12

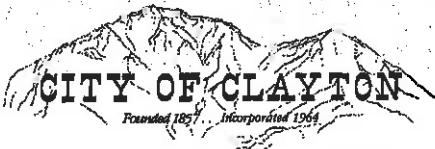
GRAND TOTALS:	\$215,819.91	\$0.00	\$215,819.91
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To: J & R Floor Services
P.O.Box 1100
Clayton, CA 94517

INVOICE NUMBER	DATE	DESCRIPTION	AMOUNT	DISCOUNT	NET AMOUNT
10/1/12	10/1/2012	September Billing	\$4,970.00	\$0.00	\$4,970.00
		Totals:	\$4,970.00	\$0.00	\$4,970.00

0 9 F835 To reorder, please call Blackboard Forms at our toll free number 800.422.8374

THIS DOCUMENT CONTAINS A TRUE WATERMARK - HOLD TO LIGHT TO VERIFY WATERMARK



BANK OF AMERICA, NA
11-35/1210

028926

6000 HERITAGE TRAIL, CLAYTON, CALIFORNIA 94517

CHECK DATE CHECK NO.

10/26/2012 28926

CHECK AMOUNT

\$** 4,970.00

Four thousand nine hundred seventy and 00/100 Dollars

PAY

TO THE
ORDER
OF

J & R Floor Services
P.O.Box 1100
Clayton, CA 94517

VOID AFTER 6 MONTHS

AUTHORIZED SIGNATURE

Details on Back

Security Features Included

TO:

ACCOUNTS PAYABLE
CITY OF CLAYTON
6000 HERITAGE TRAIL
CLAYTON, CA 94517

FLOOR SERVICES

Sealers - Chemical Hardeners - Water Repellents
Epoxy & Urethane Systems - Decorative Acid Stains - Overlays

I N V O I C E

DATE	DESCRIPTION	CHARGES	CREDITS	BALANCE
10-01-12	SEPTEMBER BILLING:			
	CITY OFFICES	101-7417.03 \$450.00		
	POLICE DEPARTMENT	101-7417.06 \$225.00		
	LIBRARY	101-7417.07 \$2,175.00		
	COMMUNITY PARK	211 7417.00 \$1,000.00		
	DOWNTOWN PARK	101-7417.09 \$1,000.00		
	ENDEAVOR HALL (See service dates below)			
	09/07 @ \$30 ✓			
	09/12 @ \$30 ✓			
	09/21 @ \$30 ✓			
	09/28 @ \$30 ✓			
		702-7417-00 120.00		\$4,970.00
TERMS: DUE AND PAYABLE UPON RECEIPT				

TOTAL DUE \$4,970.00

THANK YOU FOR YOUR BUSINESS

AUTHORIZED BY

DATE

VENDOR #

ACCOUNT #

AMOUNT

CITY MANAGER APPROVAL

P.O. Box 1100 - Clayton, CA 94517

Office: 925.672.1000 - Fax: 925.672.1454 - Toll Free: 800.585.8333



Agenda Date: 11-6-12

Agenda Item: 4c

Approved: _____

Gary A. Napper
City Manager

AGENDA REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: LACI JACKSON, CITY CLERK/ HR MANAGER

DATE: November 6, 2012

SUBJECT: Multi-Year Agreement with Neopost Leasing Company for IS-440 replacement postage equipment and maintenance.

RECOMMENDATION

Authorize the City Manager to enter into a 60-month lease agreement with Neopost Leasing Company for IS-440 postage equipment and maintenance.

BACKGROUND

In 2007, the City of Clayton entered into a lease agreement with Neopost for IJ-70 postage machine. The machine is located in City Hall on the 3rd Floor and provides postage for all packages and letters sent from all City Departments. The machine has functioned well and staff has had few problems with the maintenance of the machine. Today's budgeted annual cost of the maintenance agreement, meter rental and rate change equipment is \$2,664.24 (\$208.66 before tax, and \$222.02 per month including tax).

In December 2012, the City's postage machine lease expires. At this time the City must enter into another lease agreement. Neopost and Pitney Bowes both provided lease proposals at a lower cost that the City is currently paying. In evaluating the lease proposals staff looked at annual lease prices, total contract lease prices, supply costs, and speed of envelope processing. Both companies' machines are more than capable of handling the volume of envelopes staff processes. Even though all of the machines quoted are slightly slower at processing mail they are more reliable (ie. less jamming). Also, due to most business being conducted by email and fewer large mailings than in the past, staff believes that the slightly slower speed will have little impact. Staff has provided a comparison chart in reviewing the lease options (Attachment 1).

RECOMMENDED LEASE PROPOSAL- Neopost IS 440

Neopost brought the IS 440 demo to City Hall and staff believes this machine is more than capable of meeting our current and future needs even if it processes mail at a slightly slower speed.

Pitney Bowes offered the DM 400 (95 envelopes per minute, and an upgraded version which processed 120 letters per minute). Pitney Bowes brought the DM 400 demo into City Hall and staff was able to view and compare the machine. Staff believes the DM 400 with the slower processing speed of 95 envelopes per minute was not a viable option for the City.

After evaluating the two machines staff recommends the Neopost IS 440. The machine processes slightly thicker mail than the Pitney Bowes quoted machines and is quieter than the alternative. Also, since our current contract is with Neopost the transition with the new machine and lease will be seamless and will save staff time.

Fiscal Impact

The new lease including maintenance agreement and meter rental will be \$104.72 per month for the first 12 months, \$149.30 per month for the remainder of the lease (48 months) excluding taxes with an annual cost (excluding supplies) of \$1,246.40 for the first year and \$1,791.60 for each of the last four years of the lease.

Consequently, the proposed lease arrangement will save the \$103.96 per month for the first 12 months of the lease, and \$59.36 per month for the last 48 months of the lease. Therefore, there will be significant savings for the remainder of Fiscal Year 2012-2013 and following fiscal years.

Conclusion

Staff recommends the City Council authorize the City Manager to enter into said lease agreement with Neopost Leasing Company.

Attachment: 1. Cost Comparison
 2. Neopost Agreement (1 page)
 3. Equipment Comparison (1 page)

Current Machine

Company	Model	Lease Price Monthly	Lease Price Yearly	5 year Lease Price	Yearly Supply Cost	Average Yearly Cost (Lease and Supplies)	Envelopes per minute
Neopost	IJ-70	\$121.00/ 12 months \$208.66/ 48 months	\$1452- 1st yr \$2503.92- last 4 yrs	\$11,467.68	\$236	\$2,529.53	135

New Options

Neopost	IS 460	\$134.52/12 months \$188.02/ 48 months	\$1614.24-1st yr \$2,256.24- last 4 yrs	\$10,639.20	\$236	\$2,363.84	125
Pitney Bowes	DM 400 + Upgraded Speed	\$143.81	\$1,725.72	\$8,628.60	\$318	\$2,043.72	120
Neopost	IS 440	\$104.70/12 months \$149.30/ 48 months	\$1246.40-1st yr \$1791.60- last 4 yrs	\$8,422.80	\$236	\$1,920.56	110

Not acceptable due to slow envelope processing speed

Pitney Bowes	DM 400	\$130.76	\$1,569.12	\$7,845.60	\$318	\$1,887.12	95
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All prices are before tax



Government Product Lease Agreement with Meter Rental Agreement

Section (A) Dealer Information

Dealer Office Number: 2610	Dealer Office Name: Norcal	Phone #: (510) 266-3000	Date Submitted:
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Section (B) Billing Information

Company Name (Full legal name): CITY OF Clayton		
DBA:		
Billing Address: 6000 Heritage Trail		
Billing City: Clayton	State: CA	Zip Code + 4: 94517-1249
Billing Contact Name: Laci Jackson		Contact Phone Number: (510) 981-5474
Billing Contact Title:		Contact Fax Number:
Billing Contact email Address: ljackson@ci.clayton.ca.us		Purchase Order Number:

Section (C) Installation Information (if different than Billing Information)

Company Name (Full legal name): SAME		
DBA:		
Installation Address (No PO Boxes or General Delivery): SAME		
Installation City:	State:	Zip Code + 4:
Installation Contact Name:		Phone Number:
Installation Contact Title:		Fax Number:
Installation Contact email Address:		

Section (D) Products

Quantity	Model / Part Number	Description (Include Serial Number, if applicable)	☐ See additional listed products on attached continuation schedule.
1	IS440	IS-440 Base w/ Mixed Size Feeder, sealer and drop tray	
2	ISWP10	10 LB CAPACITY SCALE	
3	ISMODEM	Modem	
4			
5			

Section (E) Lease Payment Information & Lease Payment Schedule

Tax Status: ☒ Taxable ☐ Tax-Exempt. <i>Certificate attached.</i> Billing Frequency: ☒ Monthly ☐ Quarterly ☐ Annually Billing Method: ☒ Standard ☐ Government Payment in Arrears	Period	# of Months	Monthly Payment (plus applicable taxes)
	First	12	104.70
	Next	48	149.30
	Next		
	Next		
Current Lease Number: 07101355			
New Lease Number:			

Section (G) Postage Meter & Postage Funding Information

Main Post Office Name:	Post Office 5-Digit Zip Code:
Postage Funding Method: ☒ Bill Me ☐ OMAS / CPU ☐ Prepay by Check OMAS Agency Code ☐ ACH Debit <i>Attach ACH Authorization Form Attach USPS CPU Authorization Letter</i>	Postage Funding Account: ☒ POC ☐ TMS ☒ New ☐ Existing Existing Account Number 46817803

Section (F) ACH Direct Debit for Lease Payments (Attach Voided Check)

Bank Name	Bank Contact Name
Bank City, State	Bank Contact Phone Number
Bank Routing Number	Bank Account Number

Section (H) Services

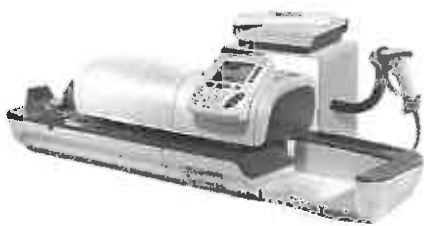
Rate Protection: ☒ Online Postal Rates Covered Product: ☒ RCP (Shipped Update) ☐ None	
iMeter Apps: ☐ Online Postal Expense Management ☐ Online E-Services ☐ Online E-Services with Electronic Return Receipt	
Software: ☐ Software Advantage Covered Product:	
Dealer Services: ☒ Maintenance ☒ Installation / Training	

Section (I) Approval

Existing customers who currently fund the Postage account by ACH Debit will not be converted to neoFunds/TotalFunds unless initiated here _____.

This document consists of a Government Product Lease ("Lease") with MailFinance Inc.; a Postage Meter Rental Agreement, Product Maintenance Agreement, an Online Services Agreement, Software Configuration Services Agreement, and a Software License Agreement with Neopost USA Inc., and a neoFunds Account Agreement with Mailroom Finance, Inc. Your signature constitutes an offer to enter into the Lease and, if applicable, the other agreements, and acknowledges that you have received, read, and agree to all applicable terms and conditions (versions GL-05-12), which are also available at <http://www.neopostinc.com/terms/GovLease-05-12.pdf> and that you are authorized to sign the agreements on behalf of the customer identified above. The applicable agreements will become binding on the companies identified above only after an authorized individual accepts your offer by signing below, or when the equipment is shipped to you.

Authorized Signature _____	Print Name and Title _____	Date Accepted _____
Accepted by Neopost USA and its Affiliates _____		Date Accepted _____



Neopost IS-440



Pitney Bowes DM400

Bold Denotes an Exclusive or Best in Class Feature

Automatic feeding	Mail Feeder	Automatic feeding
110 letters per minute	Batch Mail Speed	95 or 120 letters per minute
Yes, 44 lbs.	Durable Construction	No, 29 lbs.
1/2"	Max. Mail Thickness	5/16"
Brush sealer w/adjustable moisture level	Sealing Method	Brush sealer
25 departments standard, 100 optional View online, save to USB flash drive, or print	Postal Expense Management	50 departments standard, 300 optional. View on screen, connect transfer cable to PC, or print
10 letters/min. - Fast weighing and metering w/Differential Weighing and "Smart Start" option	Mixed Weight Mail Processing	4 letters/min. - Slow multi-step weighing and metering, Optional Differential Weighing but no Auto Start
Download (LAN or modem) postage, updated postal rates & software updates. Process all USPS E-Services. Remote diagnostics	Connected Services	Download (LAN or modem) postage, updated postal rates and software updates. Process all USPS E-Services
Shortcut Keys, Postal Rate Wizard, 9 job presets, auto date advance	Productivity Features	10 job presets, auto date advance
Digital inkjet w/ new IBI Lite meter stamp. Print text messages, advertisements, postal inscriptions & date stamp incoming mail	Print Technology	Digital inkjet w/standard IBI meter stamp. Print text messages, advertisements, postal inscriptions & date stamp incoming mail
PIN code protection, high value/low postage and ink operator warnings, low ink email alerts, monitor postage usage on web	Security Controls	PIN code protection, high value/low postage and ink operator warnings
Up to 19,500 imprints/cartridge. Integrated no-cost print head	Imprint & Ink Supply	Up to 8,800 imprints/cartridge. Separate print head required
Built-in tape dispenser w/multiple tape generation	Postage Tape Function	Built-in tape dispenser w/multiple tape generation

Neopost IS-440 Key Advantages

- The IS-440's automatic feeder handles mail up to 1/2" thick - nearly twice the thickness capacity of the DM400.
- The IS-440's Differential Weighing with "Smart Start" option is a huge time-saver. Mixed weight mail pieces can be rapidly weighed and metered with absolutely no keystrokes involved. It takes just 6 seconds per piece to process your mixed weight mail. Using the PB DM400, it takes over twice as long to weigh and meter the same assortment of mail.
- The IS-440 incorporates superior workmanship and is over 50% heavier than the DM400. The IS-440 is a durable system that's built for years of reliable performance.
- IS-440 consumables give you more for your money. Printing the next-generation "IBI-Lite" meter stamp impression, IS-440's ink yield is over double that of the DM400. Postage labels for the IS-440 are dramatically less expensive, creating serious savings even for moderate tape printing.
- The USPS price list contains 32 pages of rate information by class, category, and extra service. Now, the shape of your mail is more important than the weight. Accurately rating mail is anything but easy these days - unless you have the IS-440's industry-exclusive *Rate Wizard* that provides intuitive on-screen guidance for choosing the right mail class and optional special services.
- Managing your mailing system has never been easier. IS-440 warns you when ink is running low by sending you an email. It automatically downloads updated USPS rates when they change. IS-440 even uploads postage usage data to the web, providing you with on-line access to view, print, or export reports to Excel.



Agenda Date: 11-6-12

Agenda Item: 9a

Approved:

Gary A. Napper
City Manager

AGENDA REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: CITY MANAGER

DATE: 06 NOVEMBER 2012

SUBJECT: CITY COUNCIL ANNUAL MEETING WITH CLAYTON BUSINESS COMMUNITY

RECOMMENDATION

It is recommended the City Council provide the following directions to staff concerning its fourth (4th) annual meeting with the Clayton business community to be held on a date in November or December 2012, to be determined by the City Council:

1. Determine the scope of Agenda items for roundtable discussion with Town Center property and business owners; and
2. Determine the date and time for the meeting to be held in Hoyer Hall at the Clayton Community Library, and then by motion call a City Council Special Meeting for that determined date, time and location.

BACKGROUND

Following the second year "Concerts in The Grove" in 2009, the City Council initiated a morning study session with invited property owners and business persons of the Clayton Town Center. Each segment of our business community was individually notified of the outreach meeting and the special meeting was held on 24 November 2009 (Tuesday) at 9:00 a.m. The City pre-determined such a meeting would garner greater attendance by busy business owners if it were held on a week day morning. Forty-nine (49) invitations were mailed out in 2009 with 8 business persons ultimately in attendance representing 6 businesses.

At the conclusion of the 2009 inaugural meeting, all in attendance expressed support for further annual meetings of this nature. The City Council instructed staff to plan for an annual study session with its business community on matters of mutual interest and concern. Consequently, in 2010 the second annual meeting was held by the City Council on Tuesday, 23 November 2010 with sixteen (16) Clayton business owners in attendance. The

2010 notification was broadened to include business owners in the "Clayton Station" shopping center with one hundred and one (101) invitations mailed out by the City. The 3rd annual Town Hall-style meeting was held on 06 December 2011 and had twenty-seven (27) business owners and interested residents in attendance.

POTENTIAL DISCUSSION ITEMS FOR CONSIDERATION

For the 2012 annual meeting, staff offers the following topics for consideration and seeks additional subjects as desired by the City Council:

- A. Critique of the ten (10) 2012 Saturday night "Concerts in The Grove" series.
- B. Evaluation of the inaugural five (5) Thursday night "Concerts in The Grove.
- C. Roundtable discussion: promotion of a healthier local business economy.
- D. Other topics.

It is necessary for the City Council to select a convenient date and time to hold the meeting, allowing for sufficient notice by the City to Town Center property and business owners. Calendars for the months of November and December 2012 are attached to this staff report indicating the availability of Hoyer Hall for the morning session. All of the three (3) study sessions to date were held on a Tuesday morning starting at 9:00 a.m.

FISCAL IMPACT

Nominal costs are incurred by the City to prepare and mail meeting notices to the intended participants and to set up/take down the chairs and tables in the Community Library Meeting Room (Hoyer Hall).

Attachments: 1. November and December 2012 calendars [2 pp.]
 2. Minutes of the 06 December 2011 Special Meeting [7 pp.]

LIBRARY (HOYER HALL) ~ November 2012 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3 10-12 pm Yoga With Alands
4 1-4 pm Clayton Reads Book Discussion	5	6 City Council Meeting	7 6-9 pm Clayton Reads Book Discussion	8	9	10 3-8 pm Mt Diablo Interpretive Assoc
11	12 Holiday City Hall Closed	13 Planning Commission Meeting	14	15 2-6 pm Clayton Reads Children's Program	16 Clayton Valley Woman's Club Holiday Boutique & Bake Sale	17 Clayton Valley Woman's Club Holiday Boutique & Bake Sale
18 Clayton Valley Woman's Club Holiday Boutique & Bake Sale	19	20 City Council Meeting	21 City Hall Closed * FURLOUGH DAY	22 Thanksgiving Holiday City Hall Closed	23 Thanksgiving Holiday City Hall Closed	24
25	26	27 Planning Commission Meeting	28	29	30	Notes:

LIBRARY (HOYER HALL) ~ December 2012 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4 City Council Meeting	5	6	7	8
9	10	11 Planning Commission Meeting	12	13 7:30-12 noon Habitat Conservation Meeting 7-9pm Clayton Pioneer Cookie Contest	14	15
16	17	18 City Council Meeting	19 7-9 pm Library Sponsored Author Talk	20	21	22
23	24 City Hall Closed	25 Holiday City Hall Closed	26 City Hall Closed	27 City Hall Closed	28 City Hall Closed	29
	FURLOUGH DAY		FURLOUGH DAY	FURLOUGH DAY	FURLOUGH DAY	
30	31	Notes:				
	City Hall Closed					
	FURLOUGH DAY					

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

TUESDAY, December 6, 2011

1. **CALL TO ORDER & ROLL CALL** – The meeting was called to order at 9 a.m. by Mayor Shuey in Hoyer Hall of the Clayton Community Library, 6125 Clayton Road, Clayton, CA. **Councilmembers present:** Mayor Shuey, Vice Mayor Geller, Councilmembers Medrano, Pierce and Stratford. **Staff present:** City Manager Gary Napper, Police Chief Dan Lawrence, Community Development Director David Woltering, Assistant to the City Manager Laura Hoffmeister, and City Clerk Laci Jackson.

2. **PUBLIC COMMENT ON NO AGENDA ITEMS**– None.

3. **TOWN HALL MEETING**

The following business owners and community members were present: Steve Barton, Dennis Mitchell, Dolores Austin (Clayton Club Saloon), Jennifer Lutz and Shawn Robinson (Clayton Community Church), A.J. Chippero (Cup O' Joe), Dana Guzzetti (Bay Area News Group), Chris Kretz (Clayton Station Shopping Center), Lynne French (Windermere RE), Cathie Gernhardt (Cathie's Custom Creations), Barbara Carney (Frontier Beauty Salon, TLC Pet Grooming), Dick Ellis (Clayton Museum), Lynn Hadley (Resident), Lisa Ferrari (Bella Mia Spa), Candace Bass (Clayton Valley Art Collaborative), Ted Meriam (Clayton Historical Society), Jim Frazier (Hair by Jim), Angeline Booth (Windermere RE), JoAnne Caspar (Clayton Historical Society), Sue White (Accurate Business Services), Adalto Nascimento (Concord Patch), Clayton Perry (Skipolini's Pizza), Johnny Sandhu (Johnny's Deli), and Sam Sandhu (Village Market), Joe Sanchez, Gary Hood, and Jim Diaz.

- (a) Open Forum discussion between business community and City Council to address issues, concerns or matters of mutual interest:

Probable Topics

1. Roundtable discussion with Business and Property Owners – open forum.
2. Critique of the 2011 Concerts in The Grove series.

Vice Mayor Geller stated the public donated \$14,000 at the concerts in the 2011 season and CBCA has pledged up to \$12,000 to support the 2012 season. There will be 10 concerts next year starting May 12th and ending September 13th.

Mayor Shuey stated the goal of the Concerts was to get business traffic to the downtown businesses and they were partially funded in the past by the Clayton Redevelopment Agency as supporting local economic activity. The fate of the Redevelopment Agency is now in the hands of the courts at this time and future Redevelopment funds for the concerts are unknown.

Dennis Mitchell stated the concerts were great for their business.

Shawn Robinson stated people are parking in their private lot more and that will need to be discussed. The Mayor stated the church can certainly block off its private property.

Jim Frazier stated more event parking signs are needed at the end of the street where his business is located so that his private parking is not taken. Clayton Perry stated parking was a problem for a few people but there were not many complaints. The Police Chief stated most people were parked legally during concert nights.

Mayor Shuey asked how the concerts went as far as incidents? The Police Chief responded the concerts do not seem to be causing significant problems and one police officer is dedicated to each concert.

Johnny Sandu stated his business benefits from the walking traffic during those nights.

Jim Frazier asked about the introduction of vendors into the concerts. Councilmember Geller stated the goal of the concerts was to enhance the business for the downtown and vendors might take business away from local owners.

Cathie Gernhardt asked about the benefit to businesses that are not part of the downtown, such as having a pizza booth or T-shirts? Clayton Perry responded there would not be much benefit to selling slices of pizza; he tried and most people prefer a whole pizza.

Steve Barton stated he would be concerned about having vendors as a focus because they create distractions and people are at the concerts to enjoy the music. He stated he was worried about it just becoming another "festival."

Johnny Sandu stated he was not a fan of vendor booths because it takes away from the businesses in the area and it would make it more difficult to compete.

Dennis Mitchell stated the Clayton Club ran promotions at the concerts and anyone who made a donation received a coupon for a discounted beverage. Steve Barton suggested creating a downtown business coupon to redeem at any of the downtown businesses.

Councilmember Pierce commented for the last few years she and Tamara Steiner from the Clayton Pioneer have put together coupons and adds on the back of the concert schedule. Are those of value or not worth the effort?

Candace Bass stated it is nice to have those schedules available at community events.

AJ Chippero stated maybe there could be a raffle with prizes for people who make donations to the concerts.

Chris Kretz stated the concerts series seems to only focus on the downtown businesses and the tone is all about the downtown. What about the Clayton Station businesses?

Steve Barton stated the Clayton Station feels like the "stepchild" and it is important to make the businesses in that shopping center more involved with the concerts.

Councilmember Medrano stated they are referring to all of the businesses in Clayton and do not mean to exclude any business.

Gary Hood noted parking is a problem for lower and upper Easley residents and the music is loud and can be heard from their homes. He stated he has a problem with the porta-potties being stored across the street from the park all season and stated the storage of trash bins behind the park's bathrooms are an eye sore. He asked if a noise check could be done in the neighborhoods. He stated 50% of the calendar weekends in a year residents are impacted by events and loud music. Mayor Shuey stated the porta-potties were donated by Allied Waste Services and it doesn't hurt to ask about other options for storage.

Barbara Carney stated her businesses do not benefit from the concerts but maybe coupons would help.

Mayor Shuey stated maybe an email could be sent out to businesses interested in a citywide coupon.

Lynne French stated the concerts make the businesses more visible so all Clayton businesses benefit from that exposure.

Vice Mayor Geller stated concert surveys expressed there was a need for more toilets and that is why the porta-potties were brought in. They are chained and locked during the week and are only used during the event; by leaving them in place they are available for use by the other events. Gary Hood stated perhaps the City should consider building another permanent restroom because it would look nicer. Mayor Shuey stated those porta-potties are only used twenty days a year and the Council would have to have a funding mechanism to bring on another restroom.

Dennis Mitchell stated he would support the concerts being held every night of the week.

Barbara Carney stated there has been vandalism at night in the downtown. Steve Barton stated his businesses added more surveillance cameras because of the vandalism. The Mayor reminded the business owners to report all incidents to the Police Department. Jim Frazier stated he put up cameras and extra lighting to deter kids from hanging out. The Police Chief was asked to have officers at the concerts patrol more of the surrounding areas downtown during the concert.

3. Feedback on a Proposal to allow a private sponsor to hold five (5) additional weeknight concerts in The Grove Park in 2012 that could include one food sales booth and/or one alcohol sales booth.

Councilmember Medrano stated most cities have their concerts on weekdays. He stated he would like to add a weeknight concert that is privately funded with one beer or wine booth and one food booth. He stated this would be an opportunity for local businesses to participate. He stated this would allow people to come downtown on a weeknight.

Mayor Shuey asked if the booths would be for local businesses? Councilmember Medrano stated he would like the booths to be local businesses as a way to promote their business.

Sam Sandu stated he is ok with the concerts but is not ok with the booths.

Gary Hood stated he would like to see the focus not be on alcohol for all events. He stated many cities do not even allow alcohol in their parks.

Shawn Robinson asked that any plans stay away from Friday nights since the church has their summer movie series on their property those evenings.

Clayton Perry stated they have their car show on Wednesday nights and weekday concerts would not help their business. Mayor Shuey asked if they would be interested in joining with the concerts. Clayton stated he did not think the two events would work well together.

Councilmember Medrano stated more people would support local businesses on a week night because they won't have time to go home and prepare something after work before heading downtown.

Dennis Mitchell stated Wednesday nights are not good because that is the night they are busy with young people.

Jim Frazier asked about doing the concert in the Clayton Station. Chris Kretz stated he liked the idea. When asked, the Police Chief noted they would need to get a Temporary Use Permit from the City.

Lynn French stated it would be nice to have an alcohol free event.

Cathie Gernhardt asked what time the weekday concerts would be held? Councilmember Medrano responded 6:00 p.m.- 8:30 p.m.

Johnny Sandu asked why the food and alcohol booths? Councilmember Medrano stated it would help privately fund the concerts. Johnny responded memorabilia could be sold to help offset the costs.

Mayor Shuey stated the intent with the food vendor would be to showcase and highlight a certain business. Johnny Sandu stated the business would not make enough money for one night with all the fees and expense for government and health permits.

Councilmember Medrano stated he was trying to incorporate some of the business costs into the event, therefore they would not be asking businesses to cover the cost for the health department permits. He stated the liquor sales would produce the revenue. He stated he is looking to hold five weeknight concerts during the season.

Steve Barton stated he anticipates each concert would cost about \$3,000.

Gary Hood suggested moving all concerts to a weeknight.

Vice Mayor Geller stated the best idea he heard was for the Clayton Station to host some concerts. He noted the current Saturday concerts are very popular.

Lisa Ferrari stated parking would be an issue in the Clayton Station and could deter people from patronizing the businesses.

Shawn Robinson stated the church has a portable stage they could donate for a weeknight concert.

Jim Diaz stated moving concerts to the Clayton Station could be problematic because all of the equipment is stored downtown and it might create logistical issues.

Vice Mayor Geller stated there might be other ways to highlight the Clayton Station businesses without having a concert.

Chris Kretz noted the environment and ambiance in a shopping center is not the same as in a park.

Joe Sanchez asked how the weeknight concerts would be approved. Mayor Shuey stated it would have to be brought before the Council at a regular public meeting.

Lynn Hadley asked how the booths would work as far as fencing for the event area? Councilmember Medrano stated the alcohol would be limited to the park boundaries as it is now during the concerts.

Cathie Gernhardt asked if residents are having a parking problem in their neighborhood could have signs be put out to say no parking? The Police Chief stated the public street is for the public and if those signs are put out no one is allowed to park in those areas, including adjacent residents.

Sam Sandu stated foot traffic needs to be created during the week and added there is no restaurant for breakfast downtown. The City should search for a breakfast diner.

5. Ideas for promotion of a healthier local business economy.
(e.g., a Business Improvement District).

Councilmember Pierce stated Tamara Steiner from the Clayton Pioneer held a meeting to discuss a Business Improvement District (BID) with certain people recently.

Candace Bass stated she, Steve Barton, Ed Moresi and Jim Frazier held a meeting to brainstorming meeting on the subject but nothing was decided.

Jim Frazier stated the goal of the brainstorming session was to create a goal and find a collective voice. Steve Barton stated they were searching for a mission and ideas that all businesses could support. He stated they wanted to draw attention to new businesses and promote them.

The City Manager stated the formal aspect of forming a BID under state law is to get businesses working together, not top down by the City. Alternately, this could be done informally by the CBCA but it must be driven from the ground up.

Steve Barton stated the group discussed determining what they would want to spend money on before asking for money.

Councilmember Pierce stated technology could be used to make people more aware of their businesses. Gary Hood stated there is an app for smart phones that could be utilized.

Dennis Mitchell stated a lot of the things a BID does might already be being done.

Vice Mayor Geller suggested using the CBCA to get people together to further discuss this idea.

Jim Frazier suggested allowing more banners at the City entrance sites as long as they fit certain criteria. Mayor Shuey stated the banners at the entrances to the City lose effectiveness and get crowded.

Steve Barton asked how this would mesh with CBCA's mission? Councilmember Pierce stated a sub-committee of the CBCA could be put together to work on this concept.

Councilmember Stratford suggested a new resident mailer or brochure. Steve Barton stated a brochure had been put out in the 1990's that listed businesses and phone numbers and a new business kit. Candance Bass suggested a free map with all the shops in town on it. The City Manager suggested this be in electronic media so that it is easier to update but that all businesses would have to have the opportunity to be part of it if it were to be done by the City.

Sue White stated many people forget the Clayton Station is in Clayton and noted many of those business owners are not members of the CBCA. Why not?

4. General information/feedback on the City's General Plan goals (Housing Element) that encourage second-story housing in the Town Center area.

Kent Ipsen asked what the plans are for the Stanley property in the downtown area. The City Manager responded the property owner has been repeatedly contacted and is not interested in developing the land. He stated it is incumbent upon the land owners in the Downtown to do something with their property. He stated the City has been in talks with a company to put multi-density housing on private lands around the PacBell location.

Shawn Robinson asked what areas have the potential for second story housing? Councilmember Pierce stated all of Center Street.

6. Merits of holding semi-annual meetings of this nature?

There was no demonstrative interest holding this meeting more than once a year.

4. **COUNCIL ITEMS** – None.

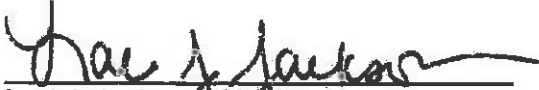
5. **CLOSED SESSION**- 11:25 a.m. On call by Mayor Shuey the Council moved into Closed Session for the following purpose:

- (a) *Government Code Section 54957(b) (1).*
[Annual] Performance Evaluation of Public Employee
Title: City Manager

Report out from Closed Session: Mayor Shuey indicated the City Council met to discuss the purpose of Closed Session and that no reportable action was taken.

6. ADJOURNMENT— On call by Mayor Shuey the meeting adjourned at Noon.

Respectfully submitted,


Laci J. Jackson, City Clerk

APPROVED BY CLAYTON CITY COUNCIL


David T. Shuey, Mayor