



AGENDA

REGULAR JOINT MEETINGS

* * *

CLAYTON CITY COUNCIL

and

CLAYTON SUCCESSOR & SUCCESSOR HOUSING AGENCIES

* * *

TUESDAY, February 2, 2016

7:00 P.M.

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

Mayor: Howard Geller

Vice Mayor: Jim Diaz

Council Members

Keith Haydon

Julie K. Pierce

David T. Shuey

- 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 ***

February 2, 2016

1. CALL TO ORDER AND ROLL CALL – Mayor Geller.

2. PLEDGE OF ALLEGIANCE – led by Mayor Geller.

3. 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 City Council's regular meeting of January 19, 2016 and its special meeting of January 25, 2016. ([View Here](#))
- (b) Approve the Financial Demands and Obligations of the City. ([View Here](#))
- (c) Accept the City's Investment Portfolio Report for the Second Quarter of FY 2015-16 ending December 31, 2015. ([View Here](#))
- (d) Adopt a Resolution appointing Carin Kaplan, Howard Kaplan and April Winship to the citizens advisory Trails and Landscaping Committee for the terms of office to expire December 31, 2017. ([View Here](#))
- (e) Approve the denial of a liability claim filed against the City by Dinah Thompson and authorize the City Clerk to send the rejection letter. ([View Here](#))

4. RECOGNITIONS AND PRESENTATIONS

- (a) Recognition of Joseph L. Campbell, Board President, Contra Costa Water District 1991-2016 in appreciation for his valued leadership and public service to the citizens of Clayton upon his retirement. ([View Here](#))

5. REPORTS

- (a) Planning Commission – Commissioner Tuija Catalano.
- (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

6. PUBLIC COMMENT ON NON - AGENDA ITEMS

Members of the public may address the City Council on items within the Council's jurisdiction, (which are not on the agenda) at this time. To 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.

7. PUBLIC HEARINGS - None.

8. ACTION ITEMS

- (a) City Council discussion of potential uses for a portion or all of its \$389,895 in General Fund excess monies from FY 2014-15 on one-time expenditures, equipment or capital project unmet needs. ([View Here](#))
(City Manager)

Staff recommendation: Following staff presentation and opportunity for public comments, that City Council provide specific policy direction regarding which one-time expense idea(s) staff should pursue for subsequent authorized allocation and use of Fiscal Year 2014-15 excess General Fund monies.

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

**10. RECESS THE CITY COUNCIL MEETING – Mayor Geller.
(until after the conclusion of the Clayton Successor Agencies' meeting)**

11. RECONVENE THE CITY COUNCIL MEETING – Mayor Geller.

12. CLOSED SESSION

- (a) *Government Code Section 54956.8*, Conference with Real Property Negotiator.
Real Property: 6055 Main Street, Clayton, CA (APN 119-011-003).
Instructions to City Negotiator: City Manager Gary Napper, concerning price and terms of payment.
Negotiating Party: Clayton Community Church (Shawn Robinson).

Report out from Closed Session: Mayor Geller

13. ADJOURNMENT

The next regularly scheduled meeting of the City Council will be February 16, 2016.

#

*** CLAYTON SUCCESSOR and SUCCESSOR HOUSING AGENCIES ***

February 2, 2016

1. CALL TO ORDER AND ROLL CALL – Chairman Geller.

2. CONSENT CALENDAR

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

(a) Information Only – No Action.

1. Receipt of Long Range Property Management Plan for Disposition of former Clayton Redevelopment Agency Assets. ([View Here](#))

(b) Approve the minutes of the regular meeting of January 19, 2016. ([View Here](#))

3. PUBLIC COMMENT ON NON - AGENDA ITEMS

Members of the public may address the Board on items within the Board'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 Secretary. To assure an orderly meeting and an equal opportunity for everyone, each speaker is limited to 3 minutes, enforced at the Chair's discretion. When one's name is called or you are recognized by the Chair 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 Board 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 Board.

4. PUBLIC HEARINGS – None.

5. ACTION ITEMS – None.

6. BOARD ITEMS – limited to requests and directives for future meetings.

7. ADJOURNMENT – the Successor Agency's next regular meeting will be scheduled as needed.

#

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

TUESDAY, January 19, 2016

Agenda Date: 2-02-2016

Agenda Item: 3a

1. **CALL TO ORDER & ROLL CALL** – The meeting was called to order at 7:00 p.m. by Mayor Geller in Hoyer Hall, Clayton Community Library, 6125 Clayton Road, Clayton, CA. Councilmembers present: Mayor Geller, and Councilmembers Haydon, Pierce, and Shuey (arrived at 7:06 p.m.). Councilmembers absent: Vice Mayor Diaz. Staff present: City Manager Gary Napper, City Attorney Mala Subramanian, Assistant to the City Manager Laura Hoffmeister, Community Development Director Mindy Gentry, and City Clerk/HR Manager Janet Brown.

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

3. **CONSENT CALENDAR**

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

(a) Approved the minutes of the regular meeting of December 15, 2015.

(b) Approved Financial Demands and Obligations of the City.

(c) Approved a Second Addendum to the Exclusive Sales Listing Agreement with Transwestern Property Company west, Inc. to extend the existing terms and conditions to January 2, 2017 for the list and market for sale and development certain City-owned real properties in the Clayton Town Center (APN 118-560-010, vacant 1.67 acre parcel off Main Street; and APNs 119-050-034, 119-050-008, and 119-050-009 located at 1005 and 1007 Oak Street).

(d) Adopted Resolution 01-2016 authorizing the City Manager to submit an application to CalRecycle for any and all payment programs and related authorizations available for fiscal year 2015-16 funding cycle.

(e) Adopted Resolution 02-2016 re-appointing Anthony Chippero and Alyse Smith to the citizens advisory Trails and Landscaping Committee for the terms of office to expire December 31, 2017.

(f) Approved Mayoral revision to the City Councilmember assignments for the City's delegate and alternate delegate to the monthly meetings of the East Bay Division, League of California Cities.

(g) Adopted the following three (3) Resolutions regarding the City's past and present implementation of California Government Code Section 20691 pertaining to Employer Paid Member Contributions to the California Public Employees Retirement System (CalPERS):

1. Resolution 03-2016 regarding Employer Paid Member Contributions on behalf of eligible miscellaneous City employees hired prior to July 1, 2010 (7%); and

2. Resolution 04-2016 regarding Employer Paid Member Contribution rates on behalf of eligible public safety employees hired prior to July 1, 2010, by payment of a 7% benefit rate from July 1, 1975 until June 1, 1997, and a 9% benefit rate from June 2, 1997; and

3. Resolution 05-2016 regarding Employer Paid Member Contribution rates on behalf of eligible public safety employees hired prior to July 1, 2010 with varying benefit rates commencing July 6, 2015 (6%), July 4, 2016 (3%), and July 3, 2017 (0%).

4. RECOGNITIONS AND PRESENTATIONS

- (a) Certificates of Recognition to public school students selected for exemplifying the "Do The Right Thing" character trait of "Kindness".

Mayor Geller and Mt. Diablo Elementary School teacher's Mrs. Shelly and Ms. Lovejoy presented Certificates to students Emma Del Bianco and Ryan Bernal.

(Councilmember Shuey arrived)

Mayor Geller and Diablo View Middle School Principal Patti Bannister presented Certificates to students Michael Drolette and Chloe Wigton.

Mayor Geller and Clayton Valley Charter High School Director of Operations Gregory Hile presented Certificates to students Nicholas Grant, Kyle Lehman and Zachary Fine.

5. REPORTS

- (a) Planning Commission – No meeting held.

(b) Trails and Landscaping Committee – Member Christopher Garcia reported on the Trails and Landscaping Committee meeting held on January 11th. The Committee received an update from Maintenance Supervisor Mark Janney regarding the status of various Landscape Maintenance District projects. The Committee also discussed: its Adopt a Trail program and progress; providing articles to the *Clayton Pioneer* to educate the public on how and what its Landscape District funds have been used for; the fact Measure B's reauthorization must be prepared for voter consideration by the November 2016 election; reviewed the Landscape Maintenance District Budget FY 15/16 budget as the Citizens' Oversight Committee for Measure B; reviewed conceptual redesign of drought tolerant plants for subdivision entryways. The Committee reviewed a written request with photos by a citizen wanting the City to install and maintain "No Smoking" signs along city trails and trail heads. It was determined the Committee will draft a response indicating regulations already prohibit smoking on trails and in parks and open space, and adding more signage would not likely achieve the desired outcome.

- (c) City Manager/Staff

City Manager Gary Napper indicated the Trails and Landscaping District recently completed a repair on Cardinet Trail to fill a hole/hazard next to one of the bridges reported by a citizen. Mr. Napper encouraged the community to please report any findings to the City Staff or Councilmembers so repairs can be made in a timely fashion. Mr. Napper also noted the City's "fill-your-own" Sandbag Station advising bags are available at the City Maintenance Corporation Yard and the sand is available near the Keller Ranch House.

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

Councilmember Haydon attended the Contra Costa Mayors' Conference hosted by San Ramon and the Clayton Business and Community Association kick-off event for planning of the Annual Art and Wine Festival taking place on April 30th and May 1st, 2016.

Councilmember Pierce thanked City Staff for the quick repair on Cardinet Trail. Ms. Pierce also attended several meetings of the Contra Costa Transportation Authority, the Metropolitan Transportation Commission (MTC) and the Association of Bay Area Governments (ABAG), the Contra Costa Mayors' Conference hosted by the San Ramon, the Bay Area Economic Institute, and the California Councils of Government.

Councilmember Shuey attended meetings of the Clayton Valley Charter High School (CVCHS) noting success in defending the recent claim by a former administrator. He also indicated the investigation by the Contra Costa County Office of Education of allegations against CVCHS has been closed in favor of CVCHS. Mr. Shuey thanked the City Council and community for its support during this difficult time for Clayton Valley Charter High School.

Mayor Geller attended the Contra Costa Mayors' Conference hosted by San Ramon, and meetings of the Clayton Valley Charter High School. He also announced Katie Grace Groebner recently lost her battle with pulmonary hypertension and over 500 people attended a recent celebration of life in her honor held at Diablo View Middle School.

- (e) Other – None.

6. **PUBLIC COMMENT ON NON - AGENDA ITEMS** – None.

7. **PUBLIC HEARINGS** – None.

8. **ACTION ITEMS**

- (a) Presentation and acceptance of the citizens' Trails and Landscaping Committee's FY 2014-15 Annual Report on activities and performance of the Citywide Landscape Maintenance District.

Trails and Landscaping Committee Member Christopher Garcia provided a brief report requesting the City Council's acceptance of the Trails and Landscaping Committee Annual Report, noting the District's ending fund balance of the 2014-15 adopted Budget is \$133,520. The Committee is very pleased with the success and progress of the Landscape Maintenance District.

Councilmember Haydon commented the Trails and Landscaping Committee Annual Report was very impressive and a lot of projects were completed. He thanked the Committee members for the hard work and keeping focused on constant improvements.

Mayor Geller encouraged the community, especially trail walkers, to apply for openings on the Trails and Landscaping Committee, advising applications are available on the City's

website. Applicants are appointed by the City Council following an interview with its Sub-Committee.

Councilmember Pierce thanked the Trails and Landscaping Committee members for its hard work and efforts.

Mayor Geller opened the item to receive public comments; no public comments were offered.

It was moved by Councilmember Haydon, seconded by Councilmember Shuey, to accept and approve the Trails and Landscaping Committee's Annual Report for FY 2014-15. (Passed; 4-0 vote).

(b) Discuss and consider adoption of Resolution 06-2016 indicating City interest in exploring Community Choice Aggregation (CCA) energy for the city of Clayton in partnership with the County of Contra Costa and other public agency partners.

Community Development Director Mindy Gentry provided a brief overview and then introduced Jason Crapo, Deputy Director for the Contra Costa Department of Conservation and Development and Tom Kelly from LEAN Energy US who presented a slideshow regarding Community Choice Energy (CCE) options for Contra Costa County.

Mr. Crapo explained Community Choice Energy enables local governments to procure and/or develop power on behalf of their public facilities, residents and businesses from "green" or renewable energy sources. Mr. Crapo introduced Tom Kelly to continue with the presentation.

Mr. Kelly advised Marin and Sonoma Counties are currently operational with CCAs while the City and County of San Francisco is launching one soon. He also noted there are only three programs currently operational in California. Mr. Kelly continued his presentation comparing Marin and Sonoma County's programs financial conditions for FY 2015-16 showing a 3.5% - 4% increase to revenues and similar consumer rate reductions from PG&E. He explained the basic program mechanics involving the formation or joining of a Joint Powers Agency begins with the passage of a local Ordinance to enter into the Joint Powers Agreement; he advised when operational, all community consumers are automatically subscribed to the CCA JPA and customers must "opt-out" to remain with PG&E, an action that can be done by phone, on-line or mail. Mr. Kelly also advised of some of the risks involved including rate competition/ market fluctuation, customer "opt-outs" can negatively impact rates offered, political local policy objectives, and regulatory/legislative.

Councilmember Pierce asked if the Joint Powers Agreement indicates a maximum fee for the administrative costs of the program? Mr. Crapo advised that matter would be clarified during the formation and drafting of the Joint Powers Agreement.

Councilmember Shuey inquired on recurring complaints from participants of existing Community Aggregation Energy programs. Mr. Kelly advised when a CCE program has been implemented, most consumers do not realize they are participants in the program although all PG&E customers receive a minimum of 4 "opt-out" notices over 120 days period per statute.

Councilmember Pierce asked how a consumer's PG&E imposed fee is collected when staying with the CCE? Is it a one- time fee or monthly fee? Mr. Kelly advised the PG&E residential fee currently imposed is collected and billed monthly at a rate of \$12.00. He also advised the Joint Powers Agreement protects the member city from lawsuits or having to pay for a failed CCE program.

Councilmember Shuey asked for a sample of a CCE Joint Powers Agreement to review prior to City Council making a decision to join.

Councilmember Haydon is interested in the results of the study and inquired if after an initial Joint Powers Agreement has been established, can cities join into that agreement at a later date and still have voting capability? Mr. Kelly advised initially Marin Clean Energy became the first certified Community Choice Aggregation in California; initial costs were very expensive but subsequent members still have voting rights but weighted by subscribers participating.

Councilmember Haydon asked how the energy rates are determined? Mr. Kelly advised rates are regulated and controlled by California Public Utilities Commission.

Mayor Geller inquired if PG&E has expressed an interest to build or join a Community Choice Aggregation Energy program? Mr. Kelly advised PG&E and Community Choice Aggregation have established a business relationship with PG&E still providing billing and energy service to its customers. He also included there are no stockholders in the Community Choice Aggregation energy program.

City Manager Napper had a few inquiries regarding feasibility costs? Are there any foreseeable member cities in Contra Costa County? Is Contra Costa County considering joining an existing Community Choice Aggregation energy program? Mr. Kelly advised the feasibility study will cost approximately \$175,000, although the preferred term to use is a "technical" study since we know Community Choice Aggregation is now feasible. If a city decides to join, a representative from each joining city will have a voting member, likely with "weighted" voting on certain matters. Mr. Crapo added at this time Contra Costa County has not indicated if it would consider joining an existing Community Choice Aggregation Energy program.

Mayor Geller asked if there are any public comments to be offered on this item.

Carol Weed, member of the Contra Costa Energy Alliance, indicated she preferred Council consider giving its residents a choice in using green/clean energy alternatives. Ms. Weed also prefers keeping energy revenues in Contra Costa County and looks forward to the increase of green employment opportunities for its residents.

Wendy Lack, resident in Dana Hills, has been following the Contra Costa Board of Supervisors' meetings regarding the Community Choice Aggregation energy and has found that it carries enormous risks; electricity is a commodity heavily regulated. Ms. Lack conducted her own independent research finding that the feasibility study will cost \$1.5 to \$3 million dollars. She would like the City Council to carefully review the Joint Powers Agreement before making a commitment. Ms. Lack provided the City Clerk with a couple of news articles regarding Clean/renewable energy.

Dan Hummer, 282 Stranahan Circle, inquired if the Clayton City Council decides to join a Joint Powers Agreement, what would the requirements be and costs to back-out or join another Joint Powers Agreement?

Mayor Geller asked Mr. Crapo how is the upfront funding source acquired? Mr. Crapo advised start-up costs are a considerable amount and could range from \$1 to \$2 million. Contra Costa County would provide the initial funding and then recoup its expense through a financing plan to be shared among the Joint Powers Agreement members.

Councilmember Pierce noted the provided staff report indicates an estimated cost of \$100,000.00 to \$150,000.00 to conduct the study however it does not identify the City's share.

Mr. Crapo advised upon completion of the technical study and load data obtained the consultant hired by Contra Costa County will provide an analysis of the amount of energy being used, likely energy rates, and legal costs to establish a Joint Powers Agreement for management of the

program. Mr. Crapo included this process can take 18 to 24 months to complete resulting in significant start-up costs; Contra Costa County has agreed to provide upfront monies with eventual reimbursement from participating cities.

Councilmember Pierce indicated she would like to consider the results of the feasibility study to provide the Clayton community a possible option of participation in the Contra Costa Community Choice Aggregation energy.

It was moved by Councilmember Pierce, seconded by Councilmember Haydon, to adopt the Resolution authorizing Contra Costa County to collect the PG&E electrical load usage data for all customer classes and customers within the City of Clayton, and by letter affirm the City of Clayton's openness to participating in the costs of a feasibility /technical study to form a community choice aggregation in partnership with Contra Costa County but the City makes no funding commitment at this time until the number of interested cities is known and an expense allocation is proposed. (Passed; 4-0 vote).

(c) Consider ECORP's initial findings regarding historic significance and future of the three (3) deteriorating historic outbuildings on City-owned Keller Ranch House property, north of the Clayton Community Library.

Community Development Director Mindy Gentry summarized the staff report briefly noting the updated integrity assessment of the historical Keller Ranch outbuildings determined the outbuildings no longer are historically significant; and pursuant to the California Environmental Quality Act Guideline 15301 (I) – Existing Facilities, a demolition project decided at the local level would be “categorically exempt” under CEQA. Ms. Gentry indicated the Clayton Historical Society would likely wish to salvage some portions of the Keller Ranch outbuildings to keep for historical purposes or use for a future fundraiser.

City Manager Mr. Napper added the location of the three buildings is directly north of the Keller Ranch House, and the Keller Ranch home is not a subject for demolition.

Mayor Geller opened the item to receive public comments; no public comments were offered.

It was moved by Councilmember Shuey, seconded by Councilmember Haydon, to instruct staff to seek three proposals for the demolition of the outbuildings, with staff returning with three demolition proposals for City Council review and consideration for approval and funding. (Passed; 4-0 vote).

(d) Consider a summary report on the City of Pittsburg's Tuscany Meadows Residential Subdivision project for up to 917 single-family homes, 365 multi-family apartments, and three parks totaling approximately 18.6 acres and possible implications to Clayton community.

Community Development Director Mindy Gentry presented the staff report noting project overview of the City of Pittsburg's Tuscany Meadows project and its Montreux residential subdivision project impacts to Clayton. Ms. Gentry provided forecasted traffic counts and potential traffic delays in both the AM and PM peak travel times at intersections along Kirker Pass Road and Ygnacio Valley Road used by Clayton residents. She also noted the project is scheduled to be heard at the February 9, 2016 meeting of the Pittsburg Planning Commission. If approved the project will go before the Pittsburg City Council for a hearing then precede to LAFCO for review of the proposed boundary changes.

Mayor Geller expressed concerns over the degradation in Level of Service (LOS) for signalized intersections as being characterized by Pittsburg as not having significant impact to the citizens of Clayton. Of course Clayton residents will be negatively impacted.

Councilmember Pierce recalls agreements Clayton made on the Oakhurst Development for developer monies contributed to upgrade signalized intersections on these same roads. She further noted certain East County developments conditions were to install a metering light at Nortonville Road that has not been enforced. Ms. Pierce suggested Clayton should advise Pittsburg of working with CCTA now and in the future to implement advances in technology which could incorporate adaptive traffic smoothing and signal synchronization as solutions to move traffic along these routes and to also study the corridor to Highway 680.

City Manager Mr. Napper suggested with Councilmember Pierce's regional transportation knowledge and assistance, staff draft a letter for Mayor Geller to send to the mayor of Pittsburg expressing Clayton's grave concerns about the developments' impacts to traffic needs of Clayton's residents and visitors and to include the noted suggestions.

Mayor Geller opened the item to receive public comments; no public comments were offered.

City Council general direction was provided to staff to prepare a Mayoral letter to the mayor of Pittsburg noting the City's concerns regarding traffic impacts from the proposed Tuscany Meadows and Montreux subdivisions in the city of Pittsburg, and send an additional letter to the mayor of Concord inviting them to join in sharing similar concerns over traffic impacts.

(e) Discussion of Ballot Measure variables for renewal/extension of the Citywide Landscape Maintenance District's existing real property special tax and rate methodologies for voter consideration at a June 7, 2016 local special election to maintain funds for the annual operation and maintenance of Citywide Landscape Maintenance District over a proposed time period of ten (10) years commencing , Fiscal Year 2017-2018; and adopt a Resolution of Consideration to set a public hearing for March 1, 2016 regarding the potential time extension thereof.

Assistant to the City Manager Laura Hoffmeister presented the staff report noting Measure B funds for the Citywide Landscape Maintenance District are dedicated and restricted to the maintenance, repair, replacement landscape, trees, and irrigation systems located within the public roadway landscaped areas and medians, on City trails, and in City open space including annual fire breaks, weed abatement and exotic weed control. City parks are not maintained by this special tax. Prior to 1997 there were two special tax districts that covered certain neighborhoods and the Oakhurst Development; the districts were eventually merged by voter approval into a singular maintenance district funded by a special parcel tax. In 2007, a uniform special tax rate of the general benefit areas was passed by voters at an 82% affirmative vote for a ten year period. That special parcel tax is set to expire at the end of FY 2016-17.

The Trails and Landscaping Committee reviewed and considered the extension of this tax and unanimously recommends its extension for an additional 10 years using the same methodology as currently exists. The collection of the tax will continue to be done by Contra Costa County. The ballot measure to extend the special tax must be submitted to the voters and will still require two-thirds voter support to be approved. Staff and the Trails and Landscaping Committee each support the submittal of this ballot measure to the voters in June 2016.

Mayor Geller opened the item to receive public comments; no public comments were offered.

It was moved by Councilmember Pierce, seconded by Councilmember Haydon, to adopt Resolution No. 07-2016, a Resolution of Consideration to extend for ten years the existing special tax subject to the same methodology for Community Facilities District 2007-1, and setting the noticed Public Hearing for March 1, 2016. (Passed; 4-0 vote).

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

The City Manager indicated the Staff Report contained monthly calendars of January and February 2016 to assist the City Council in its selection of a date for its annual Goals and Objectives Setting Session.

Councilmember Pierce suggested Monday, January 25th at 4:30 p.m.

City Councilmembers reviewed their calendars and discussed options and availability.

It was moved by Councilmember Pierce, seconded by Councilmember Haydon, to call a City Council special meeting on Monday, January 25th, at 4:30 in the 3rd Floor Conference Room at City Hall for this purpose. (Passed; 4-0 vote).

9. COUNCIL ITEMS

Mayor Geller requested a future agenda item to consider impacts to Clayton regarding proposed developments in the Deer Valley/Lone Tree area of East County.

10. CLOSED SESSIONS – None.

11. ADJOURNMENT– on call by Mayor Geller, the City Council adjourned its meeting at 9:43 p.m.

The next regularly scheduled meeting of the City Council will be February 2, 2016.

#

Respectfully submitted,

Janet Brown, City Clerk

APPROVED BY CLAYTON CITY COUNCIL

Howard Geller, Mayor

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

MONDAY, January 25, 2016

1. **CALL TO ORDER & ROLL CALL** – The meeting was called to order at 4:33 p.m. by Mayor Geller in the 3rd Floor Conference Room, Clayton City Hall, 6000 Heritage Trail, Clayton, CA. Councilmembers present: Mayor Geller, Vice Mayor Diaz Councilmembers Haydon, Pierce (arrived at 4:46 p.m.) and Shuey. Councilmembers absent: None. Staff present: City Manager Gary Napper and City Clerk Janet Brown.

2. **PUBLIC COMMENTS** – None.

3. **ACTION ITEM**

Discussion and establishment of Council – Manager Goals and Objectives for Calendar Year 2016.

The City Manager updated the City Council as to progress made and achievements obtained regarding the goals set from previous annual sessions.

(Councilmember Pierce arrived during this review)

After considerable discussion and exchange of ideas, the City Council deleted some items and added the following Goals and Objectives for the upcoming year:

- Expense to light the existing pedestrian tunnel under Clayton Road day and night.
- Secure and stabilize The Grove Park benches before the first Concert in The Grove.
- Obtain estimates to expand permanently the stage area to better accommodate the Thursday and Saturday Concerts in The Grove Park.

4. **RECESS OF THE CITY COUNCIL MEETING**

Mayor Geller recessed the City Council meeting at 5:40 p.m. until all City Negotiators are present for discussion of the Closed Session item.

5. **RECESS THE CITY COUNCIL MEETING**

Mayor Geller reconvened the City Council meeting at 5:51 p.m.

6. **CLOSED SESSION**

Mayor Geller adjourned the City Council meeting into Closed Session at 5:51 p.m. for the stated purpose below:

- (a) *Government Code Section 54956.8*, Conference with Real Property Negotiators
Real Properties: 6005 Main Street (APNs 119-011-002-1; 118-560-010-1; 118-370-041-6)
Instructions to City Negotiators: Mayor Geller and Council Member Pierce, and Ed Del Becarro, Managing Director, Transwestern, concerning price and terms of payment.
Negotiating Party: Pacific Union Land Company (Joshua Reed)

6:35 p.m. Report out from Closed Session

Mayor Geller announced the City Council discussed the matter above, took no reportable action, and gave instructions to its real property negotiators.

7. **ADJOURNMENT**– on call by Mayor Geller the meeting adjourned at 6:36 p.m.

#

Respectfully submitted,

Janet Brown, City Clerk

APPROVED BY CLAYTON CITY COUNCIL

Howard Geller, Mayor



Agenda Date 2/2/2016

Agenda Item: 3b

STAFF REPORT



TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: Kevin Mizuno, FINANCE MANAGER

DATE: 2/2/2016

SUBJECT: FINANCIAL OBLIGATIONS

RECOMMENDATION:

Approve the following Invoices for payment:

1/29/2016	Obligations	\$ 147,136.47
1/19/2016	Payroll, PPE 1/17/16, Week 03	\$ 81,460.06
	Total	\$ 228,596.53

Attachments:

Cash Requirements Report dated 1/29/2016 (3 pages)
ADP Report Week 03, PPE 01/17/16 (1 page)

Vendor Name	Due Date	Invoice Date	Invoice Number	Invoice Description	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due
ADP, LLC								
ADP, LLC	2/2/2016	2/2/2016	467232566	Year End Seminar 2016	\$100.00	\$0.00		\$100.00
ADP, LLC	2/2/2016	2/2/2016	467786391	payroll fee PPE 1/17/16	\$146.98	\$0.00		\$146.98
Totals for ADP, LLC:					\$246.98	\$0.00		\$246.98
Courtney Barry								
Courtney Barry	2/2/2016	2/2/2016	07689C	deposit refund for EH 1/16/16	\$1,000.00	\$0.00		\$1,000.00
Totals for Courtney Barry:					\$1,000.00	\$0.00		\$1,000.00
Bay Area Barricade Serv.								
Bay Area Barricade Serv.	2/2/2016	2/2/2016	0335145-IN	supplies	\$350.93	\$0.00		\$350.93
Totals for Bay Area Barricade Serv.:					\$350.93	\$0.00		\$350.93
Best Best & Kreiger LLP								
Best Best & Kreiger LLP	2/2/2016	2/2/2016	763895	December Services	\$8,000.00	\$0.00		\$8,000.00
Best Best & Kreiger LLP	2/2/2016	2/2/2016	763898	Affordable Housing December 2015	\$150.02	\$0.00		\$150.02
Totals for Best Best & Kreiger LLP:					\$8,150.02	\$0.00		\$8,150.02
CalPERS Health								
CalPERS Health	2/2/2016	2/2/2016	1942	February Health	\$35,837.57	\$0.00		\$35,837.57
Totals for CalPERS Health:					\$35,837.57	\$0.00		\$35,837.57
CalPERS Retirement								
CalPERS Retirement	2/2/2016	2/2/2016	100000014688780	1959 Survivor Benefit through 6/30/16	\$294.00	\$0.00		\$294.00
CalPERS Retirement	2/2/2016	2/2/2016	100000014689010	1959 Survivor Benefit through 6/30/16	\$42.00	\$0.00		\$42.00
CalPERS Retirement	2/2/2016	2/2/2016	100000014690742	1959 Survivor Benefit through 6/30/16	\$126.00	\$0.00		\$126.00
CalPERS Retirement	2/2/2016	2/2/2016	1/17/16	Retirement PPE 1/17/16	\$13,541.73	\$0.00		\$13,541.73
Totals for CalPERS Retirement:					\$14,003.73	\$0.00		\$14,003.73
Caltronics Business Systems, Inc								
Caltronics Business Systems, Inc	2/2/2016	2/2/2016	1933472	contract 12/17/15-1/16/16	\$265.26	\$0.00		\$265.26
Totals for Caltronics Business Systems, Inc:					\$265.26	\$0.00		\$265.26
CCWD								
CCWD	2/2/2016	2/2/2016	G987982	irrigation 11/13/15-1/13/16	\$197.22	\$0.00		\$197.22
Totals for CCWD:					\$197.22	\$0.00		\$197.22
Contra Costa County Public Works Dept								
Contra Costa County Public Works Dept	2/2/2016	2/2/2016	700383	traffic signal maint for October 2015	\$1,556.37	\$0.00		\$1,556.37
Contra Costa County Public Works Dept	2/2/2016	2/2/2016	700428	traffic signal maintenance for December 2015	\$1,134.03	\$0.00		\$1,134.03
Totals for Contra Costa County Public Works Dept:					\$2,690.40	\$0.00		\$2,690.40
Contra Costa Powersports								
Contra Costa Powersports	2/2/2016	2/2/2016	3263	Stock # ZB06252 - DSP ZF 13.0	\$20,953.30	\$0.00		\$20,953.30
Totals for Contra Costa Powersports:					\$20,953.30	\$0.00		\$20,953.30
Contra Costa Tractor Mobile Svc								

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
Contra Costa Tractor Mobile Svc	2/2/2016	2/2/2016	017002	service ford 260C	\$533.20	\$0.00		\$533.20
				<i>Totals for Contra Costa Tractor Mobile Svc:</i>	<i>\$533.20</i>	<i>\$0.00</i>		<i>\$533.20</i>
CR Fireline, Inc								
CR Fireline, Inc	2/2/2016	2/2/2016	104430	qtrly test - City Hall	\$310.00	\$0.00		\$310.00
CR Fireline, Inc	2/2/2016	2/2/2016	104431	qtrly insp EH	\$110.00	\$0.00		\$110.00
CR Fireline, Inc	2/2/2016	2/2/2016	104432	qtrly insp Library	\$310.00	\$0.00		\$310.00
				<i>Totals for CR Fireline, Inc:</i>	<i>\$730.00</i>	<i>\$0.00</i>		<i>\$730.00</i>
Hammons Supply Company								
Hammons Supply Company	2/2/2016	2/2/2016	91925	Library supplies	\$103.37	\$0.00		\$103.37
Hammons Supply Company	2/2/2016	2/2/2016	91926	City Hall supplies	\$75.07	\$0.00		\$75.07
Hammons Supply Company	2/2/2016	2/2/2016	91908	Downtown park supplies	\$233.56	\$0.00		\$233.56
Hammons Supply Company	2/2/2016	2/2/2016	91909	Library supplies	\$189.43	\$0.00		\$189.43
Hammons Supply Company	2/2/2016	2/2/2016	91907	City Hall supplies	\$775.51	\$0.00		\$775.51
				<i>Totals for Hammons Supply Company:</i>	<i>\$1,376.94</i>	<i>\$0.00</i>		<i>\$1,376.94</i>
J&R Floor Services								
J&R Floor Services	2/2/2016	2/2/2016	one (2016)	January billing	\$4,940.00	\$0.00		\$4,940.00
				<i>Totals for J&R Floor Services:</i>	<i>\$4,940.00</i>	<i>\$0.00</i>		<i>\$4,940.00</i>
LarryLogic Productions								
LarryLogic Productions	2/2/2016	2/2/2016	1555	city council meeting 1/19/16	\$450.00	\$0.00		\$450.00
				<i>Totals for LarryLogic Productions:</i>	<i>\$450.00</i>	<i>\$0.00</i>		<i>\$450.00</i>
Marken Mechanical Services Inc								
Marken Mechanical Services Inc	2/2/2016	2/2/2016	1654	maintenance for November 2015	\$502.17	\$0.00		\$502.17
Marken Mechanical Services Inc	2/2/2016	2/2/2016	1649	maintenance for November 2015	\$332.50	\$0.00		\$332.50
Marken Mechanical Services Inc	2/2/2016	2/2/2016	1641	exhaust fan repair City Hall	\$620.00	\$0.00		\$620.00
Marken Mechanical Services Inc	2/2/2016	2/2/2016	1693	replace exhaust fan motor City Hall	\$1,138.89	\$0.00		\$1,138.89
Marken Mechanical Services Inc	2/2/2016	2/2/2016	1640	wire a/c unit EH	\$645.00	\$0.00		\$645.00
				<i>Totals for Marken Mechanical Services Inc:</i>	<i>\$3,238.56</i>	<i>\$0.00</i>		<i>\$3,238.56</i>
Metropolitan Transportation Commission								
Metropolitan Transportation Commissio	2/2/2016	2/2/2016	AR011619	4902-PTAP 12/31/15	\$3,000.00	\$0.00		\$3,000.00
				<i>Totals for Metropolitan Transportation Commission:</i>	<i>\$3,000.00</i>	<i>\$0.00</i>		<i>\$3,000.00</i>
Metropolitan Transportation Commission								
Metropolitan Transportation Commissio	2/2/2016	2/2/2016	4926-AR9875	StreetSaver Subscription Renewal 3/1/16-2/28	\$1,500.00	\$0.00		\$1,500.00
				<i>Totals for Metropolitan Transportation Commission:</i>	<i>\$1,500.00</i>	<i>\$0.00</i>		<i>\$1,500.00</i>
Neopost (add postage)								
Neopost (add postage)	2/2/2016	2/2/2016	1/20/16	postage added	\$300.00	\$0.00		\$300.00
				<i>Totals for Neopost (add postage):</i>	<i>\$300.00</i>	<i>\$0.00</i>		<i>\$300.00</i>
PERMCO, Inc.								
PERMCO, I	2/2/2016	2/2/2016	10510	general sc 1/9/16-1/22/16	\$3,473.00	\$0.00		\$3,473.00

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
PERMCO, Inc.	2/2/2016	2/2/2016	10511	PG&E Encroachment permit	\$41.50	\$0.00		\$41.50
PERMCO, Inc.	2/2/2016	2/2/2016	10512	CAP Inspections 1/9/16-1/22/16	\$83.00	\$0.00		\$83.00
PERMCO, Inc.	2/2/2016	2/2/2016	10513	submittals & processing for row cert/clear, pr	\$854.00	\$0.00		\$854.00
PERMCO, Inc.	2/2/2016	2/2/2016	10514	solicit pavement cons., prepare plans/estimate	\$7,226.25	\$0.00		\$7,226.25
<i>Totals for PERMCO, Inc.:</i>					<i>\$11,677.75</i>	<i>\$0.00</i>		<i>\$11,677.75</i>
PG&E								
PG&E	2/2/2016	2/2/2016	1/22/16	service 12/21/15-1/20/16	\$3,026.20	\$0.00		\$3,026.20
PG&E	2/2/2016	2/2/2016	1/21/16	service 12/21/15-1/20/16	\$11.51	\$0.00		\$11.51
PG&E	2/2/2016	2/2/2016	1/14/16	service 12/15/15-1/13/16	\$17,557.92	\$0.00		\$17,557.92
<i>Totals for PG&E:</i>					<i>\$20,595.63</i>	<i>\$0.00</i>		<i>\$20,595.63</i>
Rex Lock & Safe, Inc.								
Rex Lock & Safe, Inc.	2/2/2016	2/2/2016	111353	repair staff entry door for Library	\$176.42	\$0.00		\$176.42
<i>Totals for Rex Lock & Safe, Inc.:</i>					<i>\$176.42</i>	<i>\$0.00</i>		<i>\$176.42</i>
Russo Auto Body								
Russo Auto Body	2/2/2016	2/2/2016	RO # 4382	Repair PD car	\$3,494.46	\$0.00		\$3,494.46
<i>Totals for Russo Auto Body:</i>					<i>\$3,494.46</i>	<i>\$0.00</i>		<i>\$3,494.46</i>
SPRAYTEC								
SPRAYTEC	2/2/2016	2/2/2016	13448	maintenance 12/7/15 & 12/21/15	\$225.00	\$0.00		\$225.00
SPRAYTEC	2/2/2016	2/2/2016	13445	maintenance 11/8/15 & 11/24/15	\$225.00	\$0.00		\$225.00
SPRAYTEC	2/2/2016	2/2/2016	13443	maintenance 10/6/15 & 10/20/15	\$225.00	\$0.00		\$225.00
<i>Totals for SPRAYTEC:</i>					<i>\$675.00</i>	<i>\$0.00</i>		<i>\$675.00</i>
US Bank - Corp Pmt System CalCard								
US Bank - Corp Pmt System CalCard	2/2/2016	2/2/2016	12/22/15	Stmt ending 12/22/15	\$10,159.66	\$0.00		\$10,159.66
<i>Totals for US Bank - Corp Pmt System CalCard:</i>					<i>\$10,159.66</i>	<i>\$0.00</i>		<i>\$10,159.66</i>
Western Exterminator								
Western Exterminator	2/2/2016	2/2/2016	3825544	December service	\$370.00	\$0.00		\$370.00
<i>Totals for Western Exterminator:</i>					<i>\$370.00</i>	<i>\$0.00</i>		<i>\$370.00</i>
YP (Advertising)								
YP (Advertising)	2/2/2016	2/2/2016	EH	EH Advertising 2016	\$223.44	\$0.00		\$223.44
<i>Totals for YP (Advertising):</i>					<i>\$223.44</i>	<i>\$0.00</i>		<i>\$223.44</i>
GRAND TOTALS:					\$147,136.47	\$0.00		\$147,136.47

City of Clayton Cash Requirements Report

Report name: New Cash Requirements Report
Show invoices open as of: 2/2/2016
Do not include invoices scheduled to be generated
Calculate discounts as of today
Include all invoice dates
Include all post dates
Include all due dates
Include all Post Statutes
Include all Invoices
Include all Vendors
Include all Banks
Include all Invoice Attributes
Include all Vendor Attributes

Earnings Statement

0 Employees With Overflow Statement
0 Overflow Statement 1 Total Statement
Tot Cks/Vchrs:00000000028 Tot Docs in all:00000000031
First No. Last No. Total
Checks: ADPCHECK ADPCHECK 00000000003
Vouchers: 00000030001 00000030025 00000000025

Z7L TOTAL DOCUMENT
CITY OF CLAYTON
LOCATION 0001

CHECK STUFFING, RECONCILIATION

81460.06 GROSS
58134.88 NET PAY (INCLUDING ALL DEPOSITS)
9715.01 FEDERAL TAX
122.39 SOCIAL SECURITY
1119.15 MEDICARE
.00 MEDICARE SURTAX
.00 SUI TAX
3197.03 STATE TAX
.00 LOCAL TAX
64720.14 DEDUCTIONS
2586.34 NET CHECK

COMPANY CODE Z7L
CITY OF CLAYTON
TOTAL DOCUMENT
LOCATION 0001

VERIFY DOCUMENT AUTHENTICITY - COLORED AREA MUST CHANGE IN TONE GRADUALLY AND EVENLY FROM DARK AT TOP TO LIGHTER AT BOTTOM

NON-NEGOTIABLE - VOID - NON-NEGOTIABLE
NON-NEGOTIABLE - VOID - NON-NEGOTIABLE
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NON-NEGOTIABLE - VOID - NON-NEGOTIABLE
NON-NEGOTIABLE - VOID - NON-NEGOTIABLE

THE ORIGINAL DOCUMENT HAS AN ARTIFICIAL WATERMARK ON THE BACK. HOLD AT AN ANGLE TO VIEW WHEN CHECKING THE ENDORSEMENT.



Agenda Date: 2-02-2016

Agenda Item: 3c

Approved:

Gary A. Napper
City Manager

STAFF REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: KEVIN MIZUNO, FINANCE MANAGER

DATE: FEBRUARY 2, 2016

SUBJECT: INVESTMENT PORTFOLIO REPORT – SECOND QUARTER FY 2015-16

RECOMMENDATION

It is recommended the City Council accept the City Investment Portfolio Report for the Second Quarter of Fiscal Year 2015-16 ending December 31, 2015.

BACKGROUND

Pursuant to the section XIII of the City of Clayton Investment Policy, last revised on April 21, 2015, the Finance Manager is required to submit a quarterly investment report to the City Council. This quarterly report also designed to meet the local agency reporting requirements outlined in *California Government Code* section 53646. The Second Quarter 2015-16 Fiscal Year report is provided herein.

DISCUSSION

With the second quarter of the fiscal year completed, annual interest earnings for the General Fund is at \$35,247, or 92.76% of forecasted General Fund interest revenues per the 2015-16 fiscal year adopted budget of \$38,000. Actual General Fund interest earnings are easily projected to exceed the adopted budget for FY 2015-16. This development occurred because the General Fund is now making up a larger share of the City's investment pool after the Successor Agency and Successor Housing Agency finalized the AB 1484 post-dissolution process this past quarter, remitting all "unencumbered balances" to the County. In total, \$4,935,407 in payments was made to the County pursuant to the state-imposed AB 1484 *Due Diligence Review* process. The transfer of Successor Agency and Successor Housing Agency monies to the County resulted in the General Fund's weighted proportionate share of the investment portfolio increasing to 33.0% in the current quarter ending December 31, 2015 from

21.5% one year ago in the quarter ending December 31, 2014.

City-wide investment earnings solely attributable to pooled investments (i.e. not related to cash with fiscal agents such as bond proceeds) through the first quarter of fiscal year 2015-16 totaled \$91,260. Approximately 5.85% of the current City Investment Pool (the Pool) is invested in Local Agency Investment Funds (LAIF). The LAIF quarterly apportionment rate was approximately 0.37%, which is a slight increase (0.05%) from a rate of 0.32% in the preceding quarter. This is a slight improvement compared to the LAIF apportionment rate of 0.25% one year ago on December 31, 2014. Certificates of Deposit comprised approximately 83.84% of the City investment portfolio as of the quarter ended December 31, 2015 and had a weighted average interest rate of 1.62%. Approximately 6.95% of the pool is made up of cash deposits and low (0.01%) interest bearing money market funds, which is relatively high due to the first installment of FY 2015-16 property taxes being received in December 2015. Federal Agency Notes, authorized by the revised April 21, 2015 investment policy, were the highest yielding investment type making up approximately 3.36% of the portfolio with a weighted average interest rate of 1.68%.

The market value of the total investment portfolio was approximately \$11,893,448, which is -\$21,234 (or 0.18%) less than total carrying value as of December 31, 2015. This demonstrates how the conservative nature of the City's investment strategy mitigates the risk of the City incurring large unrealized losses in market declines. At the same time, given less risk being incurred, more predictable and modest investment returns will be realized following this same strategy.

In conclusion, for the second quarter ending December 31, 2015, the City of Clayton Investment Portfolio is being managed in accordance with the City's investment policy. In addition, the City's cash management program provides sufficient liquidity to meet the next six month's expenditures. The attached City of Clayton Investment Holdings Summary – Second Quarter of Fiscal Year 2015-16 (Attachment 1) provides additional analysis and the specific investment reporting criteria required by *California Government Code* section 53646.

FISCAL IMPACT

The acceptance of this report has no direct fiscal impact to the City of Clayton.

Respectively submitted,


T. Kevin Mizuno, CPA
Finance Manager

Attachment 1: City of Clayton Investment Holdings Summary – Second Quarter of Fiscal Year 2015-16
(October 1, 2015 – December 31, 2015)

City of Clayton
Investment Holdings Summary
Quarter Ending
December 31, 2015

Investment Account	Investment Type	Institution	CUSIP	Carrying Value	Rate	Current Yield	Settlement Date	Maturity Date	Market Value
Local Agency Investment Fund (LAIF)	Local Agency Pool	LAIF	n/a	697,353.49	0.37%	0.37%	n/a	n/a	696,786.52
Financial Northeastern Companies	Cash	Financial Northeastern Companies		41.62	0.00%	0.00%	n/a	n/a	41.62
	Certificate of Deposit	Onewest Bank, FSB, Covina, CA	5L2086Z	49,000.00	1.00%	0.99%	9/21/12	9/21/16	49,065.00
Total Financial Northeastern Companies				49,041.62					49,106.62
UBS Financial Services Inc.	Cash	BS Bank Sa Deposit Account	n/a	-	0.00%	0.00%	n/a	n/a	-
	Money Market Fund	RMA Government Portfolio	n/a	5,362.84	0.01%	0.01%	n/a	n/a	5,362.84
	Certificate of Deposit	Republic Bank Ut Us	780310TA0	146,000.00	2.00%	2.00%	3/30/11	1/29/16	146,131.40
	Certificate of Deposit	Israel Disc Bk Ny Us	465076HC4	186,000.00	2.10%	2.10%	2/9/11	2/9/16	196,282.24
	Certificate of Deposit	Cenlar Bank Fsb Nj Us	15131XEM5	99,000.00	2.30%	2.29%	2/28/11	2/29/16	99,224.73
	Certificate of Deposit	Rockland Trust Co Ma Us	773709AM2	250,000.00	2.05%	2.04%	3/28/11	3/28/16	250,842.50
	Certificate of Deposit	Investors Svgs Bk Nj Us	46176PAK1	99,000.00	2.20%	2.19%	5/5/11	5/5/16	99,552.42
	Certificate of Deposit	Ge Cap Bk Ut Us	36160X7D3	100,000.00	1.05%	1.05%	7/12/13	7/12/16	100,195.00
	Certificate of Deposit	Goldman Sachs Bank Ny Us	381426E0	50,000.00	2.00%	1.88%	9/28/11	9/28/16	50,432.00
	Certificate of Deposit	Bank Of West Ca Us	065680EU0	49,000.00	1.75%	1.74%	9/28/11	9/28/16	49,337.12
	Certificate of Deposit	Capital One Bank U Va Us	140420QF8	99,000.00	1.00%	1.00%	11/5/14	11/7/16	99,130.88
	Certificate of Deposit	Firstbank P R Sant Pr	33784JQ57	198,000.00	1.00%	1.00%	12/20/13	12/20/16	198,564.30
	Certificate of Deposit	Marlin Bus Bk Ut Us	57116AGM4	50,000.00	1.00%	1.00%	7/17/13	1/17/17	50,189.50
	Certificate of Deposit	Bmw Bk Na Salt Lak Ut Us	05568PV95	198,000.00	1.75%	1.73%	4/13/12	4/13/17	199,936.44
	Certificate of Deposit	Comenity Cap Bk Ut Us	20033ABN5	245,000.00	1.20%	1.20%	7/5/13	7/5/17	244,975.50
	Certificate of Deposit	Midwest Bk Il Us	59828PBT6	245,000.00	1.15%	1.15%	7/15/13	7/17/17	245,904.05
	Certificate of Deposit	First Bk Highland Il Us	319141CG0	247,000.00	1.10%	1.10%	8/21/14	8/28/17	246,098.45
	Certificate of Deposit	Capital One Bk Va Us	140420PP9	99,000.00	1.35%	1.36%	10/1/14	10/2/17	98,589.15
	Certificate of Deposit	Dollar Bk Pa Us	25685QAM7	198,000.00	1.20%	1.20%	11/17/14	11/17/17	197,243.64
	Certificate of Deposit	Banco Santander Pr	059846RZ4	245,000.00	1.20%	1.20%	1/23/15	1/23/18	244,872.60
	Certificate of Deposit	First Bus Bk Wi Us	31938QK78	200,000.00	1.15%	1.16%	3/31/15	4/2/18	198,024.00
	Certificate of Deposit	American Exp Cent Ut Us	02587DPT9	100,000.00	1.70%	1.71%	7/5/13	7/5/18	99,240.00
	Certificate of Deposit	Compass Bank Al Us	20451PAU0	150,000.00	1.55%	1.55%	7/10/13	7/10/18	150,148.50
	Certificate of Deposit	Goldman Sachs Bank Ny Us	38147JHW5	100,000.00	1.75%	1.75%	7/10/13	7/10/18	100,098.00
	Certificate of Deposit	Cit Bank Ut Us	17284CHW7	146,000.00	1.80%	1.80%	7/17/13	7/17/18	146,080.30
	Certificate of Deposit	Bank Baroda New Yo Ny Us	0606245Q2	247,000.00	2.05%	2.04%	10/18/13	10/18/18	247,866.97
	Certificate of Deposit	Sallie Mae Bank Ut Us	795450QS7	147,000.00	2.05%	2.04%	10/23/13	10/23/18	147,696.78
	Certificate of Deposit	First St Bk Dequees Ak Us	336460BS8	197,000.00	1.25%	1.25%	11/14/14	11/14/18	196,383.39
	Certificate of Deposit	American Express C Ut Us	02587DWJ3	100,000.00	2.00%	1.99%	11/28/14	11/28/18	100,267.00
	Certificate of Deposit	Sallie Mae Bank Ut Us	795450RT4	100,000.00	2.00%	1.99%	12/11/13	12/11/18	100,344.00
	Certificate of Deposit	Discover Bank De Us	254672GC6	150,000.00	1.60%	1.60%	1/28/15	1/28/19	150,030.00
	Certificate of Deposit	Homebank Na Fl Us	43738AFU5	200,000.00	1.50%	1.51%	3/29/15	3/29/19	199,042.00
	Certificate of Deposit	Discover Bank De Us	2546712E9	100,000.00	2.00%	2.00%	7/9/14	7/9/19	99,777.00
	Certificate of Deposit	Synchrony Bk Ut Us	87164XBQ8	100,000.00	2.05%	2.05%	7/11/14	7/11/19	99,771.00
	Certificate of Deposit	Third Fed S&L Assn Oh Us	68413QAY4	200,000.00	1.50%	1.50%	2/19/15	8/19/19	199,930.00
	Certificate of Deposit	Eagle B&T Co Ar Us	26942ADC4	150,000.00	1.60%	1.63%	3/6/15	9/6/19	147,331.50
	Certificate of Deposit	Park Natl Bk Newar Oh Us	700654AT3	240,000.00	2.15%	2.16%	9/12/14	9/12/19	239,071.20
	Certificate of Deposit	Ge Capital Bank Ut Us	36162YF24	145,000.00	1.80%	1.80%	1/16/15	1/16/20	144,539.05
	Certificate of Deposit	Wells Fargo Bk Na Sd Us	94986TTT4	197,000.00	1.25%	1.27%	4/30/15	4/30/20	193,725.86
	Certificate of Deposit	Comenity Bank De Us	981996XS5	100,000.00	2.30%	2.31%	6/30/15	7/1/20	99,575.00
	Certificate of Deposit	World'S Foremost B Na Us	9159919E5	200,000.00	2.30%	2.32%	8/6/15	8/6/20	198,500.00
	Certificate of Deposit	Merrick Bk Ut Us	59013JHE2	149,000.00	1.90%	1.94%	8/20/15	8/20/20	146,212.21
	Government Agency	FHLMC Medium Term Note, Step	3134G7EN7	200,000.00	1.50%	1.50%	7/29/15	7/29/20	200,086.00
Total UBS Financial Services Inc.				6,436,362.84					6,426,904.32

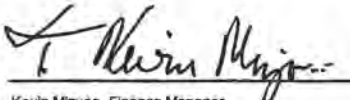
City of Clayton
Investment Holdings Summary
Quarter Ending
December 31, 2015

Investment Account	Investment Type	Investment	CUSIP	Carrying Value	Rate	Current Yield	Settlement Date	Maturity Date	Market Value
Morgan Stanley	Money Market Fund	Morgan Stanley		4,065.16	0.01%	0.01%	n/a	n/a	4,065.16
	Certificate of Deposit	Ally Bank, Midvale UT	02005QV34	100,000.00	0.65%	0.32%	4/10/13	4/11/16	100,047.00
	Certificate of Deposit	Ally Bank, Midvale UT	02005QX99	148,000.00	0.70%	0.34%	6/12/13	6/13/16	148,047.38
	Certificate of Deposit	Aquesta Bank, Cornelius, NC	03841LAJ9	97,000.00	2.10%	1.04%	6/22/11	6/22/16	97,646.02
	Certificate of Deposit	Medallion Bank, Salt Lake City, UT	58403BF27	200,000.00	1.00%	0.99%	8/19/13	8/19/16	200,330.00
	Certificate of Deposit	Goldman Sachs Bank (Salt Lake)	3814264E2	99,000.00	1.85%	1.83%	8/24/11	8/24/16	99,691.02
	Certificate of Deposit	Investors Savings Bank, NJ	46178PDX0	49,000.00	0.90%	0.90%	3/27/15	3/27/17	48,927.48
	Certificate of Deposit	CIT Salt Lake City, UT	17284CBL7	48,000.00	0.90%	0.90%	4/10/13	4/10/17	47,901.12
	Certificate of Deposit	Citizens National, Putnam, CT	176252AQ7	100,000.00	1.20%	1.19%	7/13/13	7/13/17	100,361.00
	Certificate of Deposit	Whitney Bank, MS	966594AM5	157,000.00	1.20%	1.20%	8/12/15	8/14/17	156,621.83
	Certificate of Deposit	Investors Savings Bank, NJ	46176PDY8	100,000.00	1.20%	1.21%	3/26/15	3/26/18	99,148.00
	Certificate of Deposit	Bank of North Carolina, NC	06414QUC1	200,000.00	1.50%	1.50%	1/16/15	4/16/18	199,480.00
	Certificate of Deposit	Compass Bank, AL	20451PMD5	100,000.00	1.50%	1.51%	6/30/15	7/2/18	99,248.00
	Certificate of Deposit	Mercantile Bank of Grand Rapids, MI	58740XYT1	147,000.00	1.65%	1.64%	8/14/13	8/14/18	147,755.58
	Certificate of Deposit	Homebank, NA	43738AFU5	200,000.00	1.50%	1.50%	3/30/15	3/29/19	199,042.00
	Certificate of Deposit	State Bank of India, ILL	856283YN0	198,000.00	1.65%	1.67%	5/28/15	5/28/19	195,534.90
	Certificate of Deposit	First Business Bank, WI	31938QL85	50,000.00	1.50%	1.51%	6/11/15	8/11/19	49,350.00
	Certificate of Deposit	Barclays Bank, DE	06740KHK6	149,000.00	2.10%	2.10%	7/23/14	7/23/19	148,606.64
	Certificate of Deposit	American Express Bank FSB, UT	02587CAJ9	247,000.00	2.00%	2.00%	7/24/14	7/24/19	246,422.02
	Certificate of Deposit	Comenity Bank, DE	20099A7A9	100,000.00	2.10%	2.09%	8/27/14	8/27/19	100,325.00
	Certificate of Deposit	Capital One Bank Glen Allen, VA	140420QF0	130,000.00	2.15%	2.15%	10/16/14	10/16/19	129,775.10
	Certificate of Deposit	State Bk India, NY	856284ZP8	50,000.00	2.25%	2.24%	8/27/14	10/17/19	50,200.50
	Certificate of Deposit	The Privatebank & Trust Co., IL	74267GUU9	100,000.00	1.90%	1.90%	1/23/15	1/23/20	99,796.00
	Certificate of Deposit	American Express Centurion Bank, UT	02587DXE3	47,000.00	1.95%	1.96%	1/30/15	1/30/20	46,552.09
	Certificate of Deposit	Peoples United Bank, CT	71270QML7	151,000.00	1.75%	1.76%	3/4/15	3/4/20	149,828.24
	Certificate of Deposit	Everbank, FL	29976DVW7	200,000.00	1.75%	1.76%	3/30/15	3/30/20	198,388.00
	Certificate of Deposit	HSBC Bank, VA	40434ASZ3	247,000.00	1.25%	1.26%	3/30/15	3/30/20	245,016.59
	Certificate of Deposit	CIT Bank, UT	17284DBM3	50,000.00	2.00%	2.02%	6/3/15	6/3/20	49,302.50
	Certificate of Deposit	Capital One, NA, Mclean, VA	14042E4Y3	245,000.00	2.25%	2.26%	7/22/15	7/22/20	243,826.45
	Government Agency	FNMA	3136G2KQ8	200,000.00	1.86%	1.85%	5/27/15	5/27/20	200,568.00
	Total Morgan Stanley			3,913,065.16					3,901,791.40
Bank of America (book balance)	Cash (checking account)	Bank of America		818,859.46	0.00%	0.00%	n/a	n/a	818,859.46

Broker / Investment	Carrying Value	Percentage of Portfolio	Weighted Average Yield to Maturity	Weighted Average Maturity (Yrs)	Market Value
Local Agency Investment Fund (LAIF)	697,353	5.85%	0.37%	0.64	696,787
Financial Northeastern Companies	49,042	0.41%	1.00%	0.73	49,107
UBS Financial Services Inc.	6,436,363	54.02%	1.63%	2.40	6,426,904
Morgan Stanley	3,913,065	32.84%	1.61%	2.94	3,901,791
Bank of America (book balance)	818,859	6.87%	0.00%	0.00	818,859
Total Investment Portfolio	11,914,683	100.00%			11,893,448
2015-16 Budgeted Interest - General Fund	\$	38,000			
2015-16 Actual Interest Revenue to date (7/1/15 - 12/31/15)		35,247			
Percent of General Fund Budget Realized		92.76%			
Quarterly Weighted Average Annual Yield*		1.43%			
2015-16 Total Pooled Investment Income To Date (7/1/15 - 12/31/15)	\$	91,260			

*This calculation excludes the City's non-interest bearing pooled checking account with Bank of America

I verify that this investment portfolio is in conformity with State laws and the City of Clayton's investment policy. The City's cash management program provides sufficient liquidity to meet the next six month's expenditures.

 1/5/16
 Kevin Mizuno, Finance Manager Date

 1/20/16
 Marie Hutford, City Treasurer Date



Agenda Date: 2-02-2016

Agenda Item: 3d

Approved:

Gary A. Napper
City Manager

AGENDA REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: Janet Brown, City Clerk

DATE: February 2, 2016

SUBJECT: Appointment of Three (3) Citizens to the Trails and Landscaping Committee for terms of office January 1, 2016- December 31, 2017.

BACKGROUND

On December 31, 2015 the terms of appointed office expired for Trails and Landscape Committee members Larry Casagrande, Anthony Chippero, Robert Erich, Harun Simbirdi, Howard Glazier and Alyse Smith. Staff notified each of the committee members their terms of office were ending, and also advertised the vacancies in the Clayton Pioneer, City posting boards, and on the City's website.

Two incumbents re-applied (Anthony Chippero; Alyse Smith) and were re-appointed at the regular Clayton City Council meeting of January 19, 2016. The City subsequently received three applications from citizens (Carin Kaplan, Howard Kaplan and April Winship) interested in joining the Trails and Landscaping Committee.

The Trails and Landscaping Interview sub-committee (Vice Mayor Diaz and Councilmember Haydon) interviewed the citizens (Carin Kaplan, Howard Kaplan and April Winship) prior to the next Council meeting.

There are currently five (5) people serving on the Trails and Landscaping Committee (Anthony Chippero, Christopher Garcia, Alyse Smith, Clayton Smith and Bob Steiner). The appointment of three (3) citizens will bring the membership to eight (8) for this committee (11 maximum).

RECOMMENDATION

On recommendation of the Council Sub-Committee, by minute motion adopt the attached Resolution appointing Carin Kaplan, Howard Kaplan and April Winship to this advisory Committee.

FISCAL IMPACT

None.

Attachments: Resolution – 1 page
Applications of (3) applicants- 3 pages

Trails and Landscaping Committee

Bob Steiner	12/14	12/16
Clayton Smith	12/14	12/16
Christopher Garcia	12/14	12/16
Alyse Smith	12/15	12/17
Anthony Chippero	12/15	12/17

RESOLUTION NO. - 2016

**A RESOLUTION APPOINTING THREE CITIZENS
TO THE TRAILS AND LANDSCAPING COMMITTEE**

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

WHEREAS, in 2006, the City Council of Clayton adopted Resolution No. 8-2006 establishing and appointing a permanent citizens' advisory committee entitled "Trails and Landscaping Committee" for oversight of the 1997 Citywide Landscape Maintenance District (CFD 2007-1); and

WHEREAS, in 2007, the City Council of Clayton adopted Resolution No. 38-2007 appointing up to eleven (11) citizen members as the Citizens Oversight Committee for the Citywide Landscape Maintenance District (CFD 2007-1); and

WHEREAS, in 2011, the City Council of Clayton adopted Resolution No. 4-2011 amending the ending date to December 31 of the term of office for members of Trails and Landscape Committee (the Citizens' Oversight Committee) to the Citywide Landscape Maintenance District (CFD 2007-1) and extending the current members terms accordingly; and

WHEREAS, in December 2015, staff notified certain committee members via email and regular mail their terms of office were ending, and also advertised the opportunities in the Clayton Pioneer, City posting boards, and on the City's website; and

WHEREAS, three citizens recently submitted applications expressing willingness to serve in the appointed capacity.

WHEREAS, the City Council Interview Committee interviewed the three new applicants prior to the February 2, 2016 City Council meeting and recommend the appointment of each.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Clayton, California, does hereby appoint Carin Kaplan, Howard Kaplan and April Winship to the Trails and Landscaping Committee of the City of Clayton for the term of appointed office expiring on December 30, 2017.

PASSED, APPROVED AND ADOPTED by the City Council of Clayton, California at a regular public meeting thereof held the 2nd day of February 2016 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

THE CITY COUNCIL OF CLAYTON, CA

Howard Geller, Mayor

ATTEST:

Janet Brown, City Clerk



APPLICATION FOR TRAILS AND LANDSCAPING COMMITTEE

Name Carin Kaplan Address 1194 Easley Dr. Clayton 94517

Home Phone 925-672-9618 Business Phone NA

E-mail address: bolero2879@comcast.net Length of residency in Clayton 26 years

Occupation retired nurse Present employer NA

Why are you interested in serving on this Committee? Throughout our residency I have enjoyed hiking the trails on Mt Diablo from the entrance at Mitchell Canyon and Regency Gate. I have also loved using our downtown area and watching it improve while staying true to our small town feel. I have worked with the Garden Club to help maintain the planter boxes, library beds and Daffodil Hill.

What is your vision for the trails and public landscaped areas of our City? With our long drought we have lost quite a few of our plantings. I would like to see a revialization of those plantings using water wise, sustainable plants, and find a solution to replacing the planter boxes downtown. I would also like to see how we can better maintain the trails and pathways in town.

Please share your interests and hobbies, special training or education: I have served on the Board of the CV Garden Club for 3, 2 year terms, as Secretary and VP Membership, I chaired care of the planter boxes before the drought, I assist in care of the Museum gardens and I am currently a cochair for the CVGC plant sale. I am on the Board of the Clayton Historical Society as one of the Event Planners, I have been a coordinator for the Gardens Tour and our home has been on the tour twice. I volunteer at the Bay Area Crisis Nursery and I assist the CBCA for Art and Wine and Oktoberfest. I also enjoy Bocce here in Clayton.

List 3 references with phone numbers: 1. Howard Geller 672-4499

2. JoAnn Caspar 567-6079

3. Julie Pierce 518-4446

* * * * *

Signature: Carin K Kaplan

Date: 1-20-2016



Received

JAN 22 2016

City of Clayton

**APPLICATION FOR
TRAILS AND LANDSCAPING COMMITTEE**

Name Howard Kaplan Address 1194 Easley Dr.

Home Phone 925-672-9618 Business Phone 925-672-8843

E-mail address: hkaplan@farmvestinc.com Length of residency in Clayton 26 years

Occupation Consultant Present employer Self

Why are you interested in serving on this Committee? _____

To give back to the community.

What is your vision for the trails and public landscaped areas of our City? _____

To pursue replacement of plantings in old sections with low maintenance, long lived plants.

Please share your interests and hobbies, special training or education: _____

I work in commercial agriculture.
Have studied soil science and irrigation.
Was on the original TLC.

List 3 references with phone numbers: 1. Howard Geller - 672-4499

2. Keith Haydon 672-8262

3. Rory Richmond 864-8687

* * * * *

Signature: Howard Kaplan Date: 1/21/16



Received

JAN 13 2016

City of Clayton

**APPLICATION FOR
TRAILS AND LANDSCAPING COMMITTEE**

Name April Winship Address 156 Mt. Etna Dr., Clayton

Home Phone (925) 849-2169 Business Phone _____

E-mail address: winshipfamily4@yahoo.com Length of residency in Clayton 5 yrs

Occupation Homemaker Present employer _____

Why are you interested in serving on this Committee? I am a regular walker on our beautiful trail system.

What is your vision for the trails and public landscaped areas of our City? I would like to see the trails and the landscaped areas to remain well maintained to benefit all.

Please share your interests and hobbies, special training or education: I have a BA in English from Cal St. Dominguez Hills. I've been a Volunteer at CVCHS, served 2 yrs as an elected Parent Rep on the Go Board. I've been an active member of the CBA the past 3 yrs. I've both Oktoberfest & Art & Wine.

List 3 references with phone numbers: 1. Howard Geller (925) 323-4913

2. Keith Haydon (925) 672-8262

3. Marcy Bussy (925) 689-7500

Dave Shuey (510) *****

Signature: April Winship 390-0478

Date: 1/12/16



Agenda Date: 2-02-2016

Agenda Item: 3e

Approved:

Gary A. Napper
City Manager

AGENDA REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: Janet Brown, City Clerk

DATE: February 2, 2016

SUBJECT: REJECTION OF LIABILITY CLAIM FILED BY DINAH THOMPSON

RECOMMENDATION

Approve the denial of liability claim against the City filed by Dinah Thompson (MPA Claim No. GL-011909) for alleged injury and expenses reportedly occurring on October 8, 2015.

BACKGROUND

On December 11, 2015 the City received a liability claim filed by Dinah Thompson for damages incurred on the corner of Center and Diablo Street. The City is self insured for general liability purpose and the Municipal Pooling Authority of Northern California administers the self-insured program. On December 11, 2015 the liability claim was transmitted to the Municipal Pooling Authority for processing.

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

FISCAL IMPACT

None.

Attachment: 1. Copy of Claim

*Please read the instructions on the back before completing.

needed for filing stamp

1. Claimant's Name: (PLEASE PRINT)

Dinah L. Thompson

Claimant's Address:

1597 California Trail

City, State, Zip:

Brentwood, CA 94513

Day Phone: (925) 963-5839

Eve Phone: (925) 831-2400

Received

cc:

DEC 11 2015

City of Clayton

City Claim #

2. When did the damage or injury occur?

Month: 10

Day: 8

Year: 2015

Time: 2:30 a.m.

p.m.

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

Police Report #

Corner of Center & Diablo St. on Diablo St. Curb at the beginning of Parking area on Diablo St.

4. What happened and why is the City responsible?

a. My tire was damaged by un-marked "curb", hazard.

Name and position of responsible City Employee(s), if known: N/A

b.

5. What damage or injury occurred?

My tire was damaged by an un marked hazard in the form of the sharply angled curb on Diablo Street.

This is a known issue as attested to by the proprietors of the Royal Ropster in conversation while I was

waiting for the tow truck, indicating that she is aware that this is a common occurrence. "We have several customers a year that have flat tires caused by that curb."

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

\$213.30

If the amount exceeds \$10,000, please check (X) the court of 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.

Please see attached receipts

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

at Brentwood, CA.

11/30, 2015.

Signature of Claimant or Representative's Signature

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)

N/A

Address:

City, State, Zip:

Daytime Telephone: ()

Evening Phone: ()

The Clerk of The City of Clayton
6000 Heritage Trail
Clayton, CA 94517-1250

We frequently enjoy coming to Clayton to shop and dine.

However Thursday the 8th of October at approximately 2:30 PM was different.

I came in from Brentwood via Marsh Creek Rd. to Center St. and then right on Diablo St. While making a right in to the curb side parking area along Diablo Street my tire struck the sharp angle of the curb at the beginning of the parking area. This caused a hole in my front right tire that almost instantly deflated it and caused me to loose four hours of work time.

I not only wish to present this problem, but a suggestion to help mitigate this issue I believe that a visible flexible post at the edge of the curb just prior to the sharp angle might minimize the potential danger. The curb is natural concrete color and could be painted to make it more visible.

Please see the attached photos and receipts.

I had come to Clayton to grab a bite at Skipolini's, shop at the Royal Rooster and pickup my knives at Knife Works 1030 Diablo St.

Upon conversing with the ladies at the Royal Rooster and Knife Works I was informed that tire damage, and flats are a common occurrence at this location.

I respectfully submit my claim for \$213.32 for replacement of my tire including installation.

Not included in this was:

- Towing, courtesy of my American Express Roadside Assistance.
- Cost of lost time from work is on my company, Sierra Financial Group, Inc.

Sincerely,



Dinah L. Thompson
1597 California Trail
Brentwood, CA 94513

925 963-5889
dinah@sierrafg.com

Diablo St









DATE: 10-09-2015 TIME: 3:56 PM
STORE LOCATION:

CUSTOMER INFORMATION				VEHICLE INFORMATION		STORE LOCATION		
DINAH THOMPSON 1597 CALIFORNIA TRAIL BRENTWOOD CA 94513 (H) 925-963-5889				2014 FORD FOCUS HATCH 17"BASE ELECTRIC MILEAGE: 10,318 PLATE # 7FSX903 TORQUE SPECS: 100		CAN 08 2402 SAN JOSE DR ANTIOCH CA 94509-86 PHONE: 925-706-7575 020 JOSHUA M JULIAN WORK ORDER#		
CODE	CC	QTY	SIZE	DESCRIPTION		F.E.T.	PRICE	AMOUNT

18612 NRM	1	225 /50 R17	94V SL BSW HM			.00	177.00	177.1
		MCH ENERGY	SAVER A/S					
WARRANTY: MILEAGE- 55,000 SEE REVERSE SIDE FOR WARRANTY DETAILS								
COMMENT: BOLT PATTERN: 5-108								
COMMENT: INFLATION F:35 R:35								
80017 NRM	4	CERTIFICATES FOR	REFUND, REPLACEMENT			.00	25.70	102.8
80075 NRM	1	STATE REQUIRED	ENVIRONMENTAL FEE - UNITS			.00	1.75	1.7
80224 NRM	1	WASTE TIRE	DISPOSAL FEE			.00	2.50	2.5
80219 NRM	1	INSTALLATION &	LIFETIME SPIN BALANCING			.00	16.00	16.0
86666 NRM	1	LIFETIME ROTATION	REPAIRS INCLUDED			.00	.00	.0

Since you have purchased fewer than four tires (or wheels), we will mount the new tires on the rear of your vehicle for best safety and handling.

Michelin Flat Tire Assistance - 1-888-553-4327

SUBTOTAL: 300.0
TAX: 16.1
TOTAL: 316.2
AMER EXPR: 316.2
TENDERED: 316.2

XXXXXXXXXXXX 5018

Signature on file



CUSTOMER'S ORDER NO. 925963588		DATE	
NAME Dinah Thompson			
ADDRESS 1597 California Trail			
CITY, STATE, ZIP Brentwood, CA 94513			
SOLD BY	CASH	C.O.D.	CHARGE
ON ACCT.	MOSE. RETD.	PAID OUT	
QUAN.	DESCRIPTION	PRICE	AMOUNT
1	9. KITCHEN KNIVES	7.00	63.00
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
			63.00
RECEIVED BY Lohie			

A-4705
T-48528

KEEP THIS SLIP FOR REFERENCE

01-11



The Royal Rooster

1028 Diablo Street
Clayton CA 94517

1-27160

15:57:48 on 10/8/2015

*Sameday
After
Incident*

Customer Dinah Thompson

- | | | |
|---|-----------------------------|----------|
| 1 | Wine Tabletop signs 16 inch | \$9.50* |
| 1 | Wine Embossed Drying Mat | \$8.75* |
| 1 | Hug the Dog | \$15.00* |

declaring
Wednesday, February 17, 2016
as

"Joseph L. Campbell Day"

WHEREAS, Joseph L. Campbell was first elected to the Contra Costa Water District's (CCWD) Board of Directors in 1991 but was an active voice on local and regional water issues for decades before; and

WHEREAS, when Mr. Campbell joined the Water District Board he brought with him his business and construction acumen and experiences, thereby ensuring the District was making informed and well-founded decisions about assets and infrastructure investments; and

WHEREAS, in his elected official capacity Mr. Campbell represents Clayton, eastern Concord, and parts of the Walnut Creek and Pleasant Hill communities on important water issues. He never missed a single Water District Board meeting; and

WHEREAS, Mr. Campbell has been President of the CCWD Board of Directors for the majority of his 24 years and admirably served in that capacity to facilitate meetings, working collaboratively with other members of the Board, staff, stakeholders, state and federal officials, and members of the public; and

WHEREAS, in 1988 he was instrumental as co-chairman and a key fundraiser in the successful campaign to approve bonds for the District's \$450 million Los Vaqueros Reservoir Project, and in its vital expansion thereafter; and

WHEREAS, Mr. Campbell leaves the Water District in a good place with experienced Board members, a strong staff, and sound public finances.

NOW, THEREFORE, I, Howard Geller, Mayor of the City of Clayton, on behalf of the entire Clayton City Council, do hereby proclaim our pride in Joseph L. Campbell and commend him for his numerous civic contributions to the public health and betterment of this community; and in recognition of his accomplishments and significant achievements, do hereby proclaim Wednesday, February 17, 2016 as "Joseph L. Campbell Day" in the City of Clayton, California.

Agenda Item: 4a



Agenda Date: 2-02-2016

Agenda Item: 8a

Approved:

Gary A. Napper
City Manager

AGENDA REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS
FROM: CITY MANAGER
DATE: 02 FEBRUARY 2016
SUBJECT: CONTINUED CONSIDERATION FOR USE OF FY 2014-15 EXCESS
GENERAL FUND MONIES TO ADDRESS ONE-TIME EXPENSE UNMET NEEDS

RECOMMENDATION

It is recommended, following staff presentation and opportunity for public comments, the City Council provide staff with specific direction regarding pursuit of which unmet financial needs in City public facilities, infrastructures, and capital equipment using a portion or all of the \$389,895 in excess General Fund monies from the conclusion of FY 2014-15.

BACKGROUND

At its regular public meeting held on 17 November 2015, the City Council received a laundry list of unmet needs for improvement, replacement, or new acquisitions pertaining to the mission of the City organization to sustain public services and infrastructure of the City. After review and critique of the 24 items listed, the City Council narrowed its interest for further study and additional staff research to thirteen (13) items. As noted in the previous report, the City learned that Fiscal Year 2014-15 ended its operations and expenses with a cash excess of \$389,895 in General Fund monies. The City's General Fund balance is now at \$5,538,632 with an unassigned balance of \$4,509,255 (which amount includes the \$389,895 under discussion).

Since that meeting, various members of City staff have spent considerable time obtaining refined quotes and conducting further investigation of the 13 items selected by the City Council. The Focus List chosen by the City Council is attached and honed estimates and further information have been provided when possible.

FOCUS LIST ITEMS

Of the thirteen (13) original items on the Council's Focus List, one has already been implemented by City staff as it was identified by the City Council long ago as an item that should be installed at City Hall. That matter involved the installation of a password-protected City Hall Wi-Fi system, which objective was accomplished within existing resources on

January 25th. Therefore, that particularly item is displayed for reference purpose but labeled as "Done." In addition, following research by the Chief of Police as to possible law enforcement coverage from another public agency so the Clayton Police Department could conduct a one day Training Day for our entire police department (sworn and non-sworn), Chief Wenzel learned the City of Concord would be willing to cover Clayton PD calls for service that singular day at no additional expense. Consequently, that particular need has been listed but labeled as "accomplished by the Chief at no cost."

However, with any opportunity granted to staff for its exploration of unmet needs of the City, since the November 2015 meeting we have added back two (2) new items for consideration in this mix. One is the exterior repainting of City Hall (\$6,900) and the other is the installation of ten (10) high-grade security cameras at the entry/exit points of the City; the latter idea, becoming used by many cities as another tool to fight community crime, has a complete system price tag of \$132,983 but it is a public safety enhancement that could be implemented in phases.

RECOMMENDED PROCESS

City staff having a stakeholder's interest in the outcome of the City Council's deliberations on this matter will be in attendance at the meeting to answer questions regarding their specific requests. Each item on the Focus List has an associated detail sheet or staff memorandum cross-referenced by an Exhibit number. The order of the Exhibits does not represent staff priorities but arranged by department.

It is recommended the City Council determine which unmet needs and how much excess FY 2014-15 General Fund monies warrant its willingness to encumber funds. In doing so, no authorization is granted awarding contracts or the associated allocation of funds. Staff will return to the City Council for formal authorization at a subsequent public meeting.

Attachment A: Focus List of Potential One-Time Expense Items [1 pg.]
B. Potential Uses List from Nov. 2015 meeting [1 pg.]

- Exhibits:
1. Mini-Excavator
 2. Utility Bed Truck
 3. Community Park trash cans, BBQs, reseal restroom floor
 4. Endeavor Hall repainting, floor refinish, reseal concrete patio
 5. Solar power to operate Clayton Fountain
 6. Replace wood street light poles
 7. City Hall exterior repaint
 8. Police security cameras at entry/exit points of City
 9. Sustain Police Department full deployment due to attrition
 10. Electronic Records Management (laserfiche)
 11. Upgrade City Website and IT services
 12. Searchable Online City Municipal Code

FOCUS LIST**IDENTIFICATION OF ONE-TIME UNMET CITY NEEDS**

02 FEBRUARY 2016

FY 2014-15 GENERAL FUND NET EXCESS

\$ 389,895.00

* * * * *

FOCUS LIST OF ONE-TIME EXPENDITURES (listed by City Department)

I. City Maintenance

• Exhibit 1 [11 pp.]	2016 Mini Excavator (Ford New Holland)	\$ 42,243.00
• Exhibit 2 [7 pp.]	2016 Utility Bed Truck (Ford F350)	\$ 58,811.00
• Exhibit 3 [6 pp.]	New trash cans, BBQs and reseal restroom floor at Clayton Community Park	\$ 24,919.00
• Exhibit 4 [4 pp.]	Paint interior & exterior of Endeavor Hall, re-finish wood floor, reseal concrete patio	\$ 18,963.00
• Exhibit 5 [2 pp.]	Solar power to run Clayton Fountain	\$ 859,000.00 +
• Exhibit 6 [5 pp.]	Replace 75 wood street light poles with metal ones (City-owned)	\$ 264,000.00
• Exhibit 7 [2 pp.]	<u>New</u> : Repaint exterior of City Hall	\$ 6,900.00

II. Police Department

• - No Exhibit -	Funds for Training Day of entire PD	\$ Accomplished by Chief at no cost
• Exhibit 8 [3 pp.]	<u>New</u> : Security Cameras at Exit/Entry points of City	\$ 132,983.00
• Exhibit 9 [2 pp.]	<u>New</u> : Sustain Police deployment at full strength due to pending attrition	\$ 21,473 – 38,237

III. Community Development (Planning)

• - No Exhibit -	Demolition of Keller Ranch outbuildings (3)	\$ unknown (\$20k?)
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IV. Department-wide Technology and Records Storage

• Exhibit 10 [48 pp.]	New Interactive City Website/IT Services	\$ 9,000 – 47,000
• Exhibit 11 [1 pg.]	Electronic Records Management (laserfiche) (quote converts 120 boxes)	\$ 48,337.00
• Exhibit 12 [15 pp.]	Searchable Online City Municipal Code (Municode quote at 6 years of service)	\$ 5,000.00
• - No Exhibit -	Wi-Fi at City Hall	\$ DONE

POTENTIAL USES FOR FY 2014-15 GENERAL FUND NET EXCESS

CITY OF CLAYTON

17 NOVEMBER 2015

ATTACHMENT B

General Fund Net Excess

\$389,895.00

* * * * *

Identified One-Time Expenditures (by City Department)

A. City Maintenance

◦ F-450 Utility Truck	\$ 70,000 *
◦ Paint and re-seal Public Restrooms at Community Park	\$ 12,000 *
◦ Paint interior & exterior of Endeavor Hall, re-finish wood flooring (2009), and re-seal patio concrete (2005)	\$ 19,000 *
◦ New carpet and re-paint interior of Clayton Library (20 yrs.)	\$ 115,000 *
◦ New trash cans, BBQs and Knack Boxes at Community Park	\$ 20,000 *
◦ Re-install copper wiring (theft) on Community Park pathway between upper and lower sports fields, plus lighting controller	\$ 17,000
◦ Trim trees at Community Park	\$ 30,000
◦ Replace resilient play surface at North Valley Park (16 yrs.)	\$ 16,000
◦ Tree replacement at North Valley Park (20 trees @ \$500)	\$ 10,000
◦ Carport in City Corporation Yard (for new tractor, etc.)	\$ 10,000
◦ Mini-Excavator (on traks)	\$ 50,000
◦ Replace wood street light poles with metal ones (City-owned)	\$ 250,000 *
◦ Install solar power equipment to run Clayton Fountain	\$ unk

B. Police Department

◦ Police Carport (side yard of City Hall)	\$ 50,000
◦ Funds for Training Day of entire PD (on same day)	unk
◦ Replace PD tasers (11)	\$ 28,000

C. Community Development (Planning)

◦ Update City Noise Element	\$ 40,000
◦ Restore Keller Ranch outbuildings	\$ 80,000
◦ Comprehensive update of City General Plan	\$ 400,000

D. Department-wide Technology and Records Storage *

◦ New interactive City Website	\$ unk
◦ Electronic Records Management System (laserfiche) (quote of \$10,000 to convert 20 boxes; 120+ boxes)	\$ 100,000 (a start) *
◦ Searchable Online City Municipal Code	\$ unk
◦ Geographic Information System (GIS)	\$ unk
◦ Wi-Fi at City Hall	\$ unk

Subject:

Purchase of 2016 Ford New Holland Mini Excavator.

Background:

Currently our department is using our 1992 Ford Tractor with a Bush Hog excavator attachment, bought in 1998, to perform all excavation work throughout the city. Although this Bush Hog attachment has saved thousands of dollars in labor costs and countless hours of repair work, it slowly caused wear and tear on the tractors drive train. The majority of the tractor's major repairs have been the result of the continuous use of the Bush Hog attachment. The extensive use of the Bush Hog was not known at the time of purchase and this type of attachment is no longer recommended for attachments on utility tractors.

Purchasing a mini excavator will give our department the versatility of fitting into small areas around the city for many types of repairs, especially the multitude of water main repairs performed yearly at the Community Park.

Annual estimated rental cost for an excavator is listed below:

\$1,000 to \$1,500 per week @ approximately 10 to 15 weeks a year = \$10,000 to \$22,500 a year.

*10 weeks a year is a very conservative number.

Based on our annual rental cost, the excavator would pay itself off in approximately 4 to 5 years with a life span of approximately 20 years. This does not take into consideration other factors such as response time for repairs and lost man hours with coordinating multiple rental purchases.

Fiscal Impact:

Purchase of Excavator	\$42,620.00
Tax, license, fees	<u>\$3,622.70</u>
Total Estimated Cost	\$46,242.70



Quality People Quality Products®

Buyer:	City of Clayton			Date:	1/13/2016
Address:				City, State:	Clayton
Invoice No.:	Date:	Phone #:	P.O. #	Zip:	CA
				County:	

[illegible]

TRADE-INS: Except as noted, Buyer Certifies Below Trade-Ins to be free of encumbrances except as noted	Freight & Handling:	Included
--	---------------------	----------

Year	Make	Model	Serial #	Stock #	Description	Trade-In Allowance	Subtotal:	\$42,620.00
							Tax Rate: 7.625%	\$3,249.7
							Calif. Tire Tax:	
							Extended Warranty:	
							UCC/Doc Fee:	
Trade-In Allowance \$0.00		Amount Owing		Net Trade-In Allowance		\$0.00	Total Delivered Price:	\$45,869.78

"Trade-In's must be turned in or picked up no later than 5 days after delivery of purchased equipment."

Financing Terms:
Net 30 Days after delivery

Trade-In Allowance	\$0.00
Less Cash Down Payment*	
Total Down Payment	0.00
Unpaid Balance	\$45,869.78
Set-up PDI	
Other Charges (#2)	
AMOUNT FINANCED OR DUE ON DELIVERY	\$45,869.78

Warranty:

Notes



WE appreciate your business!

(415) 471-6978

QUOTATION CONFIRMATION		
QUOTATION	PRINT DATE	QUOTE DATE
700708198	01/13/2016	

BILL TO	116873
GARTON TRACTOR, INC. 2400 N GOLDEN STATE BLVD TURLOCK CA US 95382	

SALES AREA	CURRENCY	PURCHASE ORDER NO.	END CUSTOMER
CNH Industrial America LLC Construction Equip.	USD		

Description			Origin	List Price	Net Price
PRICELIST	0040				
PRICE EFFECTIVE DATE	01/01/2016				
CONTRACT	CONT003546	GSA 2016 - CE			
COMMERCIAL MODEL	E30B T4 FINAL	E30B T4 FINAL			
Model	3,5TON	Below3,5Ton			
NUMBER OF SPEEDS	2SP	Two Speed			
ORIGIN	OEM-NA	OEM For NA Region			
SERIES	S3-T4	S3-T4			
VERSION	ROPS	Rops			
Base machine price				47,002.00	
BASE MACHINE	747459	30 ROPS			
ARM	747322	Short Arm - 4' 4" (1.32 m)			
ADDITIONAL COUNTERWEIGHT	747648	Additional Counterweight		832.00	
CRAWLER TYPE	9552300	11.8" (300 mm) Rubber Tracks			
OPERATOR'S MANUAL	747480	Operators Manual - English			
BOOM CYL ROD COVER	747375	Boom Cylinder Rod Cover			
OPERATOR PROTECTIVE STRUCTURE	747944	ROPS/FOPS Level I Canopy			
ROTATING BEACON	747654	Rotating Beacon		234.00	
POWER SOURCE OPTION	747644	Power Source 12V			
ITEM: 0020	QUANTITY: 1				
47422654		12" Heavy Duty (Coupler)		1,117.00	
ITEM: 0030	QUANTITY: 1				
47422655		18" Heavy Duty (Coupler)		1,209.00	
ITEM: 0040	QUANTITY: 1				
47579034		2 Tined Hydraulic Thumb Kit		2,749.00	
		Dealer Net		53,143.00	
		Net for Wholegood			

THIS IS NOT A TAX DOCUMENT

B SERIES COMPACT EXCAVATORS

E30_B**E35_B****E55_{BX}**

- Responsive, fuel-saving power
- Superior 360° visibility
- iNDR System for cool, quiet comfort
- Dig, grade and level for jobsite versatility
- Heavy-duty design for extreme reliability



ADD MORE MINUTES TO YOUR DAY.

Get ready to boost your daily productivity with the smooth, responsive power of compact excavators from New Holland. Comfort and versatility are part of their design. New Holland compact excavators not only allow you to excavate, grade and backfill with one machine, they allow you to save fuel and time while doing it.

RESTRICTED AREAS? NO SWEAT.

New Holland compact excavators put big digging power into tight spaces. The center-swing boom arm lets you dig, fill and grade along near-perpendicular angles like footings, curbs and foundations. The boom light is now positioned snugly under the boom, not on the side where it could be damaged. And, zero tail swing* means you operate in confidence, knowing your machine always operates within the track footprint.



- NEW! Integrated Noise and Dust Reduction (iNDR) cooling system makes the New Holland cab even more pleasant and quiet.



- Center-swing boom means you can work right next to obstacles.

- Zero tail swing* allows for no-worry operation in tight spots.



- Optional 4-way blade provides better control to follow changing terrain, helping to eliminate the windrowing effect that can occur with standard dozer blades.

- iNDR+E option with downward exhaust saves plants and shrubs from drying heat and exhaust.

HEAVY-DUTY BY DESIGN

These excavators are ruggedly built to deliver outstanding performance, day after day. In fact, these heavy-duty models feature many of the same robust design features found only on larger excavators:

- Long X-frame that provides excellent stability and support
- Thick gauge steel booms and arms that deliver superior strength
- Sealed rollers, sprockets and travel motors that extend undercarriage life



Auxiliary hydraulics are standard equipment so New Holland compact excavators are factory-ready for grapples, breakers and specialized attachments that expand on-the-job versatility and improve your bottom line.

Ground-level maintenance checkpoints are easy to access with convenient swing-out panels.



Hydraulically controlled dozer blade is standard to give you added versatility for site prep, backfilling and general grading. The unique blade profile efficiently rolls dirt as it pushes, creating a smooth "wave" of material and creating a smooth, level surface.

New, clean-running Tier 4 Final engines reduce emissions while saving you fuel.

COMPLETE COMFORT & VISIBILITY. TOTAL CONTROL.

With New Holland, operators come first, so New Holland compact excavators are designed for maximum control and comfort.

AN EASY VIEW

Choose a 4-post ROPS/canopy or fully enclosed cab with standard air conditioning. Either choice gives you a clear all-direction view for confident, relaxed operation. On cab models, the air conditioner unit is positioned out of your line of sight.



AN OPEN DESIGN WITH CONVENIENT SLIDING DOOR

A wide entry welcomes you to the operator station, and you'll appreciate the foot and shoulder room New Holland excavators offer. The adjustable seat and wrist supports allow for personalized comfort. The convenient sliding cab door (models E30B and E35B) maintains your excavator's footprint by gliding open within the machine frame so it's never in the way.



NEW! FOR THE FIRST TIME IN COMPACT EXCAVATORS: INDR for quiet comfort

Here's something you won't find on most compact excavators—an Integrated Noise and Dust Reduction (iNDR) cooling system. The system reduces noise by up to 9 dB—a difference you'll notice. The filter located in front of the radiator is easy to remove and clean with compressed air and reduces the need for direct cleaning of the radiator.

NEW! Fuel-saving mode delivers 23 to 25% fuel savings

New Holland compact excavators now feature a new fuel-saving mode that reduces fuel consumption drastically compared to high-idle mode. You position the throttle to one of three positions—low, "S" for fuel-saving, and "H" for high idle.





NEW! Downward exhaust protects plants

Specify the iNDR+E option to eliminate worry that plants, trees or structures will be damaged by heated exhaust. Instead of discharging heated exhaust wind and exhaust gas to the side where it can dry nearby shrubs and plants, the design of the new +E option draws air from the front of the machine and discharges it under the machine using a diffusion muffler for reduced air force.

Smart integrated-flow hydraulic system

The new 2-pump integrated-flow hydraulic system directs power only where you need it for maximum efficiency. Power is automatically sent to bucket and arm when excavating, to the boom when raising and swinging, and to the tracks and dozer blade when grading.

Natural controls

Precision controls are positioned ergonomically—for instinctive operation. Operators can toggle between ISO (excavator) and SAE (backhoe) control patterns to match their preference. The pattern selector and auxiliary hydraulic selector (breaker/nibbler) are positioned under the front of the operator station for convenient changes.

Automatic 2-speed selection

Your compact excavator automatically chooses the speed that matches jobsite conditions, so you can concentrate on the work at hand.

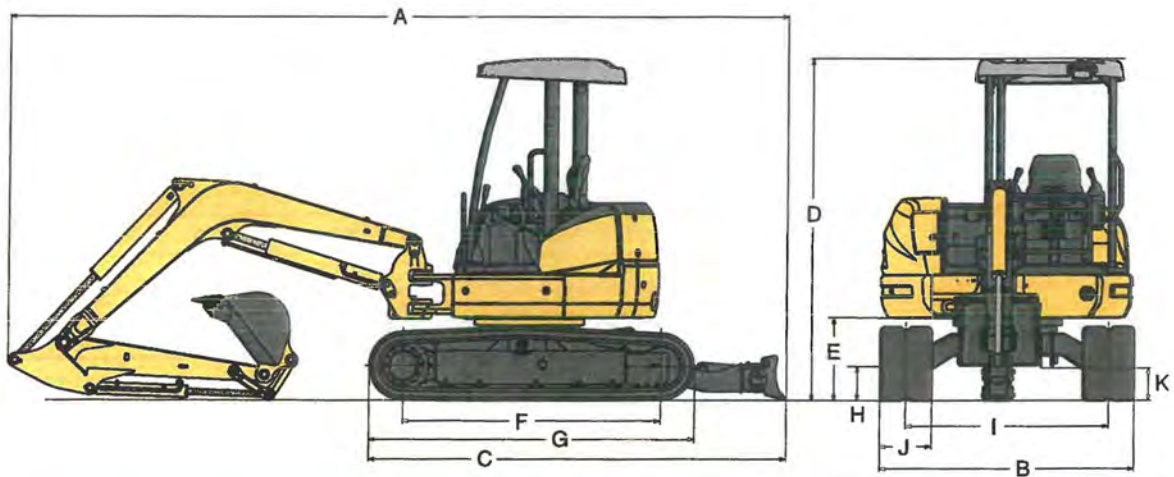


NEW! LCD color display option

Choose conventional analog gauges or the optional new LCD color monitor that provides easy tracking of operations and maintenance.

- Operational achievement of past 3 months
- Fuel and water temperature gauges
- Replacement indicators for engine oil, fuel filter, hydraulic oil filter and hydraulic oil

SPECIFICATIONS



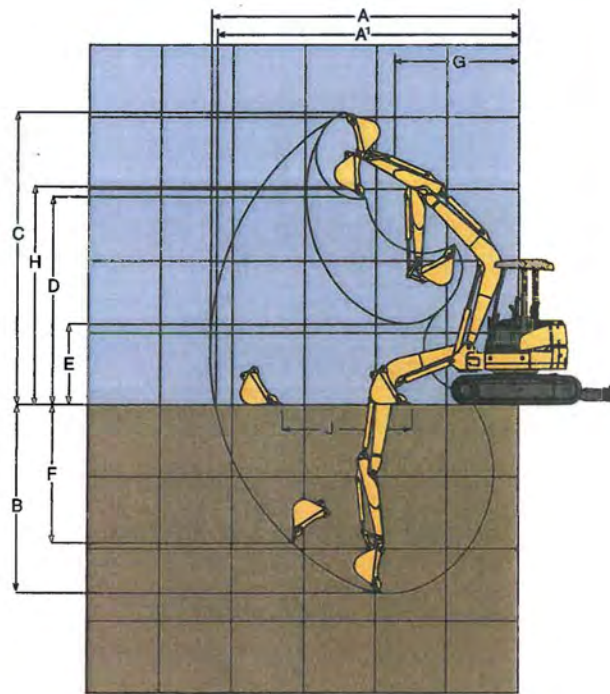
DIMENSIONS, ft. (m)		E30B	E35B	E55Bx
	Arm length	4' 4" (1.32)	4' 4" (1.32)	5' 6.5" (1.69)
	Boom length	7' 7" (2.31)	8' 2" (2.50)	9' 6" (2.89)
A.	Overall length	15' 6" (4.73)	15' 5" (4.82)	18' (5.5)
B.	Overall width	5' 1" (1.55)	5' 7" (1.70)	6' 5" (1.96)
C.	Base machine length	8' 8" (2.64)	8' 8" (2.63)	9' 7" (2.92)
D.	Overall height (to top of canopy)	8' 3" (2.51)	8' 3" (2.51)	8' 3" (2.53)
E.	Ground clearance of rear end	1' 10" (0.57)	1' 10" (0.57)	2' 0.5" (0.625)
F.	Center distance of tumbler	5' 7" (1.70)	5' 7" (1.70)	6' 6" (2.0)
G.	Overall length of crawler	7' 1" (2.16)	7' 1" (2.16)	8' 2" (2.5)
H.	Crawler height at tumbler center (less grouser bar)	1' 8" (0.50)	1' 8" (0.50)	1' 9" (0.53)
I.	Track gauge	4' 1" (1.25)	4' 7" (1.40)	5' 1" (1.56)
J.	Width of crawler shoe (rubber)	11.8" (0.30)	11.8" (0.30)	15.7" (0.40)
K.	Ground clearance of undercarriage	11.8" (0.30)	11.8" (0.30)	12" (0.32)

ENGINE		E30B	E35B	E55Bx
	Model	Yanmar 3TNV88F-E	Yanmar 3TNV88-BPYB	Yanmar 4TNV88 BXPYBD
	Displacement, cu in (l)	100.2 (1.642)	100.2 (1.642)	133.5 (2.2)
	Horsepower SAE NET, hp (kW) @ rpm	17.2 (12.8) @ 2,400	28.4 (21.2) @ 2,400	37.9 (28.3) @ 2,400

PERFORMANCE		E30B	E35B	E55Bx
	Base machine weight, lb (kg)	7,319 (3320)	7,763 (3521)	12,295 (5130)
	Travel speed (turtle), mph (km/h)	1.6 (2.50)	1.6 (2.50)	1.4 (2.2)
	Travel speed (rabbit), mph (km/h)	2.7 (4.40)	2.8 (4.50)	2.5 (4.0)
	Drawbar pull force, lb (kN)	8,610 (38.3)	8,655 (38.49)	12,342 (54.9)
	Swing speed, rpm	8.4	8.9	8.5
	Gradeability, degrees (%)	30 (58)	30 (58)	30 (58)

BREAKOUT FORCES		E30B	E35B	E55Bx
	Arm breakout force, SAE lbf (kN)	4,092 (18.2)	4,811 (21.4)	5,328 (23.7)
	Bucket breakout force, SAE lbf (kN)	5,418 (24.1)	5,418 (24.1)	6,992 (31.1)

SERVICE CAPACITIES		E30B	E35B	E55Bx
	Fuel tank capacity, gal (l)	11 (42)	11 (42)	19.8 (75)
	Hydraulic oil reservoir, gal (l)	5.4 (20.4)	5.4 (20.4)	7.3 (27.9)
	Hydraulic system including oil reservoir, gal (l)	11.8 (44.8)	11.8 (44.8)	15.2 (57.7)
	Cooling system, gal (l)	1 (3.6)	1 (3.6)	1.5 (6)
	Lubrication: engine oil, gal (l)	1.5 (5.5)	1.5 (5.5)	1.9 (7.4)



WORKING RANGES, ft. (m)		E30B		E35B		E55Bx
		Standard Arm	Long Arm	Standard Arm	Long Arm	
A.	Max digging reach	17' 6" (5.20)	18' 0" (5.49)	17' 2" (5.24)	18' 6" (5.64)	20' 5" (6.24)
A1.	Max digging reach at ground level	16' 6" (5.04)	17' 6" (5.34)	16' 9" (5.11)	18' 0" (5.49)	20' (6.10)
B.	Max digging depth	9' 3" (2.82)	10' 3" (3.13)	10' 1" (3.08)	12' 0" (3.35)	12' 9" (3.90)
C.	Max digging height	15' 9" (4.80)	16' 5" (5.00)	16' 4" (4.98)	16' 7" (5.05)	14' 3" (4.35)
D.	Max dumping clearance	11' 3" (3.42)	11' 10" (3.60)	11' 9" (3.58)	12' 0" (3.67)	14' 3" (4.35)
E.	Min dumping clearance	4' 3" (1.30)	3' 3" (0.995)	4' 7" (1.41)	3' 4" (1.01)	5' 2" (1.58)
F.	Max vertical wall digging depth	7' 9" (2.36)	9' 6" (2.86)	7' 10" (2.39)	9' 1" (2.76)	10' 3" (3.14)
G.	Min front swing radius	7' 6" (2.30)	7' 8" (2.34)	6' 8" (2.04)	7' 8" (2.33)	7' 4" (2.25)
H.	Height at min front swing radius	12' 2" (3.70)	12' 2" (3.70)	12' 5" (3.78)	12' 6" (3.80)	14' 8" (4.48)
J.	Horizontal digging stroke - ground level	5' 7" (1.71)	8' 8" (2.64)	7' 9" (2.37)	9' 5" (2.86)	9' 10" (3.00)
	Ground pressure, psi (kPa)	4.19 (28.9)	—	4.64 (32)	—	4.09 (28.2)



COMPACT EXCAVATORS

E30B

Operating Weight
7,319 lbs (3320 kg)

SAE NET Horsepower
17.2 (12.8 kW) @ 2,400 rpm

Max Digging Depth
9' 3" (2.82 m)

Bucket Breakout Force
(SAE) 5,418 lbf (24.1 kN)

E35B

Operating Weight
8,212 lbs (3725 kg)

SAE NET Horsepower
28.4 (21.2 kW) @ 2,400 rpm

Max Digging Depth
10' 1" (3.08 m)

Bucket Breakout Force
(SAE) 5,417 lbf (24.1 kN)

E55Bx

Operating Weight
11,309 lbs (5130 kg)

SAE NET Horsepower
37.9 (28.3 kW) @ 2,400 rpm

Max Digging Depth
12' 9" (3.90 m)

Bucket Breakout Force
(SAE) 6,992 lbf (31.1 kN)

World Class Products Demand World Class Dealers

The purchase of a New Holland machine is just the beginning of our relationship together. Consider your experienced New Holland Construction equipment dealer as your local partner in productivity. Assistance in selecting the right model for your operation and developing an affordable leasing or financing plan through New Holland's financing division, CNH Capital, are just a few advantages your local dealer can provide.

Your New Holland dealer's full service capabilities bring you responsive support with genuine New Holland parts and all makes coverage. More importantly, we are there wherever and whenever you need us with our fully equipped service vehicles. From customized maintenance programs to professional operator and technical training, our factory-trained service and parts experts are there to assist you with any of your equipment support needs.

Your business deserves nothing less than world class product, supported by a world class business partner. That's your New Holland Construction Equipment dealer — your partner in productivity.



New Holland Construction
500 Diller Ave.
New Holland, PA 17557

www.newholland.com

New Holland Construction Equipment is backed with a Limited Warranty for 1-Year/Unlimited Hours. See the Warranty and Limitation of Liability for warranty details and terms.

Design, materials and/or specifications are subject to change without notice and without liability therefor. Specifications are applicable to units sold in Canada, the United States, its territories and possessions, and may vary outside these areas.

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Safety begins with a thorough understanding of the equipment. Always make sure you and your operators read the Operator's Manual before using the equipment. Pay close attention to all safety and operating decals and never operate machinery without all shields, protective devices and structures in place. This is a one-person machine. Never allow riders in the cab, outside the machine, or in/on any bucket or attachment.

NHC201410Excavators • 011510 • AC • PRINTED IN U.S.A.

Printed on recycled paper

Subject:

Purchase of 2016 Ford F350 Utility Bed Truck

Background:

Currently our department has 8 vehicles, 4 of which are task specific and 4 that can be used for transporting crews and equipment for a variety of maintenance tasks. 2 of those vehicles that are primarily used for transporting crews and equipment have a combined 175,000 miles on them. The average age of our entire fleet is 12.5 years. The last new truck that our department purchased was 5 years ago, and before then 10 years ago. Below is brief breakdown of our vehicle inventory.

1998 Ford F450 Utility Bed: Multi task vehicle with tow capability and limited room for crew transport. 86,500 miles

***1999 Ford F450 Diesel Bucket Truck:** Street lighting, electrical, and high lift tasks.

2000 Ford F350 Diesel Crew Cab: Multi task vehicle with tow capability; used for crew & equipment transport. 90,000 miles

***2005 Chevy Irrigation Van:** Irrigation repairs with limited room for crew & equipment transport.

***2005 Ford Ranger:** Parts runner, seminars, exploration. (Mark's main vehicle)

2006 Ford F450 Diesel Utility Crew Cab: The most versatile truck of the fleet. Multi tasks with crew transport and tow capability.

***2006 Ford F550 Diesel Dump:** Hauling & towing. Limited room for crew transport

2011 Ford F250 Extended Cab: Multi task truck with limited crew transport. (John's Maintenance Truck)

*Denotes specific use vehicle with limited task capabilities.

Fiscal Impact:

Purchase of truck and chassis	\$29,819.10
Utility bed and outfitting	\$20,000.00
Tax, license, fees	<u>\$5,000.00</u>
Total Estimated Cost	\$54,810.10



National Auto Fleet Group

A Division of Chevrolet of Watsonville

490 Auto Center Drive, Watsonville, CA 95076

(855) BUY-NJPA • (626) 457-5590

(855) 289-6572 • (831) 480-8497 Fax

1/25/2016

QuoteID: 6156

John Johnston
City of Clayton
Maintenance
6000 Heritage Trail
Clayton, California, 94517

Dear John Johnston,

National Auto Fleet Group is pleased to quote the following vehicle(s) for your consideration.
One (1) New/Unused (2016 Ford Super Duty F-350 SRW (X3E) 2WD SuperCab 162" WB 60" CA XL,) and delivered to your specified location, each for

One Unit

Base Price	\$27,483.04
Tax (8.50 %)	\$2,336.06
Tire fee	\$0.00
Total	\$29,819.10

- per the attached specifications. Price includes 1 service manual(s).

This vehicle(s) is available under the **National Joint Powers Alliance Contract 102811**. Please reference this Bid number on all purchase orders. Payment terms are Net 30 days after receipt of vehicle.

Thank you in advance for your consideration. Should you have any questions, please do not hesitate to call.

Sincerely,

Jesse Cooper
National Fleet Manager
Email: Fleet@NationalAutoFleetGroup.com
Office: (855) 289-6572
Fax: (831) 480-8497



GMC

In order to Finalize your Quote, please submit this purchase packet to your governing body for Purchase Order Approval.
Once you issue a Purchase Order please send by:

Fax: (831) 480-8497

**Mail: National Auto Fleet Group
490 Auto Center Drive
Watsonville, CA 95076**

Email: Fleet@nationalautofleetgroup.com

We will then send a W-9 if you need one

**Please contact our main office with any questions:
1-855-289-6572**

Vehicle Configuration Options

ENGINE

Code	Description
996	ENGINE: 6.2L 2-VALVE SOHC EFI NA V8 (FLEX-FUEL), (STD)

TRANSMISSION

Code	Description
44P	TRANSMISSION: TORQSHIFT 6-SPEED AUTOMATIC, -inc: SelectShift, range select and tow/haul feature (STD)

WHEELS

Code	Description
64A	WHEELS: 17" ARGENT PAINTED STEEL, -inc: painted hub covers/center ornaments (STD)

TIRES

Code	Description
TBK	TIRES: LT245/75RX17E BSW AS, (STD)

PRIMARY PAINT

Code	Description
Z1	OXFORD WHITE

PAINT SCHEME

Code	Description
—	STANDARD PAINT

SEAT TYPE

Code	Description
AS	STEEL, HD VINYL 40/20/40 SPLIT BENCH SEAT, -inc: center armrest, cupholder and storage

AXLE RATIO

Code	Description
X4M	ELECTRONIC LOCKING W/4.30 AXLE RATIO

ADDITIONAL EQUIPMENT

Code	Description
67D	EXTRA HEAVY-DUTY 200-AMP ALTERNATOR
531	TRAILER TOW PACKAGE, -inc: aftermarket trailer brake wiring kit, NOTE: Salesperson's Source Book or Ford RV Trailer Towing Guide should be consulted for specific trailer towing or camper limits and corresponding required equipment, axle ratios and model availability
67X	EXTRA HEAVY-SERVICE SUSPENSION PACKAGE, -inc: pre-selected extra heavy-service front springs (see Order Guide Supplemental Reference for springs/FGAWR of specific vehicle configurations), Recommended only on vehicles which will permanently utilize aftermarket equipment such as heavy-duty winches, brush guards or other apparatus which loads the front axle to the specified Gross Axle Weight Rating (GAWR), NOTE 1: May result in a deterioration of ride quality, NOTE 2: Vehicle ride height will increase w/the addition of this package
65M	28 GALLON MID SHIP FUEL TANK
512	SPARE TIRE, WHEEL & JACK, -inc: Excludes carrier, 2-Ton Mechanical Jack
18B	6" ANGULAR BLACK MOLDED-IN-COLOR RUNNING BOARDS
61J	2-TON MECHANICAL JACK
76C	EXTERIOR BACKUP ALARM (PRE INSTALLED), -inc: Custom accessory,

GVWR

Code	Description
68D	GVWR: 9,800 LB PAYLOAD DOWNGRADE PACKAGE, (STD)

OPTION PACKAGE

Code	Description
630A	ORDER CODE 630A

SHIP THRU CODES

Code	Description
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2016 Fleet/Non-Retail Ford Super Duty F-350 SRW 2WD SuperCab 162" WB 60" CA XL

WINDOW STICKER

2016 Ford Super Duty F-350 SRW 2WD SuperCab 162" WB 60" CA XL
6.2 L/379 Regular Unleaded V-8
6 Speed Automatic w/OD

Interior:
Exterior 1: OXFORD WHITE
Exterior 2: No color has been selected.

CODE	MODEL	MSRP
X3E	2016 Ford Super Duty F-350 SRW 2WD SuperCab 162" WB 60" CA XL	\$34,890.00
OPTIONS		
996	ENGINE: 6.2L 2-VALVE SOHC EFI NA V8 (FLEX-FUEL), (STD)	\$0.00
44P	TRANSMISSION: TORQSHIFT 6-SPEED AUTOMATIC, -inc: SelectShift, range select and tow/haul feature (STD)	\$0.00
64A	WHEELS: 17" ARGENT PAINTED STEEL, -inc: painted hub covers/center ornaments (STD)	\$0.00
TBK	TIRES: LT245/75RX17E BSW AS, (STD)	\$0.00
Z1	OXFORD WHITE	\$0.00
—	STANDARD PAINT	\$0.00
AS	STEEL, HD VINYL 40/20/40 SPLIT BENCH SEAT, -inc: center armrest, cupholder and storage	\$0.00
X4M	ELECTRONIC LOCKING W/4.30 AXLE RATIO	\$390.00
67D	EXTRA HEAVY-DUTY 200-AMP ALTERNATOR	\$75.00
531	TRAILER TOW PACKAGE, -inc: aftermarket trailer brake wiring kit, NOTE: Salesperson's Source Book or Ford RV Trailer Towing Guide should be consulted for specific trailer towing or camper limits and corresponding required equipment, axle ratios and model availability	\$155.00
67X	EXTRA HEAVY-SERVICE SUSPENSION PACKAGE, -inc: pre-selected extra heavy-service front springs (see Order Guide Supplemental Reference for springs/FGAWR of specific vehicle configurations), Recommended only on vehicles which will permanently utilize aftermarket equipment such as heavy-duty winches, brush guards or other apparatus which loads the front axle to the specified Gross Axle Weight Rating (GAWR), NOTE 1: May result in a deterioration of ride quality, NOTE 2: Vehicle ride height will increase w/the addition of this package	\$125.00
65M	28 GALLON MID SHIP FUEL TANK	\$0.00
512	SPARE TIRE, WHEEL & JACK, -inc: Excludes carrier, 2-Ton Mechanical Jack	\$350.00
18B	6" ANGULAR BLACK MOLDED-IN-COLOR RUNNING BOARDS	\$370.00
61J	2-TON MECHANICAL JACK	INC
76C	EXTERIOR BACKUP ALARM (PRE INSTALLED), -inc: Custom accessory,	\$125.00
68D	GVWR: 9,800 LB PAYLOAD DOWNGRADE PACKAGE, (STD)	INC
630A	ORDER CODE 630A	\$0.00
SUBTOTAL		\$36,480.00
Advert/ Adjustments		\$0.00
Manufacturer Destination Charge		\$1,195.00
TOTAL PRICE		\$37,675.00
Est City: N/A MPG		
Est Highway: N/A MPG		
Est Highway Cruising Range: N/A mi		

Standard Equipment**MECHANICAL**

Engine: 6.2L 2-Valve SOHC EFI NA V8 (Flex-Fuel)
Transmission: TorqShift 6-Speed Automatic -inc: SelectShift, range select and tow/haul feature
3.73 Axle Ratio
GVWR: 9,800 lb Payload Downgrade Package
50-State Emissions System
Transmission w/Oil Cooler
Rear-Wheel Drive
72-Amp/Hr 650CCA Maintenance-Free Battery w/Run Down Protection
157 Amp Alternator
Towing w/Harness and Trailer Sway Control
4024# Maximum Payload
HD Shock Absorbers
Front And Rear Anti-Roll Bars
Firm Suspension
Hydraulic Power-Assist Steering
Single Stainless Steel Exhaust
Front Suspension w/Coil Springs
Leaf Rear Suspension w/Leaf Springs
4-Wheel Disc Brakes w/4-Wheel ABS, Front And Rear Vented Discs, Brake Assist and Hill Hold Control
Upfitter Switches

EXTERIOR

Wheels: 17" Argent Painted Steel -inc: painted hub covers/center ornaments
Tires: LT245/75R17E BSW AS
Clearcoat Paint
Black Front Bumper w/2 Tow Hooks
Black Side Windows Trim and Black Front Windshield Trim
Black Door Handles
Black Manual Side Mirrors w/Manual Folding
Manual Extendable Trailer Style Mirrors
Fixed Rear Window
Light Tinted Glass
Variable Intermittent Wipers
Fully Galvanized Steel Panels
Black Grille
Front License Plate Bracket
Reverse Opening Rear Doors
Aero-Composite Halogen Headlamps
Cab Clearance Lights

ENTERTAINMENT

Radio: AM/FM Stereo w/Digital Clock -inc: 2 speakers
Fixed Antenna

INTERIOR

4-Way Driver Seat -inc: Manual Recline and Fore/Aft Movement
4-Way Passenger Seat -inc: Manual Recline and Fore/Aft Movement
60-40 Folding Split-Bench Front Facing Fold-Up Cushion Rear Seat
Manual Tilt/Telescoping Steering Column
Gauges -inc: Speedometer, Odometer, Oil Pressure, Engine Coolant Temp, Tachometer, Transmission Fluid Temp, Engine Hour Meter and Trip Odometer
Manual Vented Rear Windows
6 Person Seating Capacity
Front Cupholder
Manual Air Conditioning
HVAC -inc: Underseat Ducts
Glove Box
Interior Trim -inc: Chrome Interior Accents
Full Cloth Headliner
Urethane Gear Shift Knob
HD Vinyl 40/20/40 Split Bench Seat -inc: center-armrest, cupholder and storage
Day-Night Rearview Mirror
Passenger Visor Vanity Mirror
2 12V DC Power Outlets
Full Overhead Console w/Storage and 2 12V DC Power Outlets
Front Map Lights
Fade-To-Off Interior Lighting
Full Vinyl/Rubber Floor Covering
Underhood Lights
Instrument Panel Bin and Dashboard Storage
Manual 1st Row Windows
Systems Monitor
Outside Temp Gauge
Analog Display
Manual Adjustable Front Head Restraints and Fixed Rear Head Restraints

SAFETY

Advancetrac w/Roll Stability Control Electronic Stability Control (ESC) And Roll Stability Control (RSC)
ABS And Driveline Traction Control
Side Impact Beams
Dual Stage Driver And Passenger Seat-Mounted Side Airbags
Low Tire Pressure Warning
Dual Stage Driver And Passenger Front Airbags w/Passenger Off Switch
Outboard Front Lap And Shoulder Safety Belts -inc: Height Adjusters
Curtain 1st And 2nd Row Airbags

SUBJECT: CLAYTON COMMUNITY PARK; Trash Receptacles, Barbecues, and Seal Restroom Floors

BACKGROUND

The Clayton Community Park is the largest of the seven (7) Parks located within Clayton. The Community Park consists of three sport fields, a play area with equipment, and numerous picnic sites throughout the Park. With all these amenities the Park has been popular with the residents of Clayton since it open in the mid 1990's. With this usage the Park is showing the stress of time to the amenities. Three areas of concern that City Staff has seen is the need for the replacement or adding of trash receptacles, the replacement of missing barbecues (three), and the sealing of the Restroom floors for better cleaning.

There are numerous sites throughout the Community Park that either the trash receptacles are damage, under sized, or need added receptacles do to the increase usage of the Park. The trash receptacles that will be added or replaced are currently used at both The Grove Park and the group picnic areas at the Community Park. See attached picture

There are three (3) locations in the upper park located at the smaller picnic areas where there are missing barbecues either from vandalism or age. The replacement barbecues would be same styles that are already installed at the Community Park. See attached pictures

The Restrooms at the Clayton Community Park are showing their age especially the concrete flooring; which over the years have been stained and become harder to clean. The floors have not been sealed since the Park was built in the 1990's See attached pictures

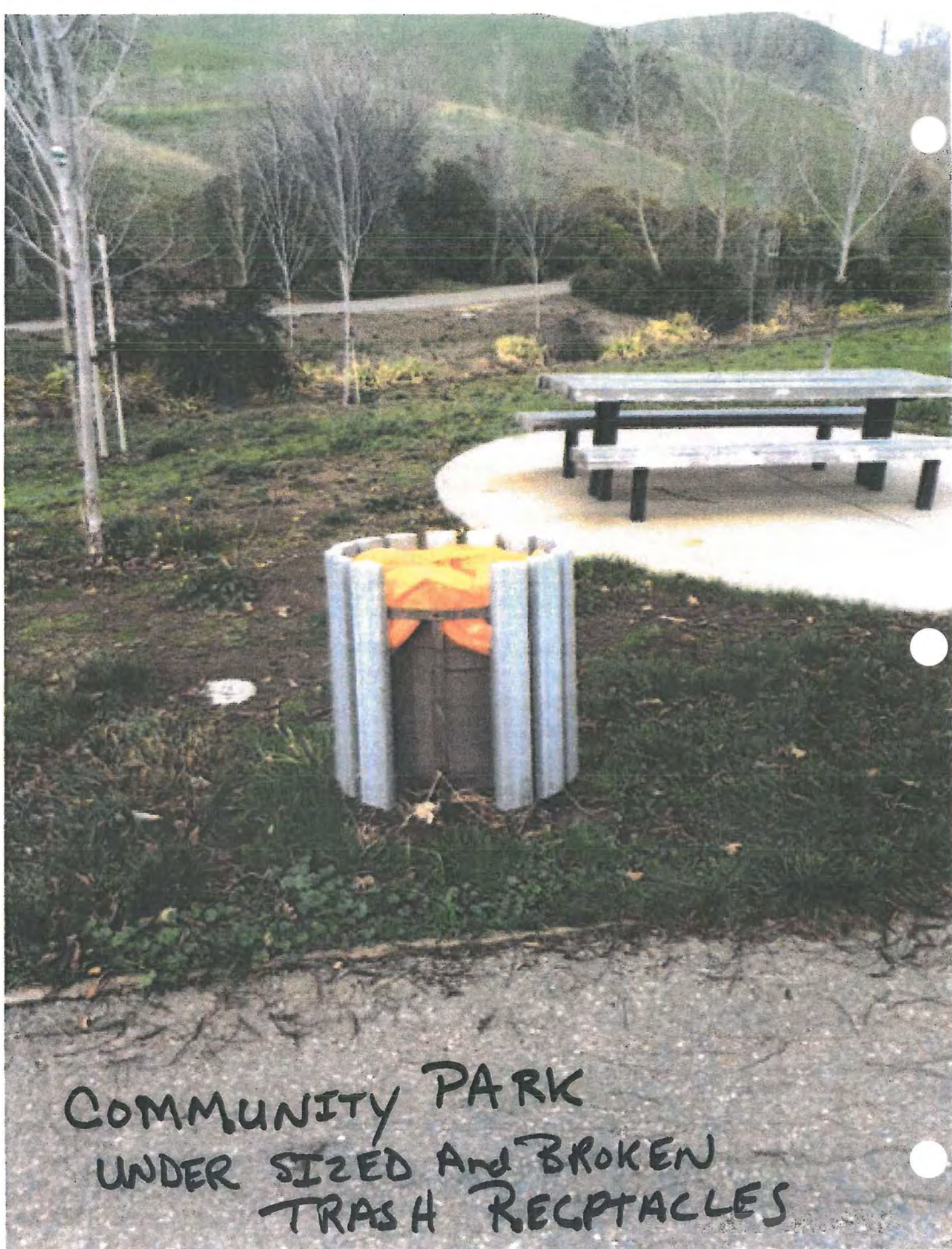
FISCAL IMPACT

This is for Ten (10) new Trash Receptacles to be located in the Community Park at a cost of \$18,295.50.

The replacement of three (3) missing Barbecues at a cost of \$ 1,724.00

The stripping and sealing of the concrete floors at the Two (2) Park restrooms at a cost of \$4,900.00

The total cost for the above replacements and repairs at the Community Park is \$24,919.00

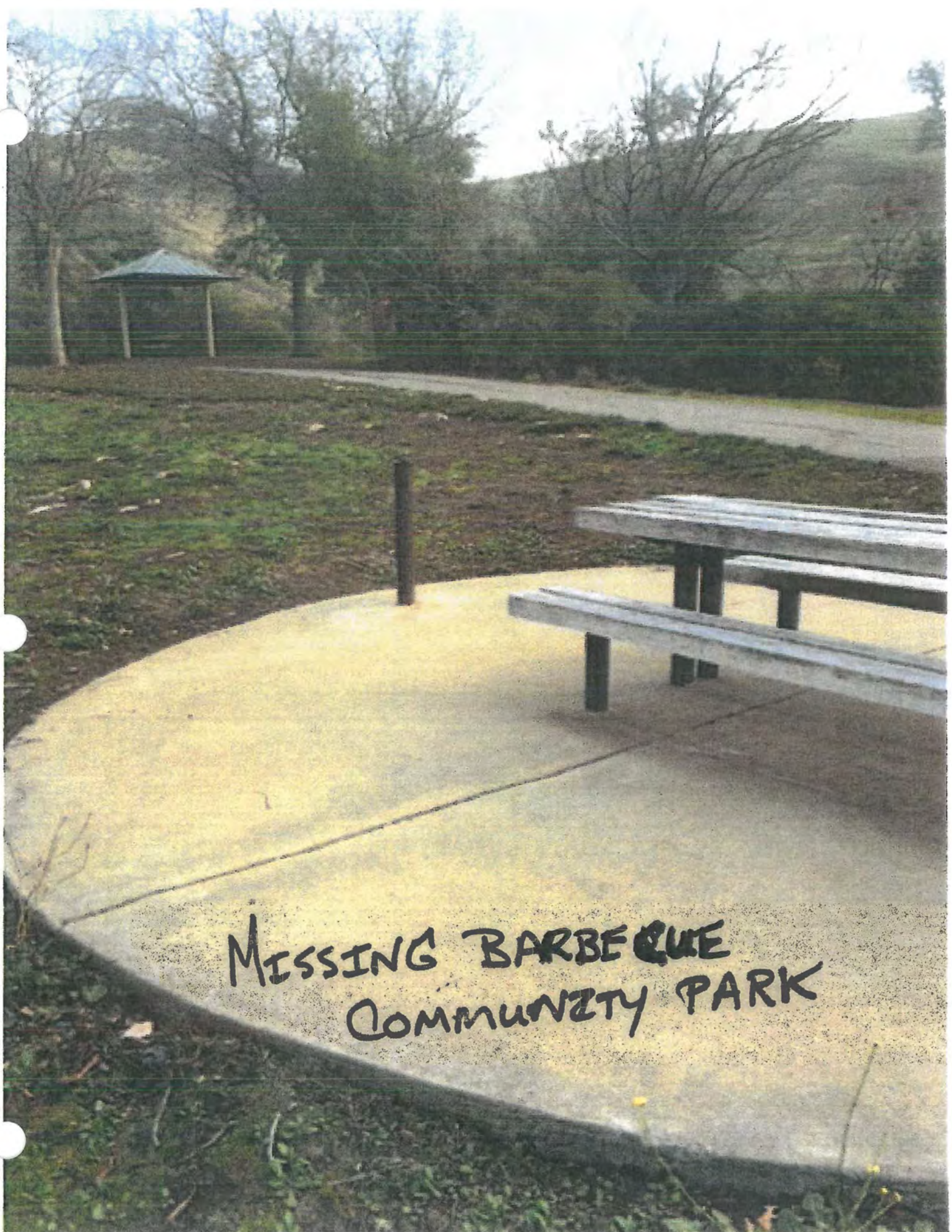




COMMUNITY PARK
NEW TRASH RECEPTACLES



RESTROOM FLOOR
COMMUNITY PARK



MISSING BARBEQUE
COMMUNITY PARK



EXISTING BARBEQUES
COMMUNITY PARK

SUBJECT: Endeavor Hall Maintenance Projects**Interior and Exterior Painting, Wood Floor refinishing, and Concrete resealing.****BACKGROUND**

Endeavor Hall was renovated in 2000 with all new construction. The exterior of Endeavor Hall was constructed using wood siding that is painted to protect the wood from the elements. The interior of the hall is constructed out of a mixture of wood and drywall which is also painted to protect the surfaces. The main hall flooring was constructed using oak wood planking which also includes the stage area. The exterior courtyard is made up of a concrete patio with landscaping surrounding the perimeter of the patio. Endeavor Hall is a rental facility used by the local community for events and parties. With this usage comes normal wear; this includes damage to the interior painted walls, the oak floors, and exterior concrete patio.

The outside exterior wood siding was last painted in October 2005 and is due for repainting. Painting for exterior wood should be done every seven (7) to ten (10) years to protect the buildings wood siding to prevent water and dry rot damage. The inside of the building was last painted when the Hall was renovated in 2000; there has been some spot painting and touch up painting done over the years when needed. The Oak wood floors in the main hall were last refinished in December of 2009. The floors are showing wear and tear from usage with scratches and abrasive marks. The Concrete Patio and walkways were last reseal shortly after the Hall was constructed and has been showing signs of staining from spilled food and drinks.

FISCAL IMPACT

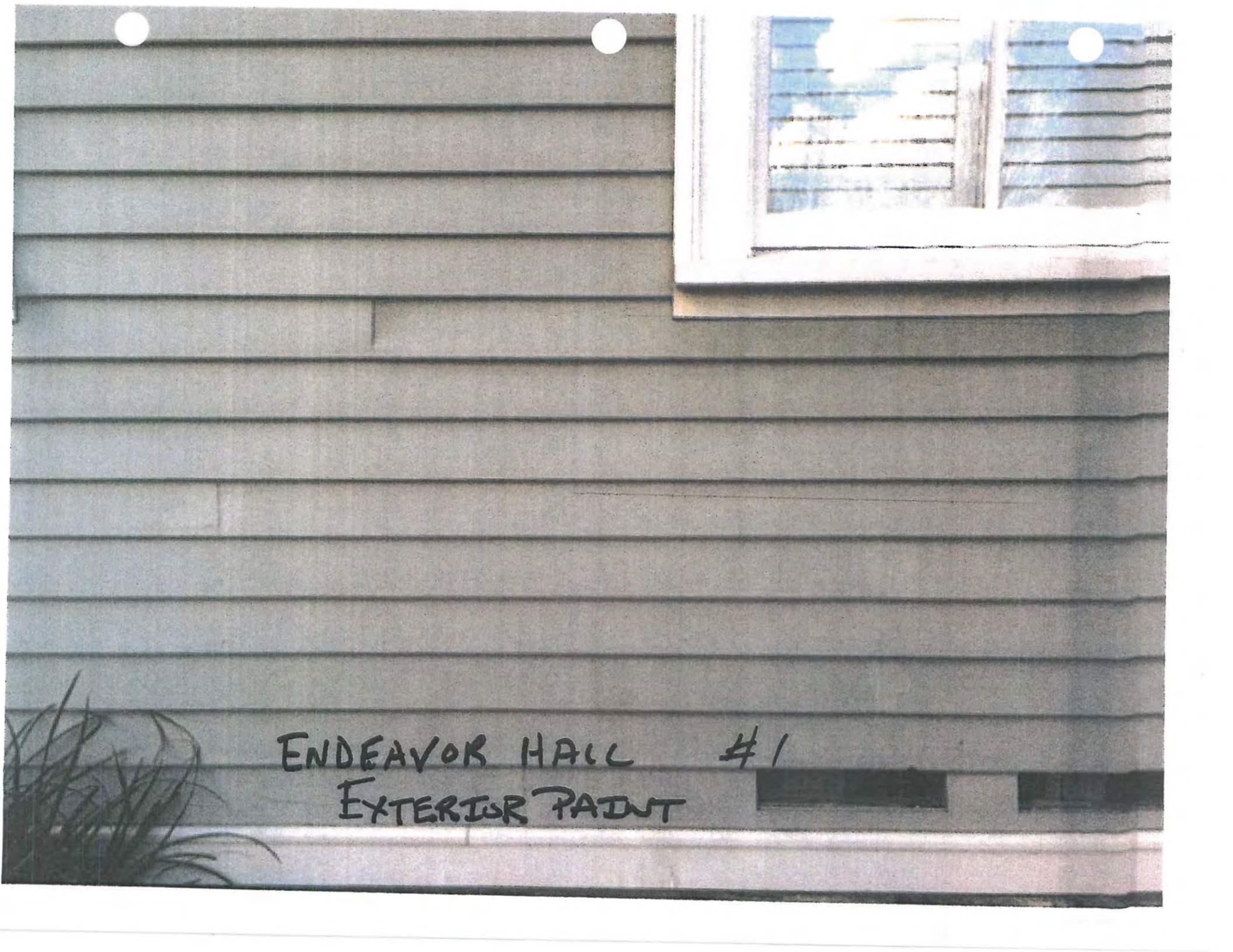
The following are the lowest quotes received for the above work

Painting the Interior and Exterior \$12,240.00

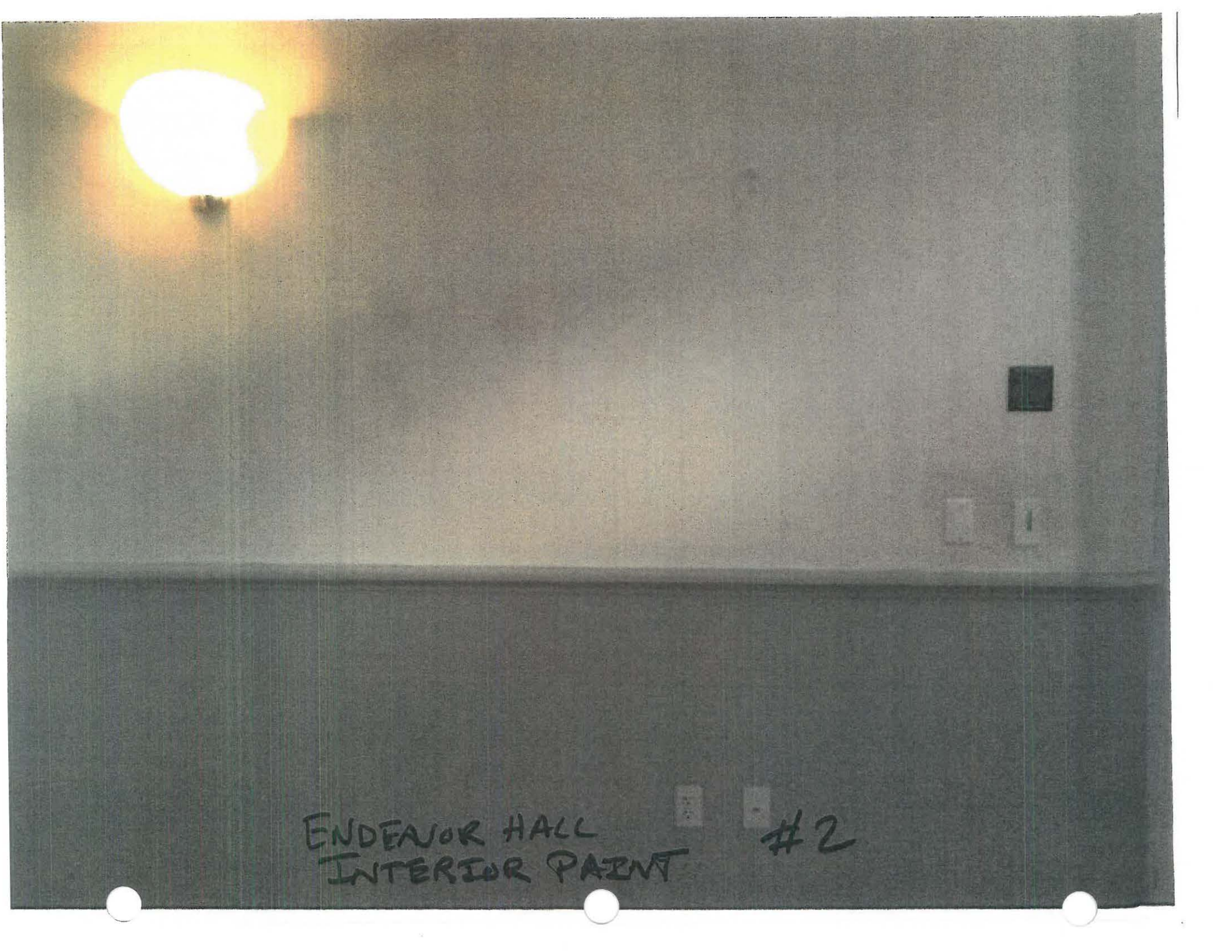
Wood Floor refinishing \$5,472.50

Clean and seal Patio \$1,250.00

The total cost to complete all three projects would be \$18,962.50. This maintenance project would continue to protect Endeavor Hall from the elements and wear for the next to seven (7) to ten (10) years. See attached Pictures 1-Exterior Wall 2- Interior Wall 3- Wood Floor

A photograph of the exterior wall of Endeavor Hall, featuring horizontal siding and a window. The wall is light-colored with dark horizontal lines. A window is visible in the upper right corner, showing a view of the sky and clouds. The text "ENDEAVOR HALL #1" and "EXTERIOR PAINT" is written in black marker on the wall. There are two white circular marks at the top of the wall, possibly from a hole punch.

ENDEAVOR HALL #1
EXTERIOR PAINT

A photograph of a wall in Endeavor Hall. The wall is light-colored and has a horizontal line running across it. In the upper left corner, there is a bright, glowing light fixture. On the right side of the wall, there is a dark square object and two small, light-colored rectangular objects. At the bottom of the wall, there are two electrical outlets. The text "ENDEAVOR HALL" and "INTERIOR PAINT" is written in black marker on the wall, along with the number "#2".

ENDEAVOR HALL
INTERIOR PAINT

#2



ENDEAVOR HALL #3
WOOD FLOOR

SUBJECT: SOLAR FOR CLAYTON WATERFOUNTAIN**BACKGROUND**

The Clayton Water Fountain is located at the corner of Clayton Road and Oakhurst Drive and the size of the site is approximately one acre. The Fountain falls within the Clayton Landscape District and its maintenance and operations is funded from the Districts parcel tax. At the current time the water fountain is shut down and drained do to the continuing drought in California. In a normal year the Fountain would be ran on pre-selected days that the Clayton City Council has approved through the Clayton Fountain Operational Policy. At this current time the policy has eleven (11) events/holidays a year for the fountain to run.

Over the years there has been considerable public inquiry into having the Fountain run seven days a week throughout the year. City Staff has research the cost to operate the fountain year round and submitted a reported to the Clayton City Council. In those reports that have been previously submitted to the Clayton City Council it was estimated at the time that the total cost to operate the Water Fountain could reach \$100,000.00 a year with \$85,000.00 of this cost being for electrical use and the remaining costs going to maintenance of the Fountain. This total cost would amount to be about 10% of the current annual Landscape Districts budget for the year round operation of the Water Fountain.

The Clayton City Council has ask City Staff to see if it is feasible and what would be the cost using solar panels to produce the energy needed to run the Fountains year round. After making contact with eight (8) commercial solar firms City Staff was able to talk to representatives at Five (5) of the firms with the other three (3) not responding back. The five firms that City Staff had communication with were not interested in this type of project. The reasons given were it was not in their scope of work, the project is not large enough, or the project does not have a track record of energy usage so they did not want to get involved in this type of project with its complexities.

This project has numerous obstacles to overcome for this site to make it feasible for solar energy

- This site does not have historical energy usage data for calculating a solar system and most use projections of usage by calculating the power consumption of the existing pumps.
- This site would need a 200kW to 250kW solar system based on projected need from the pumps and lighting. This solar system would need up to a 40,000 sqft. site for the solar panels
- The nearest site that the City owns that could handle the space needed for the solar system is the open space across the Oakhurst Golf Course which is over 1,000 ft. away from the Water Fountains electrical meter and power connection.
- Upgrade of the electrical meter would need to be made to handle the power being produced by the solar panels.
- The calculated cost of a 200kW system using an online solar calculator would be estimated between \$859,000 and \$1,210,000 to install. This cost is calculated only if the solar system was being located on site. Since this would be impossible to do limitation of space at the Water Fountain site there would be additional cost for installation including the following; trenching electrical line across the Golf Course, the need for approval from the owner of the Golf Course

to install the electrical line, upgrade of electrical meter, added installation costs for the site due to the limited entry, and installation on a steep hill side.

- Using the low end cost for installation of a 200kW system Of \$859,000 and the City was off setting electrical usage from PG&E (estimated at \$85,000 year running the water fountain pumps 365 days a year) the payback would take 10 years (this figure used average electrical costs per kw in California and the estimated total cost per year was then calculated at the \$85,000 amount). Since this solar system will not be offsetting the cost for electrical power being use, but instead will be producing power to run equipment that has not been fully operational since the City took possession of the Water Fountain years ago. There will only be minimal saving in electrical usage from the lights, filter pump, and the eleven (11) events scheduled in a year for the Water Fountain. The cost for the electricity to run the above equipment in calendar year 2014 was \$11,746 (this is the last full year when pumps where in use). If you were to take this electrical usage per year to calculate the payback in savings it would take 73.14 years to fully pay for the \$859,000 solar system.

Subject:

Hollow Bore Wood Street Light Pole Replacement

Background:

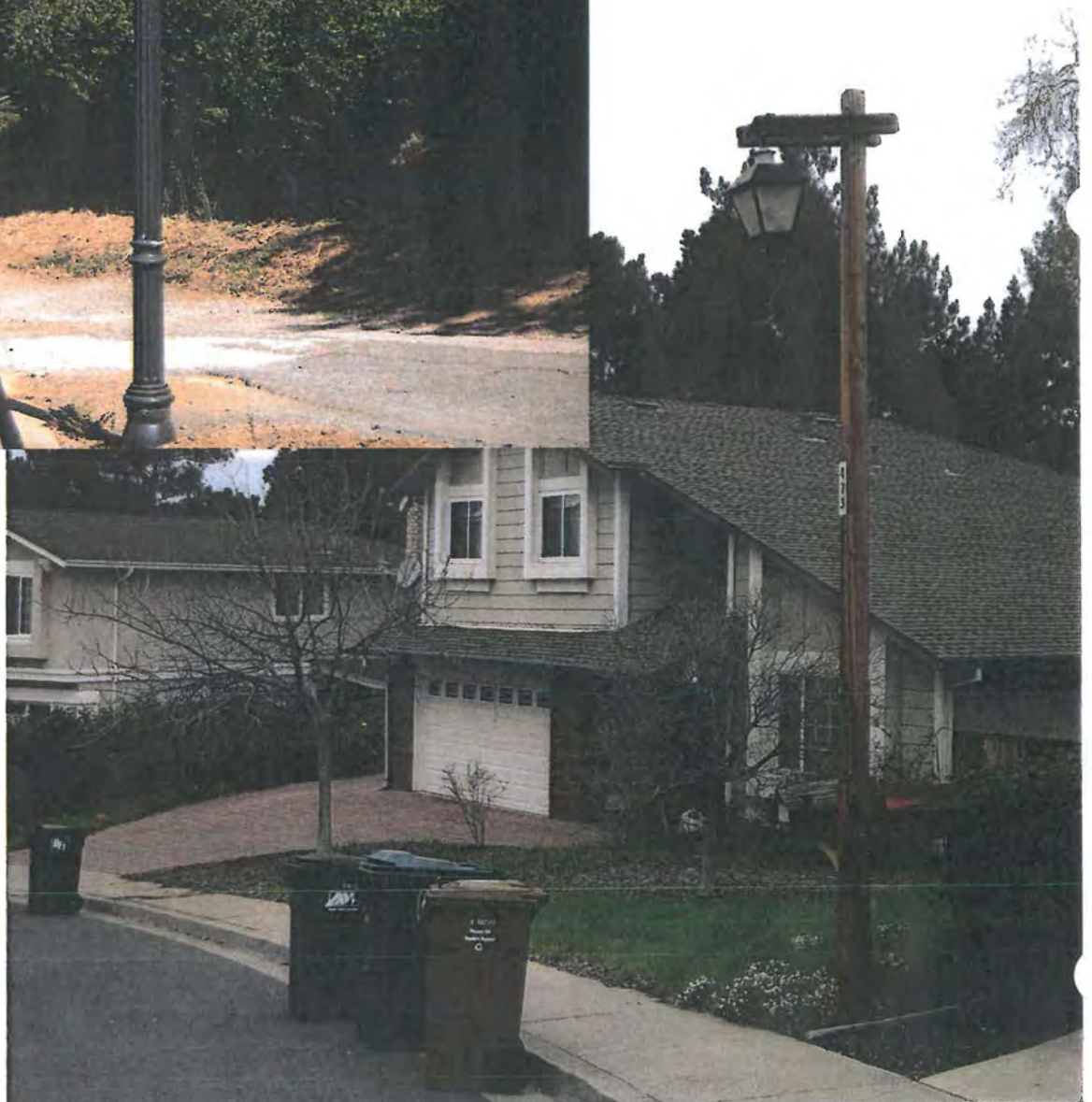
The city has approximately 75 hollow bore wood street light poles located throughout various residential neighborhoods and along the median of Old Marsh Creek Rd. PG&E replaced all the hollow bore wood poles that they own several years ago, 2009-2010, with a metal designer pole approved by city staff. The remaining city owned poles located in the residential neighborhoods were installed between 1980 and 1985. The poles located along Marsh Creek Rd. were installed in 1995. Staff is currently having all remaining hollow bore wood poles inspected for deterioration to determine a replacement timeline. It is expected that many of these poles will have to be replaced in the very near future or sooner. We may be able to phase this project over the next few years, based on the final inspection report, but we also might lose the economy of scale factor which could save us hundreds on the unit price.

Fiscal Impact:

15 foot height: 46 @ \$3,000 per pole	\$138,000
22 foot height: 9 @ \$4,000 per pole	\$36,000
<u>22 foot height double lamp poles: 20 @ \$ 4,500 per pole</u>	<u>\$90,000</u>
Total Estimated Cost	\$264,000

Above cost is assumed to include:

- Removal and disposal of old poles
- Installation of new poles
- Installation of footing on 22 ft. poles
- Reuse of existing fixtures





Memo

To: Gary Napper, City Manager
From: John Johnston, Maintenance Supervisor
Date: 1/28/2016
Re: Wood Pole 2015

WOOD POLE INSPECTION LIST

QTY	POLE #	LOCATION
1	437	307 CHARDONNAY CIR.
2	438	321 CHARDONNAY CIR.
3	439	333 CHARDONNAY CIR.
4	440	BEHIND 332 CHARDONNAY CIR.
5	441	366 CHARDONNAY CIR.
6	442	354 CHARDONNAY CIR.
7	443	342 CHARDONNAY CIR.
8	444	215 COLUMBARD CT.
9	461	6191 MARSH CREEK RD.
10	464	1865 YOLANDA CIR.
11	465	1854 YOLANDA CIR.
12	466	1851 YOLANDA CIR.
13	467	1845 YOLANDA CIR.
14	468	1803 YOLANDA CIR.
15	469	1810 YOLANDA CIR.
16	470	1813 YOLANDA CIR.
17	471	1819 YOLANDA CIR.
18	472	1827 YOLANDA CIR.
19	473	1833 YOLANDA CIR.
20	474	1839 YOLANDA CIR.

21	475	5604 BETTENCOURT DR.
22	476	5609 BETTENCOURT DR.
23	477	5614 BETTENCOURT DR.
24	478	5622 BETTENCOURT DR.
25	479	5607 OHMAN PL.
26	480	5614 OHMAN PL.
27	481	5608 FRANK PL.
28	482	5617 FRANK PL.
29	537	EASLEY 50'/S SYLVANER
30	538	E/S TARA DR. 1P N/O CLAYTONRD.
31	539	E/S TARA DR. 2P N/O CLAYTONRD.
32	540	FRT 5460 TARA DR.
33	541	FRT 1500 HAVILAND CT.
34	542	1501 O'HARA CT.
35	543	1530 HAVILAND PL.
36	544	FRT 1542 HAVILAND PL.
37	545	FRT 1553 HAVILAND PL.
38	546	FRT 1505 HAVILAND PL.
39	547	FRT 1527 O'HARA CT.
40	548	FRT 1543 O'HARA CT.
41	549	FRT 1550 O'HARA CT.
42	550	FRT 1563 O'HARA CT.
43	551	FRT 5476 TARA DR.
44	552	FRT 1515 TARA CT.
45	553	FRT 1527 TARA CT.
46	554	1500 TARA CT.
47	1185	MARSH CREEK RD. 2/W SAMUEL CT.
48	1187	MARSH CREEK RD. AT SAMUEL CT.
49	1189	MARSH CREEK RD. 1/E BIGELOW ST.
50	1226	MARSH CREEK RD. 150' S/E HIGH ST.
51	1228	OPP 6490 MARSH CREEK RD.
52	1229	300' S/O HIGH ST. ON MARSH CREEK RD.
53	1230	350' S/O HIGH ST. ON MARSH CREEK RD.
54	1231	425' S/O HIGH ST. ON MARSH CREEK RD.

55	1232	220' N/O GREYSTONE AVE. ON MARSH CREEK RD.
56	1233	150' N/O GREYSTONE AVE. ON MARSH CREEK RD.
57	1234	100' N/O GREYSTONE AVE. ON MARSH CREEK RD.
58	1235	70' E/O GREYSTONE AVE. ON MARSH CREEK RD.
59	1238	50' E/O MOUNTAIRE PKWY ON MARSH CREEK RD.
60	1239	200' E/O MOUNTAIRE PKWY ON MARSH CREEK RD.
61	1240	250' W/O MT. WILSON WY. ON MARSH CREEK RD.
62	1241	175' W/O MT. WILSON WY. ON MARSH CREEK RD.
63	1242	60' W/O MT. WILSON WY. ON MARSH CREEK RD.
64	1243	MT. WILSON WY. & MARSH CREEK RD.
65	1244	150' E/O MT. WILSON WY. ON MARSH CREEK RD.
66	1256	MARSH CREEK RD. S/O CENTER ST.
67	1307	BETW 264&266 STRANAHAN CIR.
68	1308	257 STRANAHAN CIR
69	1309	248 STRANAHAN CIR.
70	1310	234 STRANAHAN CIR. S
71	1311	225 STRANAHAN CIR. S
72	1312	221 STRANAHAN CIR. W
73	1313	214 STRANAHAN CIR.
74	1314	200 STRANAHAN CIR.
75	1315	276 STRANAHAN CIR.

SUBJECT: City Hall Exterior Painting**BACKGROUND**

City Hall was renovated in 1997 from the DeMartini Winery which was originally built in 1885. The building houses both the City Hall offices and the Police Department offices over three floors. The building is constructed out of both wood siding and stone which cover the exterior of the building. The wood siding is mostly located on the third floor and on the roof cupola. There is also one out building located in the courtyard with wood siding that houses the public restrooms. The exterior of the building has not been completely painted since the renovation in 1997. There was some minor painting done to the roof cupola and stair railings that had shown signs of weathering in 2005. When the new employee stairs were being installed it was notice by City Staff that the paint was weathered and peeling from the wood and need to be re-painted to protect it. Exterior wood surfaces should be repainted every seven (7) to ten (10) years to prevent water and dry rot damage. The building is past do for an exterior painting with eighteen (18) years since it was originally painted during the renovations.

FISCAL INPACT

The Lowest quote received to paint City Hall was;

\$6,900.00

The painting of the exterior wood siding will protect the exterior from the elements for the next seven (7) to ten (10) years. See attached photo of Exterior



CITY HALL
EXTERIOR VIEW

City of Clayton
Police Department
6000 Heritage Trail
Clayton, Ca. 94517



Chris Wenzel
Chief of Police

DATE: January 25, 2016
TO: City Manager Gary Napper
FROM: Chief Chris Wenzel
SUBJECT: Research to install security cameras at exit/entry points for the City of Clayton

Recommendation

Provide information regarding the feasibility of having security cameras placed at the main vehicle entrance and exit points to the city.

Background

Providing ways to deter and apprehend criminals with limited resources causes the city to look towards technology to assist law enforcement in providing service and security to the City of Clayton. Due to the increase of property crime throughout Contra Costa County, all law enforcement agencies are building safe guards for their jurisdictions by utilizing technology to support their mission.

The camera specific purpose has a two-fold purpose: (1) as a post-crime investigative tool, and (2) as a real time license-plate alert system in the event of a crime in progress, such as an abduction, a crime under investigation by the Police Department, or a search for a particular plate numbers.

The installation of this type of system will most likely cause some public comments regarding their usage. First would be the right to privacy, second that the cameras imply a negative portrayal of our business and residential community and lastly would be the fiscal constraints to build.

The cameras take a still photo of the rear of each passing vehicle. The type of vehicle can be identified and enlarged image of the license plate is displayed along with the vehicle. Because the image is taken from the rear of the vehicle, the occupants of the vehicle are not seen.

The system currently retains the information for 30 days and then it is automatically deleted. This allows law enforcement to use the information to develop leads during an active investigation, subsequent to a crime occurring. The information is not available to the public and is only released pursuant to a court order or subpoena along with evidence of a crime in a criminal incident.

Due to the increases of property crimes and assaults in the city and that all of the surrounding communities are developing methods of deterrence and apprehension of criminals it has been suggested to install a camera system in the City of Clayton.

Findings

The City of Clayton is not a high crime area; however, we do have a significant increase in our crimes rate in the last two years.

2015- Assaults 28	Burglary- 28	Larceny-105	Vehicle Theft-19
2014 – Assaults 14	Burglary-48	Larceny-49	Vehicle Theft-12
2013- Assaults 16	Burglary-38	Larceny-53	Vehicle Theft -10

The solvability of crimes listed is based on actual apprehension, investigation of information and fact and evidence collection. The presence of a camera system serves as a deterrent and a source of information which could lead to the recovery of property and/or the identity of a suspect.

Fiscal Impact

To establish a camera system at the three major entry and exit points of the City, I obtained a quote from Vigilant Solutions. Vigilant Solutions works with other law enforcement jurisdictions in the area and a representative came out to the City of Clayton to determine what would be necessary to accomplish the goals established. The cost to bring 10 cameras (one per lane) with the appropriate accessories, training and installation along with a two year warranty and licensing fees the approximate cost is \$132,983. This does not include the reoccurring monthly cost of 5 SIMS cards (Verizon or AT&T government rate). Estimated fifty dollars a month per card times 12 months a year equals \$3000 a year.

Next steps

At this time the Concord Police department is also conducting research with a camera system for their city. (Odin system) Given the interest into installing cameras for the City of Clayton we may want to wait and see what the outcome of Concord PD's research to determine if there are financial partnerships available to reduce our costs. We can also test the Odin system to determine

which system works best for the City of Clayton. I have already contacted a representative from Odin systems and have put the City of Clayton on their list for possible test purposes. The City Council may wish to invite the public to comment on this proposal through use of on-line survey or an additional public forum.

City of Clayton
Police Department
6000 Heritage Trail
Clayton, Ca. 94517



Chris Wenzel
Chief of Police

DATE: January 26, 2016
TO: Gary Napper, City Manager
FROM: Chris Wenzel, Chief of Police
SUBJECT: Potential cost associated with the anticipated vacancies

Recommendation:

To determine the cost to staff the Clayton Police Department with newly hired officers prior to the possible exit of officers to be hired by the Oakley Police Department.

Background:

The Clayton Police Department is currently staffed by the Chief, three Sergeants, and seven officers. We are anticipating three upcoming vacancies as a result of current staff members lateraling to another local police agency. As a result of these vacancies, the department will be reduced by 30% of its authorized patrol personnel. Due to these shortages, the remaining staff will be tasked with providing coverage in an overtime capacity until newly hired officers have completed their Field Training. The length of time that these shortages will last depends on the status of the newly hired officers. Typically, experienced officers (laterals) require about three weeks of Field Training with an existing training officer in order to learn the procedures of a new department. Academy graduates who have little or no law enforcement experience are mandated by the Commission on Peace Officer Standards and Training (POST) to participate in a minimum ten weeks of Field Training. There is a possibility of hiring the necessary officers to replace the officers leaving prior to their last day of service. This would eliminate the cost of excessive overtime associated by the vacated position which in-turn improves on the service delivery provided to the community. Allowing for a transition period for the sergeants position would be a necessity to adequately train and prepare an individual to operate quickly at a higher level.

Fiscal Impact:

Determining an exact financial impact relies on many variables. If a hired person is lateral from another law enforcement agency then the training time is reduced from ten weeks to approximately three depending on their abilities. A non-lateral officer would need 10 weeks of training to fulfill the requirements of POST. If the hiring process occurs as anticipated we would be able to hire new officers in approximately 4 weeks prior to the anticipated exit of the three officers hired.

With this proactive approach we would be able to save on overtime costs for that period depending on the amount of required training. The best case scenario would be to hire 1 new lateral sergeant and two lateral officers requiring 3 weeks of training. Based on this analysis the cost would be approximately \$21,473 which would include salary and benefits, backgrounds and equipment costs.

Basing on brand new hires in order to maintain 24 hour a day, seven day week coverage of two officers, a total of seven vacant 12-hour shifts need to be filled in each two-week pay period by existing officers on an overtime basis. Additionally, each of the existing seven officers will be working seven 12-hour shifts on their regularly scheduled days for the two-week pay period.

The total estimated overtime per pay period in order to accomplish these goals is \$6,207.44. This is based on the top salary step for each existing officer and sergeant. Depending on the three new hires being academy graduates, the total time period of the needed shift coverages will be 10 weeks. This will result in a total cost of \$31,037.20 (3 academy graduates hired). With an additional \$7200 for background and equipment costs totaling \$38,237.00

Information Technology and a New City Website

The existing City website was built by a former Clayton resident pro bono, which is currently maintained by nontechnical City staff. The site has served the City well for many years; however websites today are becoming more robust and acting as a key portal to information for customers (the public) while also assisting City staff by providing the capability to conduct City business quicker and more efficiently. Currently, the City's website contains a great deal of information for the public; however it is limited in its scope and functionality, not to mention the website is on an out of date platform. City staff received three proposals for the development and implementation of a new website with one of the proposals containing other technological options for the City Council to consider. Further, website design and creation can range from very simple websites to incredibly large and complex sites with not only information but also functionality and interaction, and these three quotes provide that range of possibilities to consider.

GovOffice (Attachment A)

GovOffice is a large national company that provides website technologies and solutions for not only government but also education, nonprofit, advocacy and campaign sectors with 1,500 municipal accounts. GovOffice has clients throughout the United States such as the City of Orinda, Imperial Beach, CA, Adelanto, CA, and Oxford, NC.

GovOffice has a variety of pricing solutions depending on the needs of the client with the design platform prices ranging from \$595 to \$6,395, which is contingent on the level of services required by the client. Given the size of the City of Clayton as well as the type of functions desired for the website, GovOffice identified the Premium Plus Design package, which includes a custom homepage, four custom interior banners, auto-image slide, quick link buttons, the ability to accept online payments, and mobile website design. Other features included in the website would be weather and news feeds, community survey forms, eNewsletter solutions, alerts, and service request forms. This option would cost the City \$11,670 for the design and implementation of the website with an ongoing annual hosting fee of \$1,250. This website is designed in such a fashion as it would be maintained by City staff following an online training session; however this option is limited in the number of the functions provided by this company's software.

Vision Internet (Attachment B)

Vision Internet is a large company with nearly 700 municipalities with clients across the United States. Their clients include the Santa Clara, CA, Reno, NV, Provo, UT, and Bend, OR.

Vision Internet has provided a cost quote of \$46,820.00, which would provide the City with a turnkey website that would be updated and managed by City staff after two days of onsite training. The annual reoccurring costs were not provided in the City's proposal. Vision Internet has three different packages, which dictate the level of functionality of the site. Premium features include facilities registration which could be used for Endeavor Hall and the Community Park, streaming video center, job application submittals, and the ability to receive online payments. The functionality of this website would be a

dramatic improvement over the existing website as well as have more of a functional capacity than the offerings of GovOffice.

DIGITAL SERVICES (Attachment C)

Digital Services is a local independent small business located in the City of Antioch. The quote provided by Digital Services not only includes the cost of website development, but also includes costs associated with addressing technical support as well as technological shortfalls of the City. The City's previous technical support and IT consultant operated on an on-call basis and provided the City with services as more of a secondary job which left nontechnical staff spending time trying to troubleshoot issues. The City's IT consultant is no longer available and the City is looking for replacement IT services. City staff also requested Digital Services to examine other issues and the costs associated with providing technical support and updates to the City of Clayton.

IT SUPPORT

The first issue covered in the proposal is the cost to back up the City's server. Currently, the City is operating with only one server with a mirrored hard drive, which is not backed up offsite so if something were to happen to that server the City will lose several years of data and City staff would have to recreate many documents and processes from scratch. The lack of having backup storage is risky and is considered to be a bad management practice. Digital Services provided a price quote of \$2,209.00 per year for server backup services including cloud storage.

Another service that was researched was the provision of MS Office 365, which is a Microsoft Hosted Exchange. Currently, City staff cannot share or view Outlook calendars between other staff and remote access to email only downloads emails that have not been previously downloaded by the server. Emails existing in the user's inbox cannot be viewed remotely, plus emails that are remotely downloaded do not show up in the user's inbox at their City workstation. This is cumbersome and not ideal for the ease of use. The quoted price of \$384 in the proposal is actually low due to an incorrect assumption of the number of employees. The actual cost would actually be closer to \$1,100 per year for this service.

Website Design

Digital Services also provided the costs for the development of a new City website. City staff put together a comprehensive wish list of capabilities for the new website which included but are not limited to: form submission, integration with the business license software to allow for online renewals, online payments, interactive facility rental calendar, video streaming, and online submission of job applications. The total one-time costs to develop a new website are proposed to be \$8,450.

Digital Services also included costs associated not only with ongoing web services but also assumed IT services at 15 hours per month at \$65 per hour. The hourly rate of \$65 per hour, which includes both website services as well as IT support, is the best rate staff could find for IT support services, other quotes received were for \$230 per hour and \$150 per hour just for IT support without having the more comprehensive website component. The total ongoing costs would be estimated at \$11,700, which

includes onsite IT services, website security protection, the uploading of materials to the website, and maintenance of the site. This option would remove nontechnical staff from the maintenance and the uploading of materials to the website by providing third party separation. Staff has discussed the assumption of the number of hours required per month with Digital Services, which may be negotiable.

Currently, the City budget has allocated \$4,000 for server backup and IT support services and has previously reached levels of \$6,000 in past budgets. The proposed services would result in an additional \$8,000 to \$10,000 approximately in additional costs for IT support as well as the additional services as it relates to the website, not including web streaming. As stated earlier the number of hours may be negotiable, which could reduce the overall costs to the City.

The table below shows a summary of municipalities throughout the State that recently underwent the process of creating a new website and how much cost was incurred by those jurisdictions. This table is to provide the Council with an idea of the range of possibilities as well as the going rate for these services.

CITY	COST	DATE
Mountain View	\$85,000	2012
Santa Clara – Implementation only, no design	\$81,985	2015
Midpeninsula Regional Open Space District	\$49,410	2014
Los Altos	\$40,000	2013
Campbell	\$28,350	2013
Palos Verdes Estates – Refresh	\$24,750	2015
Monrovia	\$13,000	2013

Streaming

Lastly, at the request of staff, Digital Services looked into the possibility of live streaming of the City Council meetings. There are only a total of five jurisdictions, with Clayton being one of them, in Contra Costa County that do not stream their Council meetings. The other jurisdictions are Lafayette, Orinda, Moraga, and Danville; however Orinda and Moraga provide an audio recording on the City's website following the meeting. The total annual cost to stream the City Council meetings as well as archive the meetings would be \$6,720, with the main costs attributed to the lease of the video server. Due to the proposed cost, Staff has also requested from Digital Services the costs associated with posting the video of the Council meetings on the City's website after the meeting has occurred, which is an additional option for Council consideration. Staff has not received this cost at the writing of this report.

Staff recommends the City Council direct staff to continue to negotiate further with Digital Services and return back to the Council with a revised proposal. The proposal shall reflect an agreed upon lower number hours for IT services and website maintenance. The proposal shall also include an option to upload the City Council videos in place of streaming.



CITY OF CLAYTON, CA

WEBSITE DESIGN, DEVELOPMENT AND HOSTING

Key Contact

Ross Heupel
Marketing Director
651-270-0442
rossh@avenet.net
GovOffice.com

January 14, 2016

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GovOffice Introduction

Our History

GovOffice Web Solutions is a division of Avenet LLC, a national leader in delivering state-of-the-art Web solutions for government, education, nonprofit, advocacy and campaign sectors. Avenet was founded in 1999 and began serving local governments in 2001 through its GovOffice partnership with the International City/County Management Association (ICMA) and 12 state municipal leagues. The company is based in Minneapolis, Minnesota. GovOffice is a leading national provider of websites and content management systems to local governments, serving over 1,400 cities and counties in 42 states and Canada.

Corporate Office Location

GovOffice Division
Avenet Web Solutions
2112 Broadway NE, Suite 250
Minneapolis, MN 55413
612-617-5700
GovOffice.com

The GovOffice Value Proposition

Our population-based pricing makes GovOffice an effective, affordable solution for every size of local government. With GovOffice, you don't pay for a bunch of pricy features you don't want or need. Our solution provides all the core features used by most local governments, and enables you to add more specialized features as needed. In short, we're easier to use, more affordable, and offer the features you and your citizens need, designed to fit a government budget. And as governments try to do more with less now more than ever, that's the perfect win-win for you and your constituents!

Powerful and Scalable

GovOffice delivers a powerful yet flexible web site solution which enables you to continue scaling up with additional features as needed. In short, we provide what you need, when you need it, with less hassle and expense, including:

- Custom, professional graphic design
- Powerful, flexible Content Management, with unlimited sections and subsections
- Free mobile version of your website
- Robust online forms system for sign-ups, surveys, comment forms, polls, and more
- Audio and video files integration
- Calendars, News, Image galleries
- Security system enabling multiple users with varying levels of editing permissions to update the website

GovOffice Client Examples – Premium Plus Designs



Elizabeth City, NC
www.cityofec.com



Belle Fourche, SD
www.bellefourche.org



New Richmond, WI
www.newrichmondwi.gov



Federal Heights, CO
fedheights.org

GovOffice Client Examples



Adelanto, CA
www.ci.adelanto.ca.us



Reedsburg, WI
reedsburgwi.gov



Meadville, PA
www.cityofmeadville.org



Medina, WA
medina-wa.gov

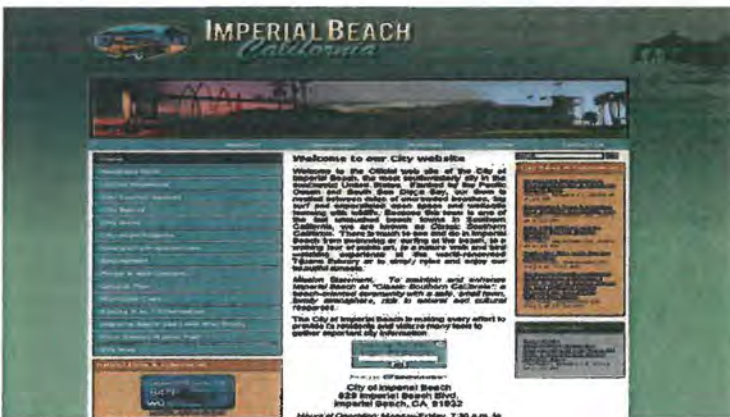
Some of our California clients include:



Solana Beach, CA - www.ci.solana-beach.ca.us



Adelanto, CA - www.ci.adelanto.ca.us



Imperial Beach, CA - www.imperialbeachca.gov

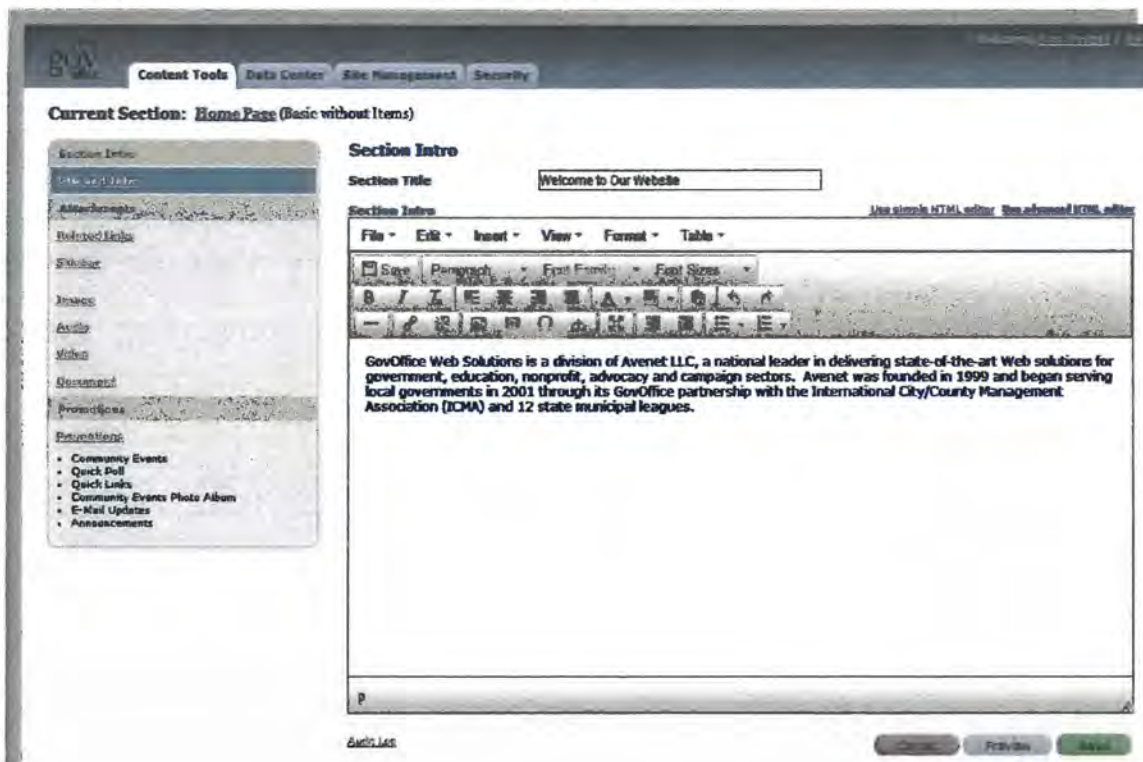
GovOffice Content Management Solution

Everyday GovOffice users efficiently manage their websites from their office and at home--on any computer that is connected to the Internet using any Web browser--and they enjoy the many features that GovOffice offers, including:

- Unlimited number of sections and subsections are allowed to expand your site
- Unlimited number of links throughout your site
- Build a homepage that includes a greeting, breaking news and upcoming events
- Online sign-up for newsletters, comment forms, polls, and surveys
- Audio and video files posted throughout the site
- Image gallery that serves as an online photo album
- News articles that can be featured and archived
- Post meetings agendas and minutes as documents
- Calendar of all community events and meetings
- Contact information of staff and elected officials
- Advanced users may switch to "HTML mode" for added flexibility
- Security system that allows multiple users with varying levels of editing permissions to update the website simultaneously

GovOffice Site Administration Section

Microsoft based solution makes it easy to manage your website



GovOffice Hosting

Web Hosting Included	Standard	Optional
Up to 1GB of stored uploads	✓	Additional storage is available, \$250 increase – 3GB.
Tier One Cloud hosting at a highly secure CenturyLink Data Center.	✓	
Maintenance, upgrades and nightly backups by GovOffice	✓	

All GovOffice customers are provided secure, Tier One Cloud hosting provided by CenturyLink, which ensures the highest levels of security and firewall technology, powerful and reliable servers and systems, and robust bandwidth.

CenturyLink Data Center are staffed 24/7 with highly trained technical engineers. In addition, the CenturyLink Call Center adheres to a strict escalation procedure to help ensure that GovOffice's applications are available to our customers at all times. It is noteworthy that CenturyLink Data Centers were constructed to withstand natural disasters, such as earthquakes, tornadoes, and floods. This has brought the utmost value especially to our clients in regions of the country that experience severe weather capable of knocking out telecommunications and utilities.

GovOffice Technical Support Services

Support Services Included	Standard
Live 2 hour training session (webinar) provided to all new clients and new site administrators	✓
No Fees for Future Trainings	✓
Live Technical Support	✓
Online Help Guide with Training Videos	✓

Training Experience

Most training sessions only take two hours, if you have a basic understanding of Word or PowerPoint, then you'll easily pick-up our Content Management System. We'll schedule a training session that fits your schedule. Sessions are conducted over the Internet and phone, no expensive on-site meetings are necessary. Additionally, there is no charge for future training sessions with new staff.

Customer Service

Our Training and Technical Support Team is available Monday through Friday, from 8:00 a.m. to 5:00 p.m. (Central Standard Time), excluding national holidays. They provide full training on the GovOffice CMS, additional training (if needed), technical support of websites, and more.

GovOffice Provides:

- Online Training Sessions
- Toll-Free Phone Support
- Quick Tips
- Online Help Guide – Includes video training sessions, FAQ and more.
- Support Documents
- Optional Startup Package

Content Management System Overview

Content Management System	Standard
100% Web-Based Content Management	✓
Unlimited Number of Users	✓
Permission Level Management	✓
Edit Preview Feature	✓
Data Storage Tracker	✓
Audit Log (Reports editing activity of each page)	✓
Site Statistics and Google Analytics	✓
ADA Compliant	✓
HTML Editor Option	✓

The GovOffice Content Management System (CMS) will enable your community to rapidly deploy and manage its own website at a fraction of the cost of traditional Web development.

GovOffice requires no specialized software skills and it allows staff to administer the site anytime, from anywhere (with Internet access and a Web browser). The GovOffice CMS is a database driven Web application based on underlying Microsoft technologies, including SQL Server.

Our Software as a Service (SaaS) hosting model means your website will be worry-free. GovOffice provides them hosting, technical infrastructure, upgrades and maintenance, saving you time and money.

No additional software is required – we provide everything you need!

GovOffice Content Management Features

Content Management System Key Features	Standard
Easy-to-Use Editor for a Non-Technical Staff	✓
Import, Type and Spellcheck Text	✓
Load Documents, e.g. Agendas and Minutes	✓
Upload Photos	✓
Events Calendar	✓
eNewsletter Subscriptions	✓
Cross Promote Section Headlines (Promotions)	✓
Directories	✓
Post Announcements	✓
Frequently Asked Questions	✓
Search Engine (entire site or per section)	✓
Image Gallery Slideshow	✓
Password Protected Sections	✓

GovOffice Content Management Features

Content Management System Enhanced Features	Standard
eNewsletter Solution	✓
Citizen Alerts	✓
Service Requests e.g. Report a Problem Forms	✓
Community Survey Forms	✓
Polls that Display Results	✓
RSS Weather and News Feeds	✓

Online Payment Solution Included

Citizens can now make easy online payments with our new civic e-payment solution. Citizens in your community will have access to a convenient, efficient and user-friendly way to pay bills or purchase city services 24 hours per day, 7 days a week. Online payments may be made using checking account information (Electronic Funds Transfer) or credit cards. Citizens will have the choice to click the payment of choice, they can view options and review associated service fees. Transactions are secure using state-of-the-industry encryption technology. There are no license or hosting fees associated with our online payment solution, and we'll assist you with set-up. All credit card and transaction costs are covered by a small convenience fee paid by users.

Mobile Website Solution

As the use of smartphones continues to increase among US consumers, citizens have the ability to access their local government website with greater ease and frequency. Using the best in Responsive Web Design (RWD) technology, GovOffice Mobile™ will allow you to reach your constituents anywhere, anytime on any modern mobile device.

	• Compatible with all modern mobile devices • Large, "easy tap" navigation buttons • Intuitive navigation structure • Simultaneous editing between sites • Mobile and desktop sites contain same content • No downloads or updates necessary • No activation necessary
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GovOffice Content Services

While the GovOffice CMS makes it easy to manage your Web content, we understand that building and maintaining your website can be a challenging task, especially on top of your many other responsibilities. If you need assistance, our experienced content professionals provide a range of services that will deliver a streamlined, intuitive website.

From a simple Homepage Makeover to designing a complete navigation structure, writing new content, or enhancing page layouts, our team can do as much or as little as you need. Our content professionals understand and implement best practices of Web writing and design, while working with you to ensure your unique website needs and goals are met.

We offer the following Content Services:

- Homepage Makeover (included with Premium & Progressive Design Solutions)
- Navigation Architecture
- Content Transfer
- Writing & Content Creation
- Webmaster

Homepage Makeover

It takes the average visitor only three seconds to make a judgment about your entire website based on your homepage alone. Ask yourself these questions: Is your homepage feeling cluttered or outdated? Is your navigation menu getting too long? Do you want to make your homepage easier to read and more user friendly? Allow the experts at GovOffice to do the work for you!

The Homepage Makeover will implement best practices of Web writing and design including:

- Rewriting content for the impatient online reader
- Removing formatting issues like colored text, all caps, underlines on non-links, numerous fonts and center-aligned text
- Implementing bulleted lists and other proper formatting
- Using promotions and images effectively
- Reorganizing primary navigation menus--this will improve your entire site
- Reorganizing announcements--using promotions to display announcements in a visually appealing way

If you're ready to take your website to the next level, or need help getting some projects beyond the starting blocks, we'll provide content services specifically created for local governments.

GovOffice Proposed Quote – City of Clayton, CA Population – 11,000

Simply put, for most small-to-medium sized local governments, GovOffice is the most effective way to manage your Web presence and deliver online services to citizens.

Web Development Services	Fee
License Fee for GovOffice Content Management System	\$2,150
Annual Hosting, Maintenance and Customer Support	\$1,250
Premium Plus Design (custom homepage, four custom interior banners, auto-image slide, quick link buttons and mobile website design) Choose the design solution that fits your budget! See attached document	\$6,395
Content Transfer Services (text and documents to be transferred, Minutes and Agendas less than 2 years old included). Optional Service – Save money and transfer your own text/files.	\$1,800 20 hours Estimate
Mobile Website	No fee
Online Payment Feature – Reservation Solution	No fee
URL Redirect Fee	\$75
Grand Total	\$11,670 Without Content Transfer Services - \$9,870 Second Year \$1,250

GovOffice Annual Service Package Includes:

- Unlimited bandwidth & Cloud-based hosting up to 1 GB of uploads
- Unlimited toll-free technical support for staff
- Online training/re-training of Content Management System (CMS) software for staff
- Daily backups of stored website content and design files
- Maintenance of Web servers and their installed security systems
- 24/7/365 access for an unlimited number of Administrative users
- Secure SSL Administrative website
- Upgrades of Content Management System
- GovOffice Mobile for optimal website display on smartphones

Custom Design Services – Recommended Design

Premium Solution Design Includes

- Custom homepage design
- 4 Interior Banners rotate on refresh or be tied to internal sections
- Unique color scheme to fully match the client's branding
- Full set of social media icons
- Favicon, if requested by the client
- Limit of 50 photos sent for inclusion in the design
- Rebuild site if requested by the client
- 10 short cuts
- 3 Mockups – 3 Revisions

Homepage Setup included -- our content professionals will provide up to 3 hours of service in setting up or organizing your new Homepage content to conform to the final design draft and Web best practices.

Auto-image Slider includes five image boxes, self-administered feature.

Quick Link Buttons, five large buttons to be applied to new design.



Red Springs, NC - www.redsprings.org

Premium Design with Auto Image Slider and Quick Links – Design Fee \$6,395

Mobile Website Design Examples



The GovOffice Design Team will develop a customized mobile design for your organization that incorporates your choice of master and accent colors, a stylish font treatment for your header, and your official logo. Large online payment button can be applied (\$250 additional fee)

Content Service Included with Premium Solution Design

The Homepage Setup will implement best practices of Web writing and design including:

- Rewriting content for the impatient online reader
- Removing formatting issues like colored text, all caps, underlines on non-links, numerous fonts and center-aligned text
- Implementing bulleted lists and other proper formatting
- Using promotions and images effectively
- Reorganizing primary navigation menus--this will improve your entire site
- Reorganizing announcements--using promotions to display announcements in a visually appealing way

Development and Scope of Work of Your New GovOffice Website

The implementation timeline for deliverables is subject to client participation, direction and approvals. Your new GovOffice website can be deployed within two - three months.

The implementation timeline for deliverables is subject to client participation, direction and approvals. Your new GovOffice website can be deployed within two - three months.

Site Creation	1 day
Content Transfer – Site Migration	10 weeks
Design Process	10 weeks
Training session	2 hours - Live
Site Testing	2-3 days
Prelaunch Review with staff	1-2 hours
Domain Redirect	6 hours

Key City Staff Responsibilities include:

- Provide new site map for content transfer project (optional service)
- Assist GovOffice staff with design mockup, provide community based photos and be able to respond to timely design reviews and revisions.
- Complete formal two-hour training session
- Review recommended homepage content setup
- Conduct prelaunch site review
- Assist with the URL redirect process – contact domain provider

Third Party Applications – No Issues!

Unlike some hosted CMS solutions we allow our clients to embed or link third party solutions to their GovOffice website.

GovOffice References – California Clients

City of Adelanto, CA
Rachel Lara-Carranza
City Manager's Office
760-246-2300, ext. 3049
rcarranza@ci.adelanto.ca.us
www.ci.adelanto.ca.us

City of Solana Beach, CA
Dan King
City Manager's Office
858-720-2477
DKing@cosb.org
www.ci.solana-beach.ca.us

City of Orinda, CA
Janet Keeter
City Manager
925-253-4220
jkeeter@cityoforinda.org
www.cityoforinda.org

Testimonials

"After receiving several demonstrations by web design companies specializing in government sites, I found GovOffice to be the most attentive to our needs, explaining what they offered and why, and not overselling us on features. The bonus was that the cost was much less than other comparable competitors."

Barb Rote, City Clerk
City of Oxford, North Carolina - oxfordnc.org

"We really love the new website! I would really like to praise Janelle (GovOffice's Web designer) for all of her hard work and patience. Janelle paid attention to every little detail that gives our site a fresh, vibrant look and reflects the authenticity of our city and its new brand. She was so easy to communicate with and always seemed to get it just perfect. It is exactly what we hoped for—and more!"

Holly Sammons, Economic Development Director
City of Luverne, Minnesota - cityofluverne.org



We Offer A Wide Variety of Affordable Website Designs

While many Web development firms offer a one-size-fits-all design, GovOffice will present an array of solutions sure to satisfy your design goals and budget, whether small or large.

Premium Solution Plus - \$6,395

Custom Home Page, 4 Custom Interior Banners, Auto Image Slider, 5 Quick Link Icons, Custom Mobile Website, Homepage Content Setup Service and much more!

Premium Solution - \$4,895

Custom Home Page Design, 4 Custom Interior Banners, Custom Mobile Website, Homepage Content Setup Service and much more!

Progressive Solution Plus - \$3,995

3 Custom Banners, Auto Image Slider, 5 Quick Link Icons, Homepage Content Setup Service.

Progressive Solution - \$2,495

3 Custom Banners and Homepage Content Setup Service

Value Solution Plus - \$2,295

1 Custom Banner with Auto Image Slider

Value Solution - \$1,295

1 Custom Banner

Budget with Color Scheme - \$845

1 Banner Applied to Template Design and Color Scheme

Budget - \$595

1 Banner Applied to Template Design

Premium Solution Plus - \$6,395

Custom Home Page Design, 4 Custom Interior Banners, Auto Image Slider, 5 Quick Icons, Custom Mobile Website, Homepage Content Setup Service and much more!



City of Belle Fourche, SD - www.bellefourche.org



City of New Richmond, WI - www.newrichmondwi.gov

Premium Solution Design - \$4,895

Custom Home Page, 4 Custom Interior Banners, Mobile Website Design, and Homepage Content Service.



City of Oxford, NC - www.oxfordnc.org



Brandon, SD - <http://brandon.govoffice.com>

Progressive Solution Plus Design - \$3,995

3 Custom Banners, Auto Image Slider, Quick Link Icons, and Homepage Content Setup Service.



Pickens, SC - <http://cityofpickens.com>

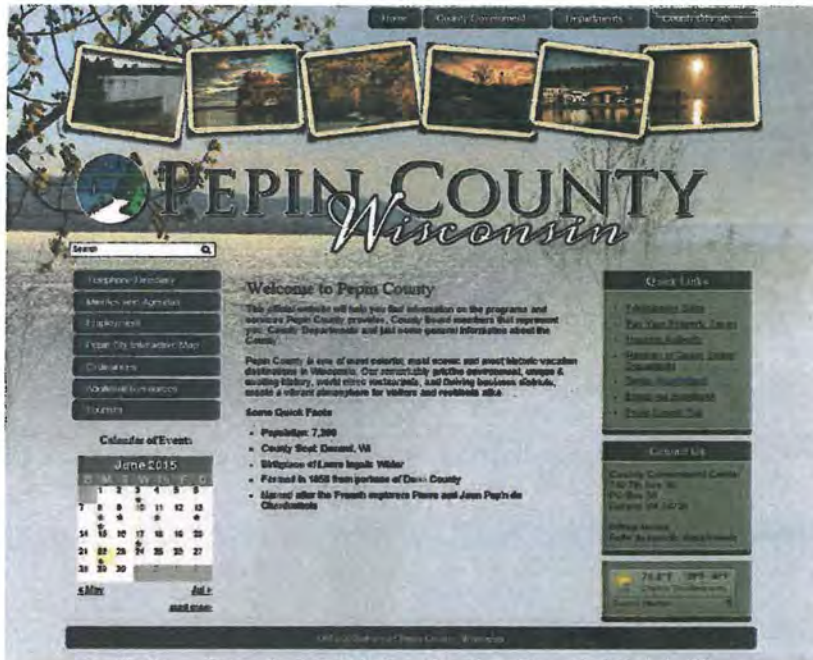
Progressive Solution Design with Auto Image Slider - \$3,495



Eagle Fire Department - <http://eaglefire.org>

Progressive Solution Design - \$2,495

3 Custom Banners with Homepage Content Setup Service.



Pepin County, NC - www.co.pepin.wi.us



Stillwater Township, MN - <http://stillwatertownship.com>

Value Solution Design Plus - \$2,295
One Custom Banner with Auto Image Slider.



Cherokee, Iowa - <http://cherokeeiowa.net>



Laurel Park, NC - www.laurelpark.org

Value Solution Design - \$1,295

1 Custom Banner – Up to 8 banner Images



Tupper Lake, NY - www.tupperlakeny.gov



Grandview, Iowa - www.grandviewiowa.com

Budget Solution Design with Color Scheme - \$845

Client selects template from Design Library and provides banner images and preferred color Scheme.



Gregory, SD - www.cityofgregory.com



Des Moines Valley Health and Human Services - www.dvhhs.org

Budget Solution - \$595

1 Banner to be applied to template, up to 8 images.



Lakewood, IL - www.village.lakewood.il.us



Fairfax, IA - www.cityoffairfax.org

Auto Image Slider Feature - \$1,000 – Optional Feature

The GovOffice Auto Image Slider is an optional upgrade to your custom website design. This feature is an excellent way to showcase your community's beautiful imagery, local events, or special projects through a multi-image slideshow. The Auto Image Slider is self-admin, which means you can add and remove photos at your discretion - no additional programming required. 5 Image Boxes.



Mobile Custom Design - \$500

As an optional upgrade, the GovOffice Design Team will develop a customized mobile design for your organization that incorporates your choice of master and accent colors, a stylish font treatment for your header, and your official logo.



OVERVIEW

Through our service of nearly 700 of some of the most progressive municipalities across the United States, Vision Internet created and refined a comprehensive, research-based development process that will help us understand your goals and implement a solution that will address your community's needs and reflect its personality. Our approach is one of partnership, guiding you to achieve extraordinary results by creating a website that will address three governing purposes, to: 1. Serve, 2. Represent and 3. Delight the community.

**Serving your Community**

The core of a local government's online presence is to serve residents. This means providing key services online to allow residents to conduct business with you 24/7, eliminating the need for cumbersome visits to your offices. Vision Internet takes the core purpose of serving your community seriously. We will ensure that your residents' needs are quickly addressed by:

- Analyzing the top tasks residents look to complete on the website and the way they access your current site
- Consulting with you to ensure these needs guide the design process
- Providing numerous interactive components, such as Online Job Applications, Facility Reservations, Online Payments, eNotifications and more to create a robust, functional website.

Representing your Community

Years ago, the concept of "branding" was rarely discussed. However, as residents expect more from their city's online presence, many Vision clients are seizing the opportunity to use their website to brand their community, its leaders and their individual agencies and departments through the use of bold graphics that reflect their unique identities and interactive tools that allow leaders to communicate directly to the public.

Delighting your Community

Certainly, many residents' interactions with the City can be far less than "delightful". Since governments first went online, they have sought to digitize a mountain of forms, policies and other paper content and get it on the web. That thought process led to cumbersome sites, often with thousands of pages of dated content that confounds residents and challenges site administrators to keep content current and relevant. If residents can't readily find the information they seek - quickly and easily and on the device of their choice - their opinion of their city administration can understandably be affected.

However, when a resident finds a website that is streamlined and can be accessed on their terms, the seeds of delight are planted. Vision Internet's process and functionality is ever-mindful of the resident, delivering a solution to keep content current, relevant and easily-accessible.

Vision's proposed services are comprised of three components:

- 1) **Professional Services** – During the Vision Implementation Process, our Professional Services team will take you through Vision, Concept, Design, Development, Documentation, Training and Launch stages of your project and will create a unique website that meets your needs.
- 2) **Software Subscription** – The Software Subscription provides access to our SaaS-based Content Management System (CMS) and includes Support and On-Going Services offered through visionLive™. Since we continually update and launch new functionality to our CMS, you have the knowledge that your website will be fresh and relevant over the course of the contract.
- 3) **Optional Departmental Services** – Often-times certain departments require specialized functionality and branding to best serve their unique audiences. In order to accommodate these needs, Vision Internet offers three department branding packages that allows you to customize these sites to the level you need.

Included Professional Services

Services	
Vision Stage	➤ Leading a planning and brainstorming session where we discuss the current website, needs of users and staff, and possible approaches for the future ➤ Scope includes web-based consultation meetings
Concept Stage	➤ Creating the information architecture which supports easy access to information ➤ Creating a conceptual sitemap and categorization of pages ➤ Content Consulting Package - Plus ➤ Up to 500 pages of content migration ➤ Creating a homepage layout wireframe that shows the placement of key information and dynamic content
Design Stage	➤ Providing art direction and the creation of one homepage design concept with revisions
Development Stage	➤ Implementing your visionCMS™ and interactive components on a development site
Documentation and Training Stage	➤ Conducting training on the visionCMS™ with city staff ➤ Scope includes three consecutive days of onsite training sessions
Launch Stage	➤ Conducting final quality assurance checks ➤ Bringing the new site live
TOTAL	\$46,820

Optional Professional Services

Depending upon your needs and available resources, you may opt for these additional services.

Optional Services	Fee
Onsite consulting ➤ Onsite consulting and brainstorming sessions ➤ Requirements gathering from project team ➤ Creation of survey ➤ All travel expenses	\$4,860
Premium design services ➤ Up to three homepage design concepts total (the City will select one for implementation)	\$4,840

Content Strategy Consultation

A critical part of developing a useful, customer-focused website is evaluating and editing the content that exists on your website today. Total page migration shouldn't be your goal; rather, keeping the information that is important to your customer and delivering it in a way that is easily understood should be.

Vision's Advanced Content Strategy Consultation provides a highly-customized approach to understanding your customer and evaluating on-line processes. Vision's Content Strategy Expert will help you develop and implement a content strategy that fits your organization, and will present the strategy to stakeholders in your organization. This unique, one of a kind service offering will help the City of Clayton discover the best way to approach your content. In addition, it will encourage and inspire your executive leadership and internal departments by providing a unique, hands-on learning experience led by an experienced Government Content Strategy Expert empowering your staff to look at your website content through your customers' lens. The end result is fewer pages to manage, a higher satisfaction rate from your customers, and the knowledge and training to write and publish better web content.

Included services:

- » Content development and migration best practices handout
- » Website content best practices handout
- » Website persona template
- » Communicating with your audience template
- » Task process evaluation template
- » Writing for the web textbook
- » Scheduled follow up consultation (1 hour via web)
- » Analytics report
- » Customized plain language training
- » Customized content strategy
- » Content strategy presentation to stakeholders (1 day on-site)
- » Up to 500 pages of content migration
- » Personalized content strategy training (1 day on-site for up to 10 people per session; Two, 4-hour sessions)

Details are provided on the following page. Please note that we are including our Plus Content Consulting Package with your project:

visionLive

content consulting package »

Plus

	Content development and migration best practices handout	✓
	Website content best practices handout	✓
	Website persona template	✓
	Communicating with your audience template	✓
	Task process evaluation template	✓
	Writing for the Web textbook	✓
	Scheduled follow up consultation (1 hour via WebEx)	✓
	Analytics report	✓
	Customized plain language exercise handouts	✓
	Customized content strategy	✓
	Content strategy presentation to project stakeholders (1 day on-site)	✓
	Up to 500 pages of content migration	✓
	Personalized content strategy training (1 day on-site)	✓

Software Subscription

Vision Internet provides three editions of visionLive™, a subscription-based Content Management System and service plan designed to equip you with the technology, expertise and training to keep your website relevant and effective over time. Recognizing each agency will have unique goals, we offer three editions, each designed to provide appropriate functionality and services for a variety of needs and budget ranges.



Basic Edition

A great way to get started, the Basic Edition was created to provide a comprehensive suite of visionCMS™ functionality coupled with our basic hosting, support and training services. This plan is well suited for you if your organization has few content editors and limited training needs.

Standard Edition

Our most popular option, Standard Edition was designed to provide you with advanced visionCMS™ functionality and hosting with a variety of training and support resources to equip your staff with the tools and expertise needed to maintain a highly effective website. In addition to an on-going series of webinars and consultation with your account manager, included services, such as the Annual Site Analytics Report, will help you measure your site's performance and effectiveness over time. Should these reports indicate tweaks need to be made in order to optimize your site's design, main navigation or buttons, you can simply apply your Site Improvement Credits to engage Vision's team of designers and programmers.

Plus Edition

If you need more: more storage, more tools, more service - then Plus Edition is for you. This premium edition includes developer-friendly tools, such as our API Library and Sandbox Environment, as well as our most comprehensive on-going service package. You will receive frequent reports to help you monitor the on-going success of your website and will have monthly access to an open office hour with the Vision Internet team. With an even larger bank of Site Improvement Credits at your disposal, you will always have the resources to keep your site fresh, relevant and in tune with your users.

The features and services included in each edition are outlined below in order to allow you to easily compare and select the plan that best suits your needs.

visionLive [®] editions >	Basic Edition	Standard Edition	Plus Edition
Annual Price	\$5,000	\$7,000	\$9,000
visionCMS™ Functionality			
Site Administration & Security			
 Advanced WYSIWYG Editor	✓	✓	✓
 In-page Editing	✓	✓	✓
 User Management & Security	✓	✓	✓
 Navigation Management	✓	✓	✓
 Accessibility Features	✓	✓	✓
 Approval Cycle *		✓	✓
 Advanced Mega Menu *		✓	✓
 Extranet (Password Protected External Content)		✓	✓
User Experience & Interactivity			
 Calendar	✓	✓	✓
 FAQs	✓	✓	✓
 Facility Directory	✓	✓	✓
 Staff Directory	✓	✓	✓
 Service Directory	✓	✓	✓
 Google Translation	✓	✓	✓
 Online Form Builder	✓	✓	✓
 News Postings	✓	✓	✓
 Job Posts	✓	✓	✓
 Facilities/Events Registration		✓	✓
 Online Polling		✓	✓
 Citizen Request Management Tool		✓	✓
 Business Directory		✓	✓

* Requires an implementation fee

visionLive [®] editions		Basic Edition	Standard Edition	Plus Edition
	RFP Posts		✓	✓
	Online Payments		✓	✓
	Job Application Manager			✓
Outreach, Media & Social Networking				
	eNotification Tool	✓	✓	✓
	Emergency Alerts	✓	✓	✓
	RSS Feeds	✓	✓	✓
	Facebook & Twitter Feed Readers	✓	✓	✓
	Audio & Video Embedding	✓	✓	✓
	Photo Gallery & Slide Show	✓	✓	✓
	One-Click Social Networking	✓	✓	✓
	Streaming Video Center		✓	✓
Developer Features				
	APIs		✓	✓
	Sandbox Test Environment			✓



Quote for City of Clayton, CA

visionLive editions		Basic Edition	Standard Edition	Plus Edition
Hosting				
	State of the Art 3rd Party Datacenter (SSAE 16 Type 2 Certified)	✓	✓	✓
	Full Hardware Redundancy	✓	✓	✓
	Redundant Generator Backup	✓	✓	✓
	Daily Data Backups	✓	✓	✓
	Intrusion Protection	✓	✓	✓
	24/7 Monitoring	✓	✓	✓
	99.9% Uptime Guarantee	✓	✓	✓
	State of the Art 3rd Party DDoS Mitigation Service	✓	✓	✓
	Disaster Recovery Facility with On-going Data Replication		✓	✓
	Storage	15 GB	50 GB	250 GB
Support and On-going Services				
	Site Improvement Credits (annual)	Up to 5 Hours	Up to 15 Hours	Up to 30 Hours
	Dedicated Account Manager		✓	✓
	Health Checks (Account Review)		Annual	Semi-Annual
	Site Analytics Report		Annual	Semi-Annual
	Graphics Site Audit		Annual	Semi-Annual
	Training & Best Practice Webinars	✓	✓	✓
	Access to On-Demand Training Library	✓	✓	✓
	On-going New User Training (Via WebEx)		✓	✓
	Monthly Office Hours (Via WebEx)		✓	✓

Optional Department Branding Packages

Often, as we dig into the discovery process, cities find that certain departments require a level of specialized functionality and branding to best serve their unique audiences. In order to accommodate these needs, Vision Internet offers three department branding packages:

Design Theme

The Design Theme package allows a department to customize their pages with an unique color scheme while still utilizing the framework of the main website. The consistency of the page layout and menus makes navigating the site intuitive, while still allowing for a distinct look and feel.

Basic Subsite

For departments that require customization beyond a simple color changes, the Basic Subsite package provides the ability to set up separate top-level navigation and a unique homepage template. In addition, a unique instance of Google Analytics measures traffic only on the sub-site. While the structure will be the same as the main website, these design changes -- including the ability to incorporate up to five custom homepage widgets -- will allow the department to truly differentiate itself.

Advanced Subsite

The Advanced Subsite package is intended to serve the needs of larger departments that have either maintained their own separate websites in the past, or would like to develop one as part of this project. Any department that purchases this package will receive comprehensive services, including one-on-one consultation through the development process, in order to define their unique goals, analyze their audiences, and ultimately create a structure, navigation and site design that serves those goals.

The resulting site will include the same functionality as the main website since it will use the same administrative backend and have the same interactive components. This means that there is a single instance of visionCMS™ where all content is stored.

Please also note that any department that selects the Advanced Subsite package will also receive their own department-specific Account Management services, equivalent to those included in the visionLive™ edition selected by the City.

visionLive [®] department branding >		Design Theme	Basic Subsite	Advanced Subsite
Design				
Design Elements				
	Department logo in site header	✓	✓	✓
	Unique color scheme	✓	✓	✓
	Unique background	✓	✓	✓
	Separate font style	✓	✓	✓
	Logo can link to departmental homepage instead of main homepage		✓	✓
Page Layout				
	Custom page template based on main site wireframe		✓	
	Custom wireframe			✓
	Interior page layout same as the main site	✓	✓	✓
	Number of new widgets included	0	5	7
Mobile				
	Unique color scheme	✓	✓	✓
	Department logo in header	✓	✓	✓
	Logo can link to own departmental home page instead of main homepage		✓	✓
Design Services				
	Heatmap analysis			✓
	User surveys			✓
Functionality				
Own Domain			✓	✓
Main Navigation				
	Same as main site	✓		
	Separate page tree from main site		✓	✓

visionLive department branding >			
	Design Theme	Basic Subsite	Advanced Subsite
Header and Footer Sections			
 Independent header configurations (logo, top nav, social icons, quick links)		✓	✓
 Independent footer configurations (footer nav, social icons)		✓	✓
Search			
 Result part of main site search	✓		
 Stand alone search		✓	✓
Separate Google Analytics			
		✓	✓
Background			
 Ability to change background image if main site is able		✓	✓
Page Limit	N/A	50	Unlimited
Additional Storage	N/A	5 GB	10 GB
On-going Services*			
 Health checks (account review)			✓
 Site analytics report			✓
 Graphics site audit			✓
Price			
Implementation Fee			
 Base	\$2,500	\$7,500	\$12,000
 Each additional	\$1,625	\$7,500	\$12,000
Recurring Annual Fee			
 Base	N/A	\$2,500	\$3,250
 Each additional	N/A	\$1,500	\$2,250

* Based on visionLive edition – Outlined services will occur annually if main site is Standard Edition of visionLive or semi-annually if main site is Plus Edition of visionLive.



Professional Services Quote

Company Address 2530 Wilshire Blvd.
2nd Fl
Santa Monica, CA 90403
US

Created Date 1/27/2016
Expiration Date 2/26/2016
Quote Number 00000502

Bill To Name Clayton, City of - CA
Bill To 6000 Heritage Trail
Clayton, CA 94517
United States

Prepared By David Luong
Email dluong@visioninternet.com

Product	Sales Price	Quantity	Total Price
visionCMS Package	\$20,530.00	1.00	\$20,530.00
Content Consulting Package - Plus	\$17,500.00	1.00	\$17,500.00
Onsite Training - One Day	\$3,290.00	1.00	\$3,290.00
Onsite Training - Additional Day	\$1,250.00	2.00	\$2,500.00
Extranet	\$0.00	1.00	\$0.00
Google Translation Integration	\$0.00	1.00	\$0.00
Responsive Design with VisionMobile	\$2,000.00	1.00	\$2,000.00
visionSearch	\$1,000.00	1.00	\$1,000.00

Grand Total \$46,820.00

City of Clayton

January 4, 2016

This proposal is for IT services, including the development and ongoing maintenance of the new City of Clayton (COC) website. This website would include a wide variety of features, designed to serve the residents of Clayton and provide to the general public, up to the minute information about the City of Clayton.

DIGITAL services (DS), with two decades of experience in developing and administering city government websites, will provide all services including the hardware, software, and labor necessary to accomplish the IT services described in this document.

The IT Services are:

- Onsite IT Services
- Website Development
- Streaming Video and Archive
- Webmaster Services

Server leases

- Establish Web server and Glacier backup service for office stations and file server:
- Website server with SSL capable of hosting all COC websites
- Video Live Streaming server: only "turned on" when needed
- Back-up system for servers and office

Email

- Setup X number of Exchange accounts using Microsoft Hosted Exchange (AKA Office365). The cost for this is \$4 per user, per month.
- This will enable all Exchange server functionality including shared calendars, scheduling of rooms.

Website Development

DS will develop a multi-function website using Word Press and various plug-ins. We will create a "skin" that includes all design elements (i.e. color palette, logo, font styles, and so on) and the navigation system. The website design will be a contemporary, mobile-friendly design that will include western theme elements like parts from a buckboard. The color palette will follow the western theme while adhering to ADA standards (in contrast and font size).

DS will work with COC staff to develop a new structure to the website (aka "skeleton"). DS will then populate the website with approved content (text, images, video, etc.) provided by COC.

The following is a list of features and functions that will be included in the website:

- Video streaming and archive playback of City Council meetings. Includes "indexing" of meeting videos to facilitate in getting to specific agenda items.
- Multi-language capability
- Works on all platforms including mobile
- Online submission of job applications
- Online submittal of complaint form for code enforcement

- Form submission for smaller permits with the ability to be able to collect fees.
- General Plan and Specific Plans searchable with links to the separate chapters.
- Online acceptance of facility rental applications
- Requires City approval before payment can be accepted
- System prevents application from being processed if status of other required permits is unresolved (i.e. alcohol permit, noise permit, proof of insurance)
- Online acceptance of business license applications
- Requires City approval before payment can be accepted
- Integrate with Jessica's HDL business license system via CSV data.
- Interactive facility rental calendar that includes:
 - Internal staff access to see what days are available/booked for each facility
 - Public should be able to view the calendars as well, but not see all the details (i.e. just see the dates/times booked for each facility – not who, and the pending status)
- System prevention of double bookings.
- System requirement for payment to be received before date/times can be reserved. Admin Clerk may need to manually select "paid" online for the calendar date to be booked (some payments will inevitably be accepted over the counter/phone so this manual check may be required)
- Online payment processing for:
 - Facility rentals including: Endeavor Hall, Library, Clayton Community Park picnic
 - Business license renewals and new business licenses
- Integrate Police Department website into the City's main site.
 - Include RV permitting
 - Include anonymous reports for crime to be directly sent to the Police Department.

Server Core includes:

- AWS (Amazon Web Services) and (2) Elastic IPs
- Add SSL for secure payments
- Word Press core website
- Theme (primary)
- Theme (rental-calendar system)
- Mass email system

(1) Lease of AWS Linux 64bit with 4GB Memory and 100GB SSD	\$1,200.00
(1) Lease of AWS Glacier backup storage service	\$480.00
Sync software for office backup - onetime cost	\$200.00
(1) SSL per year	\$149.00
Sub total	\$2,029.00

Streaming Video and Archive

DS will install a very small transmitter that relays the video/audio output of the City Council meetings to a video streaming server. Both the transmitter and server will be leased to COC, and therefore DS is responsible for maintaining this equipment, including the transmitter and server. The term, like all aspects of this proposal is per year, but can be cancelled at anytime. After the meeting has been streamed live, DS will "index" the video and place the completed archive of the meeting on the COC website. These videos can be watched on any device including PC, MAC, IOS, and Android.

(1) lease of video streaming transmitter installed and maintained by DS - one year commitment	\$480.00
(1) Lease of streaming video server. Based on (6) hour per month use	\$4,680.00
Indexing and posting of meetings to archive(website)	\$1,560.00
Sub total	\$6,720.00

Webmaster Services

DS will provide on-going Webmaster Services for all COC websites and servers. DS estimates the services per month to be approximately 15 hours per month for (12) months at \$65 per hour.

Budget Breakdown:

Item description	Per Year Estimate	Onetime Cost Estimate	
Email - MS Office 365 (Hosted Exchange Server)	\$384.00		
Website Development		\$8,450.00	
Server and Backups	\$2,029.00		
Video Streaming	\$6,720.00		
Webmaster Services	\$11,700.00		
GRAND TOTAL for Year One			\$29,283.00

Timeline

DS will install the transmitter and "test" the first broadcast within ten days of acceptance of this proposal. Assuming that the test broadcast goes as expected, DS would begin live streaming and archiving by the next meeting date.

The website development typically takes six weeks from the initial skeleton phase to final launch.

Terms

DS requires a \$4,000 deposit to initiate the work included in this proposal. The deposit will be applied to the server leases, software licenses and SSL (\$2,500) and the remaining towards initial website development hours (\$1,500).

DS will produce an invoice at the beginning of each month and deliver to COC via email. The invoice will include all hours from the previous month. DS will provide details of exactly what work was performed in these monthly invoices.

The items and terms included in this proposal are meant to be a package, but can be modified if deemed necessary. IF COC agrees to this proposal, please sign and return this document.

Thank you for considering our proposal.

Representing the City of Clayton

Date

Representing the DIGITAL services

Date



ECS Imaging, Inc.
5905 Brockton Ave, Suite C
Riverside CA, 92506
Phone: 951-787-8758
Fax: 951-787-0831
www.ecsimaging.com

Quote

Q3 2014 V3

Quote Type Scanning

Quotation For

Name: Laura Hoffmeister
Company: City of Clayton
Phone:
E-mail:

Quote Info

Date: 1/28/2016
Quote Number: 111215
Valid Through: 3/30/2016
Terms: Net 15
Account Manager: Pete Herschelman
Phone: 925 586 7549
E-mail: pete@ecsimaging.com

Description of Product and Services

Prices are based on typical production speeds. Actual speeds may vary. A Production Sample will be required to verify prices.

Scanning Services

SKU	Description	Unit Price	Quantity	Line Total
ECSS-PREP	ECS Prep Charge Per Hour	\$ 30.00	240	\$ 7,200.00
ECSS-REG-B&W	ECS Black & White Document Scanning Services up to 11" x 17" size	\$ 0.09	240000	\$ 21,600.00
ECSS-ESIZE-B&W	ECS Black & White Map Scanning Services up to esize	\$ 1.05	9000	\$ 9,450.00
ECSS-INDEX	ECS Indexing Fee Per Hour	\$ 30.00	180	\$ 5,400.00
ECSS-DVD&PLUS	ECS DVD Set - 1 Data DVD & 1 Plus Viewer DVD	\$ 100.00	5	\$ 500.00
ECSS-PICKUP	ECS Pick Up Fee	\$ 100.00	4	\$ 400.00

Scanning Subtotal \$ 44,550.00

Special Terms

Document quantities & Estimated # of hours for index & prep are estimated. Actual quantities will be charged!

Tax Rate Clayton

Subtotal \$ 44,550.00
8.50% Tax \$ 3,786.75
Total \$ 48,336.75

Terms & Conditions:

- o Payment Terms: Net 20 after each batch returned.
- o Laserfiche Tiffs in portable volumes to be attached to your Laserfiche system
- o ECS will train customer on how to load data onto LF Server during first delivery, if needed
- o Consulting of folder template and volume set ups included in project set up fee
- o Items will be placed back into original carrier (folder, sleeve, etc.)
- o Items will be delivered free of charge after being scanned
- o Items are scanned in order received. Any additional requests are subject to a charge
- o Scanning in Tiff images is 200-300dpi depending on need
- o Paper/Plans: Indexing included is 2 fields, up to 20 characters and Unique Document Name up to 20 characters each
- o Microfiche: Indexing included is the name on the Sleeve
- o Microfilm: Indexing included is the name on the Cartridge
- o Images that have been fished/filmed reverse have additional charge
- o All prices listed above are for estimating purposes only. Actual prices may vary
- o Pick up / Delivery charges (pricing varies, based on location and quantity)
- o Change orders after files have been returned are subject to restructuring/reindexing fee
- o OCRing can be done during scan process at no charge. Any verification time is \$30.00 Per Hour
- o DVD Set = 1 Data DVD, 1 Plus Viewer DVD - Plus DVD has retrieval engine on DVD. Regular size documents fit approximately 90,000 images
- o CD Set = 1 Data CD, 1 Plus Viewer CD - Plus CD has retrieval engine on CD. Regular size rolls fit approximately 10,000 images
- o Boxes may be destroyed at the customer's request at a cost of \$16.00 a box. A Destruction Certificate will be provided
- o While documents are at ECS, we can provide an electronic copy for up to 4 per batch at no charge. Additional special handling requests are subject to charge of \$30/per hour
- o IMPORTANT: Once the imaged data has been delivered you will have 90 days to review all images. After 90 days all original documents will be destroyed or a storage box fee will apply

Box Type	Box Count	Image Count	Total Images
Sample Box			
		Total Image Count	
Permit & PW Docuemnts	120	2000	240000
Large format (i.e. maps)	120	75	9000
Prep per box(2 hrs)	120	2	240
Index per box(1.5 hrs)	120	1.5	180

Hosting of the Clayton Municipal Code Online and Professional Codifier Services

Currently, the City's Municipal Code is posted on the City's website and is broken up by titles and then by chapters, which lack uniformity, in a non-searchable pdf format. Further, the current setup does not allow for bookmarking or provide an easy way to email a code section to a member of the public. Based on direction received from the City Council in order to increase government transparency and efficiency, staff researched possible third party solutions to host the City's Municipal Code online.

This service would provide improved access to the Clayton Municipal Code by at a minimum making it searchable, uniform in its formatting, and provide the ability to bookmark sections which can be shared easily via email. The online hosting would be a near seamless transition from the City's website to the third party codifier site. The hosting services also provide an option to design a custom banner unique to the City of Clayton to look as though it is integrated into the City's website. A survey of the cities within Contra Costa County shows the City of Clayton is the only municipal agency that does not have a searchable municipal code through a professional codifier.

The current process in place is once the City Council has approved changes to the Clayton Municipal Code, various departments would send the final changes to the City Clerk, who then makes those changes to the master Clayton Municipal Code. Subsequently, the final Code is uploaded to the City's website. If the City were to select a third party codifier, any changes to the City's Municipal Code would be sent to them in order to update the online version with an option of choosing the number of paper supplements to be received on an annual basis. Paper copies of the code are still relevant due to the use by staff in order to assist the public with questions at City Hall since the front counter lacks computer access.

Four proposals for this service were received from the following firms: Municode, American Legal, enCodePlus, and Code Publishing.

Municode (Attachment A)

- No cost to build and convert the municipal code to Municode database;
- \$18 per page for supplementation;
- \$995 annually (first year fee waived) for a complete package of services such as the ability to compare past versions of the online code, provision of a hyperlink to newly adopted ordinances prior to supplementation, and code archiving; OR
- \$350 annually for hosting and support of the municipal code (Basic service).

In summary Municode would not have any startup costs associated with their service and the City would be taking on at most \$995 annually in order to fully maximize their services or \$350 annually for their basic service. The City would also be responsible to pay \$18 per page for any changes to the Municipal Code. This quote includes three hardcopies of the fully converted municipal code with tabs. The full proposal is attached to see the line item details of their quote.

American Legal (Attachment B)

- \$900 one time cost to convert to American Legal's format;
- \$19 per page for supplementation;
- \$450 annual hosting fee (first year fee waived) for basic service;
- \$399 annually with the first year required;
- \$945 for additional online services such as archived codes, provision of a hyperlink to newly adopted ordinances, develop a custom city banner, and e-notifications as new ordinances are passed.

In summary the first year would cost the City \$1,794 and after the first year it would cost \$945 annually to fully maximize their services or \$450 annually for the basic service. This does not include any hardcopies of the Municipal Code. The full proposal is attached to see the line item details of their quote.

EnCodePlus (Attachment C)

EnCodePlus is different from the other professional codifying services because the City would be purchasing licenses to software which would allow staff to make the changes to City's ordinances and then publishing those changes. This removes the costs per page for the changes to the municipal code. The software is much more complex in its offerings than the other three services, which is why the cost differential is so high. At this time staff is not recommending this product.

- \$13,490 one-time build fee
- \$4,250 annual hosting and licensing fee;
- \$500 for each additional license

Code Publishing (Attachment D)

- \$1,285 one-time fee to convert the code;
- \$350 annual hosting fee;
- \$20.95 per page for supplementation;
- \$75 per hour for a customized banner, menu, and colors (one-time fee);
- \$150 one-time setup fee for searching;
- \$600 setup fee and \$75 per version to compare and archive previous versions of the code; and
- \$295 per year for pop-up definitions.

Code Publishing's format is a la carte and they do not offer a package deal of services. If staff were to select the most advantageous features comparable to Municode's complete package, the annual cost would be approximately \$920 per year. The first year setup fees would cost approximately \$2,385, which includes the selection of additional features beyond the basic service.

Based on the quotes above staff is recommending the City Council choose the firm Municode given their \$18 per page for supplementation and affordable yearly rate. Staff is recommending at a minimum to choose the basic service, which would cost \$350 per year.

ATTACHMENTS

- A. Municode's Proposal
- B. American Legal's Proposal
- C. enCode Plus's Proposal
- D. Code Publishing's Proposal



Municipal Code Corporation • P.O. Box 2235 Tallahassee, FL 32316
info@municode.com • 800.262.2633
fax 850.564.7492 • www.municode.com

November 30, 2015

Ms. Janet Brown
City Clerk
6000 Heritage Trail
Clayton, CA 94517 1250

Email Sent Via: jbrown@ci.clayton.ca.us

Dear Ms. Brown,

Thank you for speaking with Stephen Hall and expressing interest in utilizing Municode for supplementation services. We have reviewed the City's code and are pleased to submit the following information for your review.

Our team is driven by the desire to serve you and your citizens. We believe that quality customer relationships and exceptional service are what have set us apart in the legal codification industry since 1951. Our commitment to service inspires us to: provide you with the highest quality legal codification services in the industry; set the standard for online and mobile services; ensure that you receive the most accurate and timely supplements possible and to work with you as a long-term partner. Our desire to serve you is why we have chosen this profession.

Why Municode?

Integrity. *"Our word is our bond."* We believe that long-term relationships built on trust are built to stand the test of time. Our goal is to serve you and your citizens for the next 30 years or more.

Attorneys. We have a team of full-time attorneys. All of your legal work is completed by our experienced team of in-house attorneys.

Experience. With over 3,755 customers in all 50 states, we are the most trusted and experienced codifier of local government codes in the nation. Our team of attorneys has an average of over 20 years of codification experience. With over 190 professionals committed to serving you, we have the depth of knowledge and experience that it takes to stay at the forefront of legal and technological developments.

Relationships. For over 64 years, we have earned the trust, loyalty and respect of our customers by focusing on what is most important to us: our customers. We have a team of customer service professionals dedicated to serving you, your team and your citizens. No matter what the challenge, we are here for you.

Quality. We are committed to excellence in every product that we create. Our team of legal editors and legal proofreaders, each averaging over eight years of service, is dedicated to providing you with the most accurate and timely product available in the nation.

Technological Leadership. MunicodeNEXT is the nation's most advanced, accessible and intuitive website. With MunicodeNEXT, your staff and citizens can have access to your code of ordinances, all archived versions of your code, every official copy of your ordinances, the power to compare versions of your code over time, the ability to be notified every time your code is updated and a powerful search engine capable of simultaneously searching your code, ordinances, minutes, resolutions, budgets and more. Our web tools are designed to make your job easier, your code more accessible and your citizens more informed.

Commitment to California. We are proud to serve 220 municipalities in the state of California. We regularly attend, support and sponsor the California City Clerks Association and California Clerks of the Board of Supervisors.

Why Our Clients Love Us

Applying our Legal Experience. We have a large team of full-time attorneys. This is a crucial factor to consider when assessing the qualifications of a codification company that is being considered for legal publication and supplementation services. We have been in business for over 64 years and have worked for decades serving the biggest and most advanced municipalities in the nation, as well as 220 clients located in California. No other codification company has this level of experience and knowledge that can be harnessed for your benefit.

Team Approach. We have 14 legal editorial teams, over 35 legal editors and over 20 legal proofreaders. By partnering with us, you are provided with a depth of legal talent that is unmatched in the industry. You and your citizens deserve the best and deserve to have a team that will be here to serve you no matter what the situation.

Customer Service. Our goal is to fully understand your unique needs. Your Municode representative, Stephen Hall, is able to meet with you in person anytime. Stephen can also provide onsite training or host webinars throughout the term of the contract.

Your Representative. Municode's West Coast Sales Representative, Stephen Hall, is located in Long Beach, California. He is available to answer questions and meet with you, as needed. Stephen worked in governmental sales for over 16 years. Stephen is new to the Municode team and he looks forward to visiting Clayton often and will regularly attend the California Municipal League Conference, Clerks Conference and IIMC Conference. Stephen is supported by our entire team in Tallahassee.

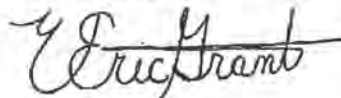
Real People. If you have a question, our response time is normally less than a few minutes via e-mail (constantly monitored) or within the half-hour for phone correspondence. When you call us, you will find that our phones are answered by our employees...not an automated answering service.

Personal Touch. We are a family-owned, medium size business which means you always receive a level of personal service that is unparalleled in the industry. We earn our reputation by providing exceptional customer service, offering helpful suggestions and developing solutions for your unique situation.

Responsible Citizen. We are proud to support numerous Clerk, Attorney, Municipal and County Associations. Additionally, we partner with the International Institute of Municipal Clerks and International Municipal Lawyers Association to provide services to their members. Our Vice President of Sales, Dale Barstow, is the former President of the Municipal Clerks Education Foundation. We are also extremely active within our community, supporting the United Way, Boys Town, the Tallahassee Veteran's Village and Ability First through quarterly employee volunteer days.

If you have any questions or desire additional information, please call and speak with our Vice President of Sales, Dale Barstow, Regional Sales Representative Stephen Hall, or our Assistant Vice President of Sales, Steffanie Rasmussen. We are also happy to schedule a conference call or webinar with all interested parties, or meet with you personally. We are here to serve you!

Sincerely,



W. Eric Grant
President

WEG/gm

Enc.

Cc: Steffanie Rasmussen, Assistant Vice President of Sales

steff@municode.com

800-262-2633 ext. 1148

Stephen Hall, West Coast Regional Sales Representative

shall@municode.com

(310) 422-2095

Executive Summary

Republication, Supplementation and MunicodeNEXT:

*Logic: Give your municipality a fresh start. Clean up the pagination, reprint all pages and replace binders and tabs, if needed. Quickly and efficiently transition your code to the most advanced suite of web/mobile services available in the nation: **MunicodeNEXT**.*

☛ Conversion into Municode database & republication.	No charge¹
☛ Supplementation	\$18 per page
☛ Online hosting and support	1 year free, then \$350²
☛ Timeline.....	within 12 weeks

Pricing = Apples to Apples:

We realize that different companies call services by different names. Here are some important considerations to keep in mind when comparing proposals:

- ☛ Conversion into Municode database and republication of the code is **no charge**;
- ☛ Supplement charges - **single column per page rate of \$18**;
- ☛ The **online code fee is waived for the first year** and then **only \$350** for our basic service,
- ☛ If you want to further enhance the transparency of your online code, you can upgrade to the MyMunicode package bundle for **only \$995!**
- ☛ Municode **does not** charge an extra fee for posting supplements online.
- ☛ Municode **does not** charge an extra fee for printing your supplement pages.
- ☛ Municode **does not** charge a supplement handling fee.

We will handle 100% of the publishing for you. This includes editing, page composition, proofreading, indexing, and delivering the information as printed or electronic copy. We understand the scope of this project to include a complete republication of your code, continued supplementation and online hosting of your code. Upon completion of the republication project, supplementation services will commence.

When we republish your code, pages are recomposed to eliminate short pages, pages with blank backs and oddly numbered (point) pages. Following the re-composition, the entire code is reprinted and supplement number designations start over with supplement No. 1.

The process includes:

- ☛ Conversion to our database;
- ☛ Removal of supplement numbers;
- ☛ Creation of preliminary pages (title page, officials' page, and preface);
- ☛ New page numbers;
- ☛ Editing & proofreading;
- ☛ 10-point font, single column (unless otherwise instructed);
- ☛ Incorporation of maps, diagrams, charts and tables;
- ☛ Creation of index (if elected);
- ☛ Proofs provided for your review;
- ☛ Posting your newly republished code on MunicodeNEXT;
- ☛ Printing 3 new copies with binders and tabs.

The process does not include:

- ☛ Reorganizing the structure of your code;
- ☛ Review by an attorney;
- ☛ Substantive editing or changes to the text.

¹ Please see page 3 for additional pricing details.

² Please see page 4 for additional features and pricing available on our MunicodeNEXT platform.

Quotation Sheet

Conversion and Republication

- | | |
|--|------------------------------------|
| ☒ Conversion of code to Municode database | No charge ³ |
| ☒ Removal of supplement numbers | No charge |
| ☒ Updating of preliminary pages (title page, officials' page, and preface) | No charge |
| ☒ New page numbers | No charge |
| ☒ Creation of a consistent style | No charge |
| ☒ 3 printed copies of the new code with tabs | No charge |
| ☒ Inclusion of adopted legislation, per page added or amended | \$18 |
| ☒ Current code can be posted online as a PDF during conversion & republication project | |
| ☐ 3-post expandable binders with stamping, \$59 each | qty _____ \$ _____ |
| ☐ 3-ring leatherette binders with stamping, \$47 each | qty _____ \$ _____ |
| ☐ 3-ring vinyl binders ⁴ , \$18 each | qty _____ \$ _____ |
| Binder Color: | |
| ☐ Semi-Bright Black | ☐ Dark Blue |
| ☐ Hunter Green | ☐ Burgundy |
| Binder Stamping Color: | |
| ☐ Gold | ☐ Silver |
| ☐ White | |

Supplement service base page rate⁵

Page Format	Base Page Rate
Single Column	\$18 per page

Base page rate above includes:

- ☒ Acknowledgement of material
- ☒ Data conversion, as necessary
- ☒ Editorial work
- ☒ Proofreading
- ☒ Updating the index
- ☒ Schedule as selected by you⁶
- ☒ Updating electronic versions⁷ and online code
- ☒ Printing 3 copies

Base page rate above excludes:

- | | |
|---|----------------------|
| ☒ Freight, pre-billed | Actual freight |
| ☒ State sales tax | If applicable |
| ☒ Graphics ⁸ & tabular ⁹ matter, per graphic or table | \$10 |
| ☒ Code on internet, <i>first year fee waived</i> | Selections on page 5 |

Optional services:

- | | |
|---|-----------|
| ☐ Creation of new index for print copies | No Charge |
|---|-----------|

Electronic media options for Code of Ordinances (sent via download)¹⁰

- | | |
|---|---------------------------------------|
| ☐ Folio Bound Views | \$295 initially then \$100 per update |
| ☐ WORD (DOCX) | \$150 initially then \$75 per update |
| ☐ Adobe PDF of the code | \$150 initially then \$75 per update |
| ☐ Adobe PDF of each supplement | \$150 initially then \$75 per update |

Payment for Supplements and Additional Services: Invoices will be submitted upon shipment of project(s).

³ Provided Municode can rely upon the version of the code furnished and it is in an editable, electronic format. Conversion will take approximately 12 weeks upon receipt of all required materials.

⁴ Only black binders are available in vinyl and a cover insert will be provided in lieu of name stamping on the cover.

⁵ All prices quoted in this section may be increased annually in accordance with the Producer Price Index – Bureau of Labor Statistics.

⁶ Schedule for supplements can be weekly, bi-weekly, monthly, bi-monthly, quarterly, tri-annual, semi-annual, annual or upon authorization. Electronic updates can occur more frequently than printed supplements.

⁷ We do not charge a per page rate for updating the internet, however a handling fee is charged for PDF, Word, Folio or additional electronic media items ordered.

⁸ Includes printing all copies. Additional fees may apply if graphics are printed color.

⁹ Tabular matter is defined as tables, algebraic formulas, or other materials that require special programs or extra editorial time to modify and prepare for inclusion in an update.

¹⁰ "delivery" is defined as making updated electronic data available to you via download or FTP. Fee applies whenever content is delivered as HTML, PDF, XML, Folio or Word, via one of the afore-mentioned mediums.

Online Services Quotation Sheet

- ☐ The current code can be posted online as a PDF during the conversion & republication project at no additional cost to you.

Elections below will be implemented upon republication of your code.

Please check the appropriate box (es) to indicate your selection:

Value Pricing:

- ☐ MyMunicode¹¹ includes the following:

\$995 annually¹²
First year fee waived

- ☐ Online Code = MunicodeNEXT
- ☐ OrdBank
- ☐ CodeBank
- ☐ CodeBank Compare + eNotify¹³
- ☐ MuniPRO
- ☐ Custom Banner

A la carte pricing:

In lieu of purchasing the above package, online services can be purchased a la carte at the following rates:

- | | |
|--|-----------------------|
| ☐ Online Code = MunicodeNEXT (annually) <i>first year fee waived</i> | \$350 |
| ☐ CodeBank (annually) | \$150 |
| ☐ CodeBank Compare + eNotify ¹⁴ (annually) | \$250 |
| ☐ MuniPRO Service (annually) | \$295 |
| ☐ Custom Banner (onetime fee) | \$250 |
| ☐ MuniDocs (up to 100 documents) | \$750 per year |

ORDINANCES PENDING CODIFICATION

Option 1) OrdBank

- | | |
|--|--------------|
| ☐ Per ordinance fee | \$35 |
| ☐ Flat annual fee (recommended if MyMunicode is not selected) | \$385 |

Option 2) OrdBank + OrdLink

- | | |
|--|--------------|
| ☐ Per ordinance fee | \$60 |
| ☐ Flat annual fee (recommended if MyMunicode is not selected) | \$485 |

Municode does not charge a per page rate to update the internet – this is all included in the supplement per page rate.

¹¹ Municode does not charge a per page rate for updating the internet – this is included in the supplement per page rate.

¹² Total value if each item were to be purchased a la carte would be approximately \$1,430 per year with participation in our OrdBank service.

¹³ Enrollment in CodeBank is required in order to receive the CodeBank Compare/eNotify technology.

¹⁴ Enrollment in CodeBank is required in order to receive the CodeBank Compare/eNotify technology.



Municipal Code Corporation • P.O. Box 2235 Tallahassee, FL 32316
info@municode.com • 800.262.2633
fax 850.564.7492 • www.municode.com

This proposal shall be valid for a period of ninety (90) days from the date appearing below unless signed and authorized by Municode and the Client.

Term of Agreement. This Agreement shall begin upon execution of this Agreement and end three years after the publication date of the new code. Thereafter, the supplement service shall be automatically renewed from year to year provided that each party may cancel or change this agreement with sixty (60) days written notice.

Submitted by:

MUNICIPAL CODE CORPORATION

Municode Officer: _____

A handwritten signature in black ink, appearing to read "Y. P. Grumb", written over a horizontal line.

Title: President

Date: November 30, 2015

Accepted by:

CITY OF CLAYTON, CALIFORNIA

By: _____

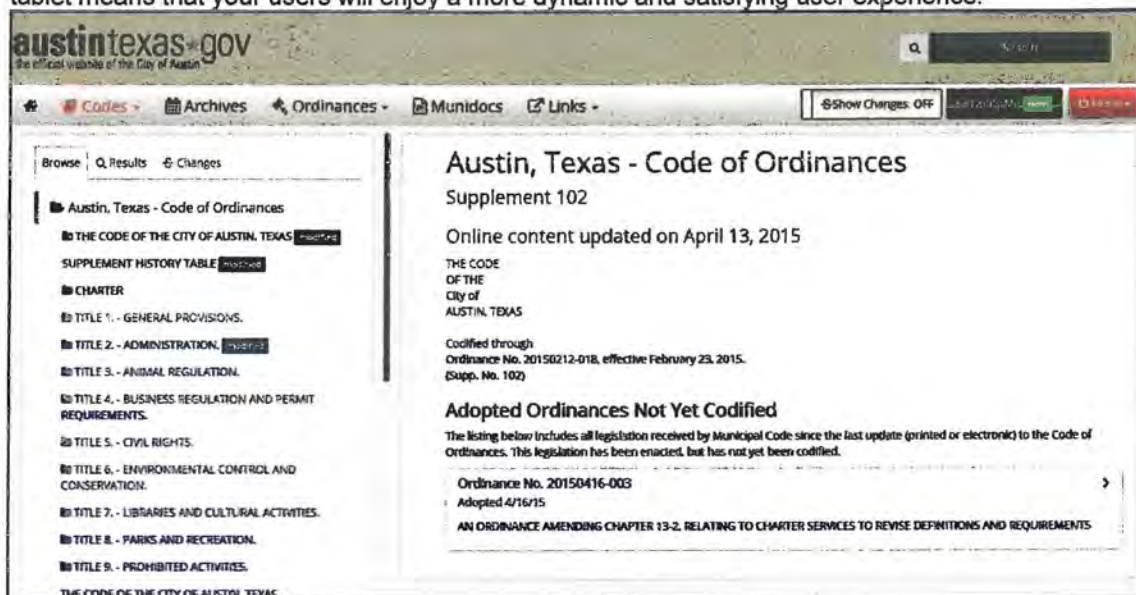
Title: _____

Date: _____

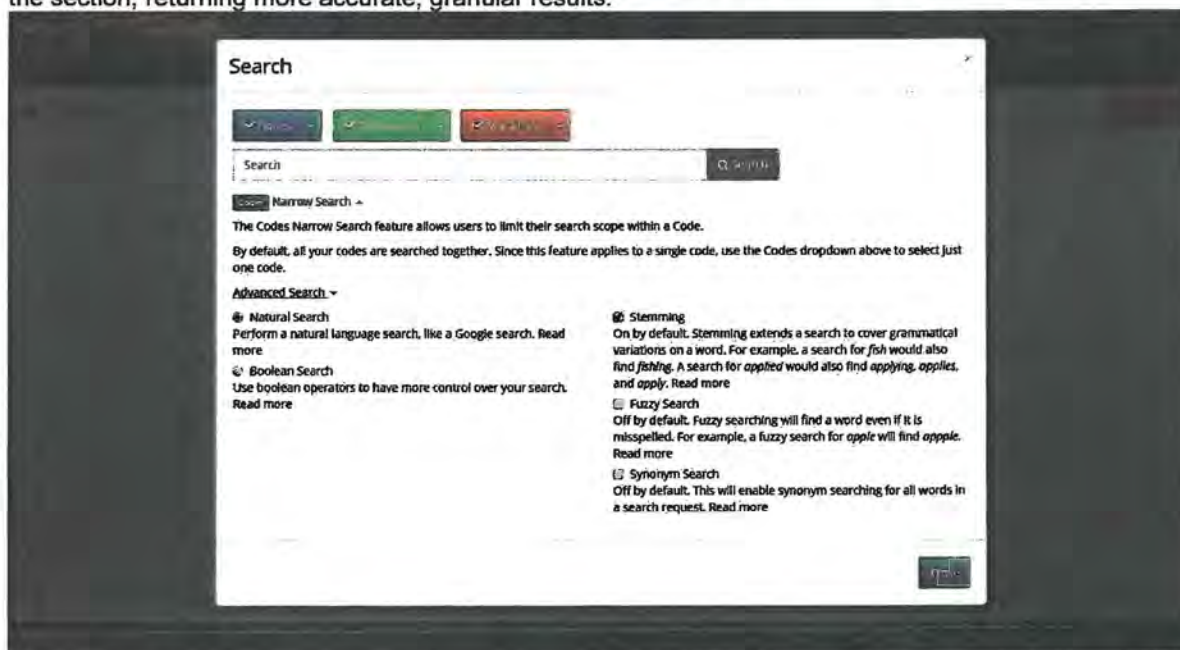
MunicodeNEXT – Online Resource

STANDARD FEATURES:

- ❖ **Modern Design** – MunicodeNEXT was designed by our team with an emphasis on mobile devices. This means that tablet users will be directed to the full version of your site. This advance was made possible thanks to the responsive user interface that we have created. Being able to access the full version of MunicodeNEXT from a tablet means that your users will enjoy a more dynamic and satisfying user experience.

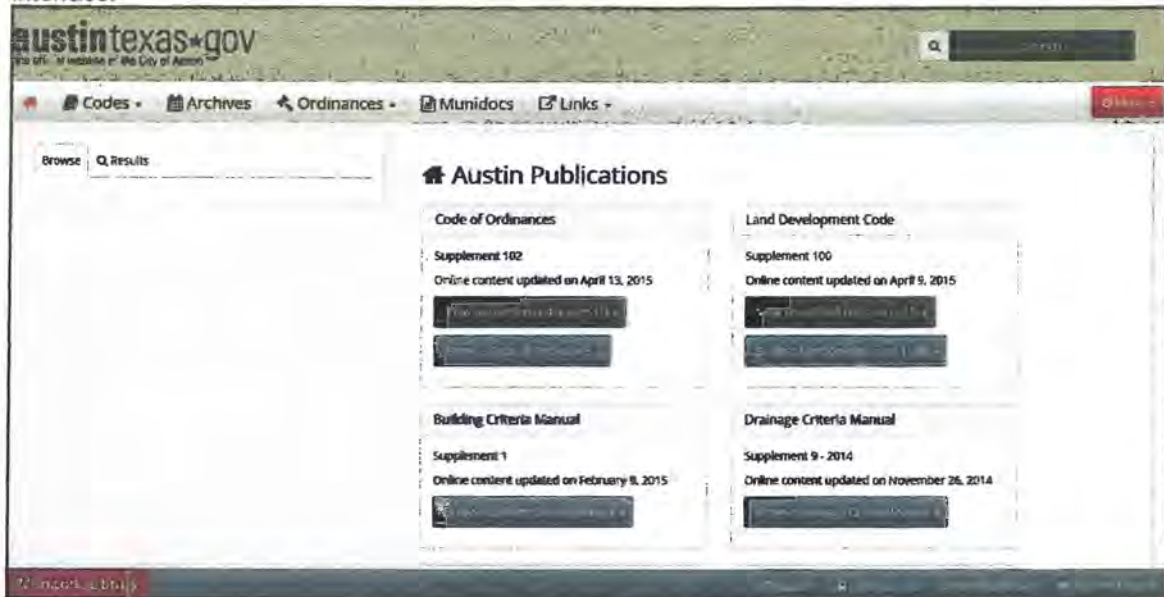


- ❖ **Tablet friendly** – Tablet users are directed to the full desktop version of the site. The advanced user interface uses large buttons and icons, making it extremely touch friendly.
- ❖ **Searching** – Search results begin in a popover, then move to a persistent left-hand tab as you cycle through the results. You can toggle between search and browse modes by selecting the appropriate tab. This enables you to quickly move through search results without clicking "back" to a search results page. The code is also indexed by the section, returning more accurate, granular results.



- ❖ **Advanced Searching** – You and your power users can conduct searches using Normal Language, Boolean Logic, Stemming, Fuzzy Search and Synonym search.

- 🔊 **Searchable ordinances** – Thanks to our OrdBank service, ordinances posted pre and post-codification are full-text searchable with hit highlighting.
- 🔊 **Searching all content types** – If you use our OrdBank or MuniDocs service, you can search any combination of the code, ordinances, and MuniDocs simultaneously. Search results are color coded and labeled for easy identification.
- 🔊 **Narrow Searching** – Your users have the ability to search selected chapters or titles in order to pinpoint their searches and find what they are looking for as quickly as possible!
- 🔊 **Print/Save/Email** – Users can print, save (as Word) or email files at the section level, as well as, at the article or chapter level. You will also be able to print, save or email non-sequential sections from multiple portions of your code(s).
- 🔊 **Multiple publications** – If you have multiple publications (code, zoning, etc.), they will all be searchable from one interface.



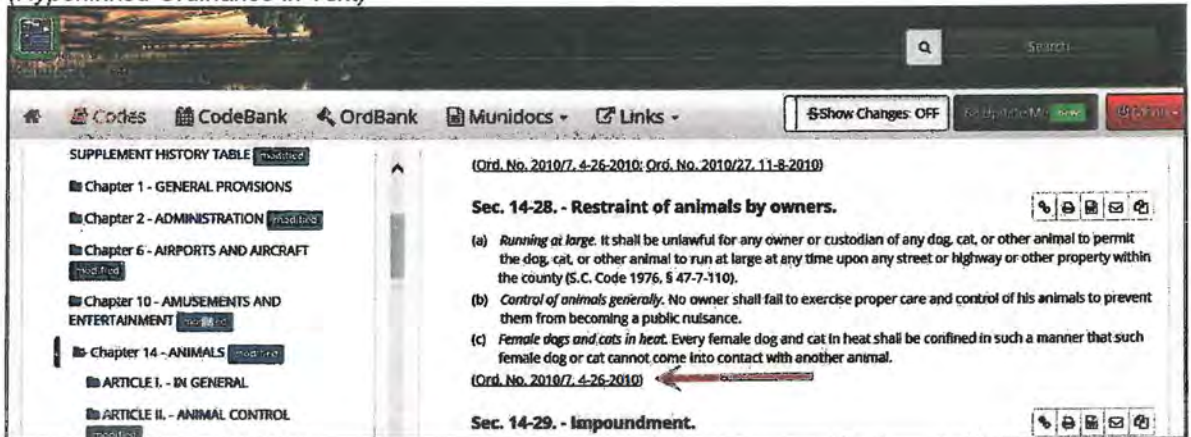
- 🔊 **Social Media Sharing** – You and your users are able to share code sections via Facebook and Twitter. This will make it easier for you and your team to utilize social media in order to engage your citizenry and enhance your level of transparency.
- 🔊 **Internal Cross-Reference Linking** – Cross-references within your code are linked to their respective destination Article, Chapter, or Section.
- 🔊 **Mouseover (cluetips)** – Navigate to your code and any linked cross-reference will quickly display the pop-up preview window.
- 🔊 **Static Linking** – Copy links of any section, chapter or title to share via email or social media.
- 🔊 **Scrolling Tables and Charts** – Headers stay fixed while you scroll through the table/chart.
- 🔊 **GIS** – We can provide a permalink to any code section and assist staff to create a link from your GIS system to relevant code sections.
- 🔊 **In-line Images & PDFs** – We take great care to ensure that your images match online and in print, and are captured at the highest quality possible. Our online graphics can be enlarged with a frameless view to maximize the image. Municode can also incorporate PDFs of certain portions of the code that have very specific viewing and layout requirements.
- 🔊 **Collapsible TOC** – The table of contents collapses and is re-sizeable, providing additional real estate with which you may view your code. Easily view your maps, graphs and charts by simply enlarging the item.
- 🔊 **Support** – Phone, email and web support for citizens and staff: 24 hour email response; phone support from 8:00 a.m. to 8:00 p.m. (eastern)

MunicodeNEXT

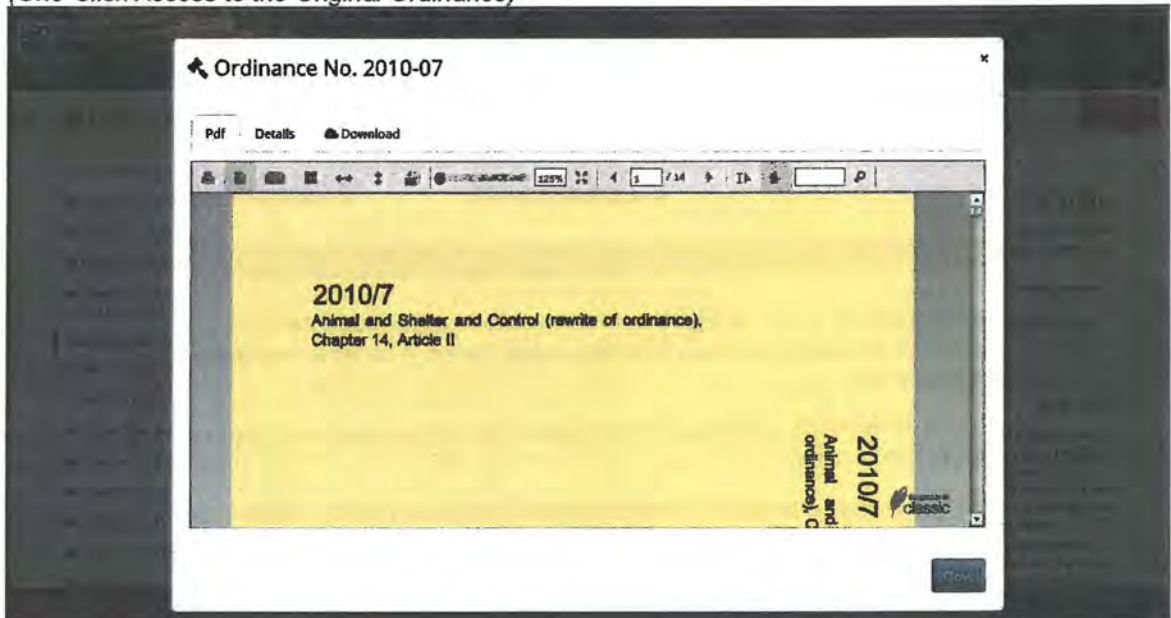
Take Your Online Code to the NEXT Level with these Exclusive, Premium Features!

OrdBank. With our OrdBank solution, newly adopted legislation will be posted online in between supplements. Upon the completion of your supplement, the ordinances will be linked in your history notes and stored in your OrdBank Repository under the "OrdBank" tab.

(Hyperlinked Ordinance in Text)



(One-Click Access to the Original Ordinance)



(OrdBank Repository)

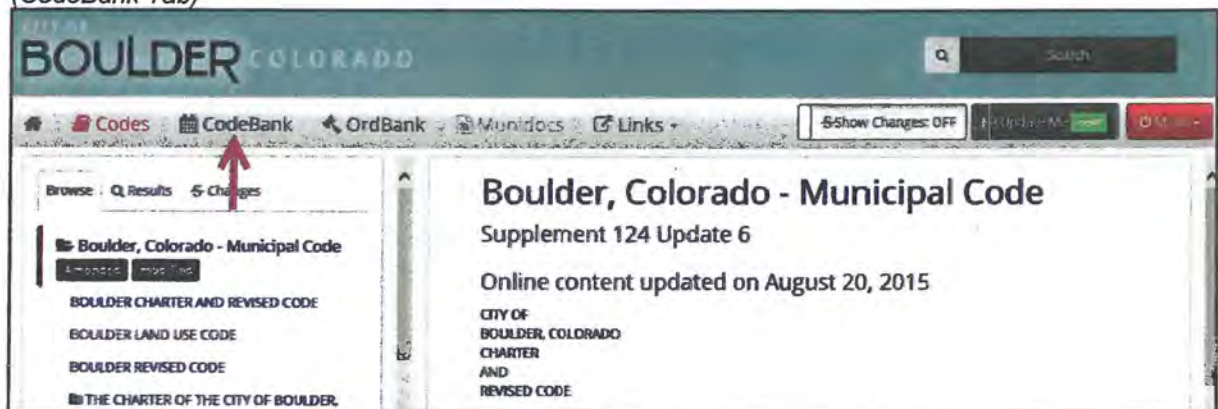


OrdLink + OrdBank. Prior to incorporating the ordinances into your code via supplementation, the OrdLink system can hyperlink newly adopted ordinances to the section being amended. Linked sections are highlighted in the table of contents and links are created from the amended sections to the new ordinances. Once the linked ordinances are incorporated into your code, they are added to your OrdBank repository and hyperlinked to your history notes. This service helps put everyone on notice that new ordinances have been adopted.



CodeBank. Our CodeBank service serves as an online archival platform for previous supplements of your code. Empower your staff and citizens to access every previous version of your code with one click.

(CodeBank Tab)



(Permanent Repository)

The screenshot shows a 'Update Me' form. It includes fields for 'Email', 'Profession', and 'Codes'. There is a checkbox for 'Code of Ordinances'. Below the form, there is a disclaimer: 'By submitting this form you agree to allow Minneapolis to use your information for informational and statistical purposes only. Your information will not be shared with any third parties by either Minneapolis or Municipal Code Corporation.'

CodeBank Compare. Our CodeBank Compare service is a powerful feature that provides users the ability to select a past version of your online code and compare it to any other version of your online code. The differences will be shown via highlights (added material) or strikethrough (deleted material).

(Changes in Text)

The screenshot shows the Seattle.gov website's CodeBank Compare feature. The left sidebar lists the 'SEATTLE - MUNICIPAL CODE' with sections like 'PREFACE', 'CHAPTER COMPARATIVE TABLE', and 'TITLE 1 - GENERAL PROVISIONS'. 'TITLE 2 - ELECTIONS' is selected, showing sub-sections like 'Chapter 2.04 - ELECTION CAMPAIGN CONTRIBUTIONS'. The main content area displays the text of '2.04.290 - Identification of contributions and communications,' with changes highlighted in green for additions and red for deletions. For example, the text 'No contribution shall be made...' is followed by a green highlight 'No contribution shall be made...' and a red strikethrough 'No contribution shall be made...'. The text continues with 'All audio and video broadcast political advertising...' and 'In addition to the materials required by subsection (1) of this section...'.

Users will be notified of the changes in the table of contents and within the text of the code via "modified," "new," or "removed" badges. Users can also select an option to view all of the changes in a single view, complete with strikethrough and highlights showing the specific textual changes that were made. The CodeBank Compare service will show all amendments to your code that were implemented during the most recent update.

(Changes Tab in Your Table of Contents)

The screenshot shows the Boulder, Colorado - Municipal Code Supplement 123 Update 2 interface. The left sidebar lists 'Browse', 'Q Results', and 'Changes'. The main content area displays the title 'Boulder, Colorado - Municipal Code Supplement 123 Update 2' and a list of 'Adopted Ordinances Not Yet Codified'. The text includes 'The BIC online undergoes quarterly maintenance supplements and may not be up-to-date. The "Amended" badge throughout the online table of contents identifies the legislation that has not yet been incorporated into the online Code. Please always review these periodic Adopted Ordinances to ensure you are up to date on the most current legislation.' The list includes 'Ordinance No. 8015 Adopted 2/17/15' and 'AN ORDINANCE AMENDING CHAPTER 6-4, B.U.C. 1981, ADDING A NEW SECTION 6-4-3.5 "SMOKING PROHIBITED IN PUBLIC PLACES," INCLUDING ELECTRONIC SMOKING DEVICES IN THE DEFINITION OF SMOKING, AND SETTING FORTH RELATED DETAILS.'

eNotify. Our eNotify service allows users to enroll online and receive email notifications each time your online code is updated. This will empower your staff and citizens to receive instant notifications every time your online code is updated.

(eNotify Button for Easy Registration)

The screenshot shows the Boulder, Colorado - Municipal Code interface. The top right corner features a search bar, a 'Show Changes' button, and an 'eNotify' button. An arrow points to the 'eNotify' button. The main content area displays 'TITLE 3 - REVENUE AND TAXATION' and 'Chapter 1 - Definitions'. The list includes '3-1-1. Definitions.', '3-1-2. Intercity Claims for Recovery.', and '3-1-3. Hearings and Appeals.'

(eNotify Sign-Up)

Update Me

Filling out this form will allow you to receive an email notification every time select publications are updated.

Note: If you no longer wish to receive these notifications once signed up, you can unsubscribe via a link in the notification email.

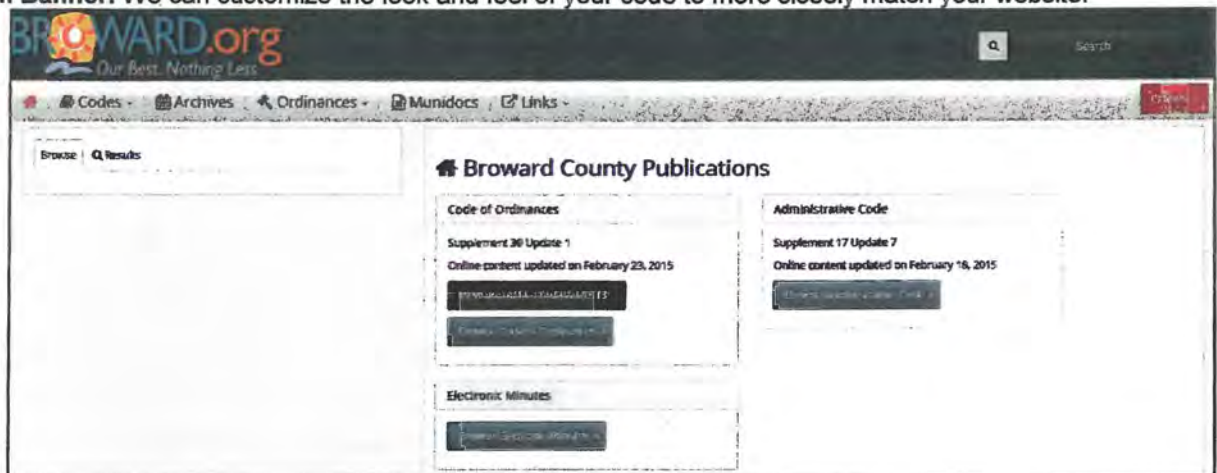
Email
Enter email

Profession
Select One

Codes
☒ Code of Ordinances

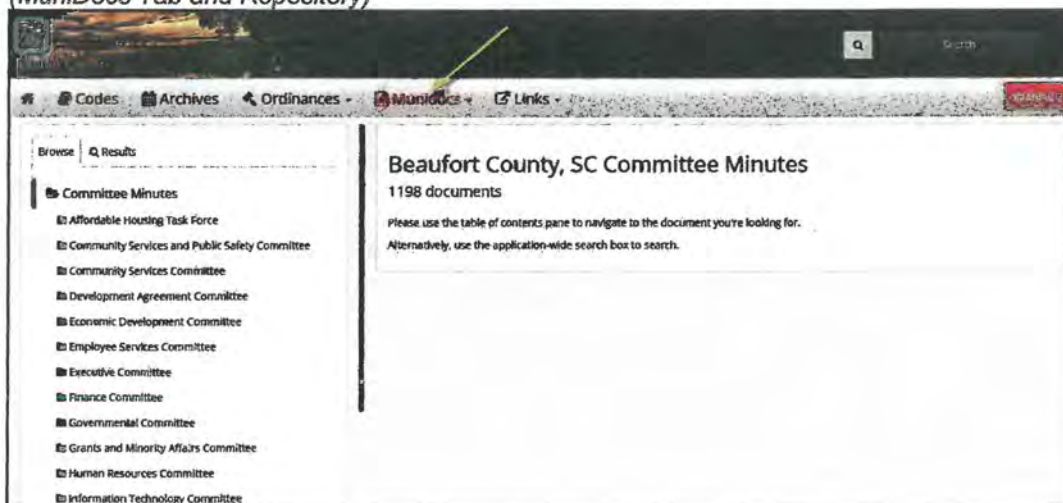
By submitting this form you agree to allow Minneapolis to use your information for informational and statistical purposes only. Your information will not be shared with any third parties by either Minneapolis or Municipal Code Corporation.

Custom Banner. We can customize the look and feel of your code to more closely match your website.



MuniDocs. Enables municipal users to send material of your choosing directly to us to upload documents to your online code. Let us do all the work and upload your minutes, resolutions, budgets, and or any other non-code material online. Your collection of documents, will be posted alongside your code and will be fully searchable and filterable for ease of use. No need for you and your staff to learn and manage a new system.

(MuniDocs Tab and Repository)



MuniPRO. MuniPRO Searching allows you to search the over 3,140 codes we host (the entire country, a single state, or individually selected codes of your choosing). MuniPRO Searches are ideal for researching local regulations of special interest, or to find out how other communities are dealing with similar issues. If the IP based model is selected, only Multiple Code Searching is available. MuniPRO provides subscribers with the following tools:

- ② **Multiple Code Search.** Search all codes within one state, multiple codes within one state, or search over 3,140 codes in the entire U.S. hosted by Municode! Search results are sorted by relevancy and indicate the source publication, showing excerpts and keyword highlighting.
- ② **MuniPRO Favorites.** Create a "favorites" list of frequently visited codes or sections. This will save time by making navigation a one-click process from your dashboard.
- ② **MuniPRO Notes.** Create a note and attach it to any document in any publication. Note icons will show in both the Table of Contents and search results page, alerting the user to a previously written note. Notes can be shown or hidden when browsing and searching a publication, and a global listing of notes can be accessed with a single click from your dashboard.
- ② **MuniPRO Drafts.** Begin a new ordinance draft to keep track of pending legislation. Drafts icons will appear in the table of contents and search results, and can also be accessed from a single click.

YOUR ADVANTAGES WITH



 **municodeNEXT**

 **MY municode**

Basic Search	●	●
Print/Save/Email	●	●
All-In-One Search	●	●
Advanced Search	●	●
Modern Design	●	●
Fully Searchable PDF documents	●	●
Twitter & Facebook Sharing	●	●
Enhanced for Tablet Use	●	●
PREMIUM FEATURES		
*OrdBank	○	○
*OrdLink	○	○
*CodeBank	○	○
*CodeBank Compare	○	○
*eNotify	○	○
*MuniPro	○	○
*Custom Site Theming	○	○

*Municode's optional, premium offerings are enhanced with MunicodeNEXT. Call or email for details.

Web Accessibility

Internet Stability – Geographic Redundancy. We house our public facing website in a secure, SAS70, PCI compliant data center owned and operated by Peak 10 in Atlanta, Georgia. This page outlines the features of Peak 10's datacenter, including redundant Internet providers, redundant power and cooling, and secure biometric access to the physical facility (<http://www.peak10.com/about-peak-10/data-center-locations/atlanta/>). All systems are backed up and synchronized between our Tallahassee, Florida and Atlanta, Georgia locations for full geographic redundancy should one of the sites become inaccessible.

ADA Compliance. ADA Law Accessibility & Compliance - We will take all reasonable steps necessary to meet the Priority 1 checkpoints of the Web Content Accessibility Guidelines 1.0 (<http://www.w3.org/TR/WCAG10/>) outlined by the W3C. In the event that a particular page or feature of our site is not WCAG Level 1.0 compliant, we will make our best effort to provide an alternative, compliant page.

Our current website is Section 508 compliant. We provide a version of each Code we host for Disability Access, accessible via our mobile site. This version of the code contains no frames and is also mobile friendly for access from any modern smartphone or tablet running iOS, Android, Windows Phone 7 or higher, WebOS, or Blackberry OS. Sample ADA/Mobile Link: <https://www.municode.com/library/mn/minneapolis?forceview=mobile>.

Publishing software will support all modern browsers. Our web application runs on the .Net platform and is written in C# using the MVC framework. All content is rendered in standard HTML and is viewable in all modern browsers including PC: Microsoft Internet Explorer 9 or later, Firefox 3.6 or later, Chrome 18 or later. **Macintosh®:** Safari™ 5.0 or later, Firefox 3.6 or later, Chrome 18 or later.

Security assessment for the hosted facility (SOC Report). Our public facing systems are co-located in a datacenter operated by Peak 10 in Atlanta, GA. This data center is SAS 70 Type II and PCI compliant, employing all modern data center best practices with regard to physical security. All individuals entering the data center must be active customers or authorized vendors with badge and PIN access to the front door. Biometric authentication is required to enter the data center facility, and each rack is locked with a combination lock to prevent unauthorized access. The facility is monitored by camera 24/7 to further provide physical security.

We secure our systems using enterprise grade security products. We employ firewalls from Palo Alto networks to secure the perimeter and endpoint security from Symantec to provide anti-virus scanning and threat detection on all servers, desktops, laptops, virtual machines, and mobile devices. Symantec actively scans all file access on all endpoints on our network and immediately quarantines any suspected malware, immediately sending notification to our systems administration staff.

Backups of data performed. We utilize Veeam Backup & Recovery to take daily snapshots of all servers in our Atlanta and Tallahassee datacenters. Snapshots are performed from 8 pm EST to 5 am EST and are replicated between sites. Atlanta snapshots are copied to Tallahassee and vice versa. We routinely test our backups.

Antivirus protection. We utilize Symantec Endpoint Protection to protect all desktops, laptops, virtual desktops, and servers from viruses and malware. Signatures are updated every 4 hours and pages are sent immediately to a team of admins if an infection is detected.

Data redundancy. We use Equallogic iSCSI SANs for all our storage needs. Each SAN member is fully redundant – redundant power supplies, controllers, NICs, etc. The drives on each array are configured as either RAID 5, RAID 50, or RAID 60 arrays.

Additional Services

As an additional service/product under this contract, the following optional services are available:

Distribution. Fulfillment services are available to distribute individual printed copies of codes and supplements to departments or subscribers at no additional fee to you. We can sell your codes, supplements, chapter reprints, binders and tabs at a pre-determined price. We assume all risk and expense for providing these items. Orders can be placed through our online ordering, via fax, mail or telephone. More detailed information about distribution services will be provided after the return of the proofs.

Future Legal Review. At any point during the term of this Agreement, or extensions thereof, we can provide additional legal reviews to identify inconsistencies, obsolete provisions or compare the code to current state law. State law references can be updated in conjunction with this legal review or as a separate engagement.

Utility Billing and Revenue Management Services. MCCadvantage (MCCa), a fully integrated division of Municipal Code Corporation, offers industry leading end-to-end utility bill presentment services for the local government market. MCCa's revenue management services include utility bill print and mailing, e-bill fulfillment, pro-active notifications and electronic payment options. Currently, almost 60 municipal owned utilities trust MCCa to process approximately 7 million bill statements annually. Our utility billing processes create flexible, efficient and customer-centric solutions that allow municipalities to better leverage existing billing resources. Costs for bill presentment services, including custom bill design, data formatting, printing and mailing services are competitively priced based on billing volume.

Enterprise Content Management Software (Laserfiche). With a client base of over 600 government agencies, we are the largest provider of Laserfiche solutions in the country.

Electronic Agenda and Legislative Management (Legistar). MCCi, a subsidiary of Municipal Code Corporation, offers the Granicus Legislative Management Suite (Legistar) and related services which provides electronic automation and creation of Agendas and Minutes. Options for integrating Legistar with Laserfiche and MunicodeNEXT are also available.

Digital Imaging Services. MCCi offers scanning, indexing and integration of hard copy documents, electronic documents, and microfilm/microfiche. MCCi integrates the records with Laserfiche Software to provide the Client with the most powerful search engine available.

Open Records Request Solution (JustFOIA). MCCi offers its JustFOIA solution to help agencies track Open Records Requests. JustFOIA is a hosted solution that is user-friendly, affordable, and integrated with Laserfiche ECM.

Contract Management Software (Contract Assistant). MCCi offers the Contract Assistant Software (developed by Blueridge Software) which is a solution designed to provide control and automation of the contract management process, while also offering Laserfiche integration options.

What Our Clients Say about Partnering With Us

"We were not only impressed with the services and products provided by Municode but the speed in which it all took place. Our Legislative Body and Administration were pleased with the new code books and the pricing we received. Thank you for producing this great product with such professionalism. We look forward to our continued relationship with Municode."

"We certainly couldn't have done it without your team. MCC is a very customer oriented company."

"I find everyone at Municode delightfully friendly and helpful. You are all very professional. It's apparent that you all care a great deal about good customer service. That is wonderfully refreshing as it is so hard to find anymore."

"I am extremely satisfied with Municipal Codes Corporation's performance and customer assistance. Not many companies provide such excellent services."

"You have personally demonstrated excellent service, diligence and concern for the integrity of our code and the integrity of the product your company produces. Please know your efforts are very much appreciated!"

"We appreciate the superior customer service you have provided. I can't tell you how nice it is to have people that will work with you."

"You are true professionals and great to work with!"

"Thank you for the tremendous job that you do for us. You always make me look good as the Clerk and I truly appreciate your services."

"WONDERFUL!!! Thanks for making my life easier, I really appreciate all that you do!"

"Your diligence, care, command over the process and attention to details have been exceptional. Moreover, what also helps set you apart from most of those in your line of work is that, you are readily accessible and exceedingly responsive. I hope that my clients are as pleased with me as I am with you."

"I really enjoy working with you! Your responsiveness and enthusiasm are greatly appreciated!!"





Agenda Date: 2-02-2016

Agenda Item: 2a SA

STAFF REPORT

TO: CITY OF CLAYTON SUCCESSOR AGENCY OVERSIGHT BOARD
FROM: LAURA HOFFMEISTER, ASST. TO THE CITY MANAGER 
DATE: JANUARY 29, 2016
SUBJECT: CONSIDER A RESOLUTION APPROVING THE LONG RANGE PROPERTY MANAGEMENT PLAN, PURSUANT TO THE DISSOLUTION ACT

RECOMMENDATION

It is recommended the Successor Agency Oversight Board adopt the attached Resolution approving the Long Range Property Management Plan pursuant to Health and Safety Code Section 34191.5 of the California Redevelopment Law – the Dissolution Act, [ABx1 26 and AB 1484].

BACKGROUND

Governor Brown signed Assembly Bill 1484 (AB 1484) on June 27, 2012; resulting in substantial changes to the Redevelopment Agency dissolution process implemented by Assembly Bill 1X 26. A key component of AB 1484 is the requirement that each Successor Agency develop a Long Range Property Management Plan (LRPMP), that will govern the disposition and use of the former non-housing Redevelopment Agency properties.

Successor Agency staff prepared the final LRPMP (Exhibit A to Resolution 2-2016 in accordance with Health and Safety Code (HSC) §34191.5 for the one property owned by the former Redevelopment Agency of the City of Clayton. The final LRPMP is required to be submitted to the Department of Finance (DoF) within six months of receiving the Successor Agency's Finding of Completion from DoF, which was received on December 30, 2015. The Successor Agency of the former Redevelopment Agency of the City of Clayton's LRPMP is therefore due to DoF by June 30, 2016.

The staff recommends the Oversight Board review the LRPMP, take public comment and adopt Resolution 2-2016 (Attachment 1) approving the LRPMP, which includes directing staff to forward to LRPMP to DoF for its review and approval and directing the Successor Agency to transfer title to the City of Clayton for "The Grove Park".

AB 26 and AB 1484, the "Dissolution Act.", eliminated Redevelopment Agencies throughout the state of California on February 1, 2012; initiating the "wind down" of the former Redevelopment Agencies' activities and obligations. The Successor Agency for the Redevelopment Agency for the City of Clayton has complied with all facets of the Dissolution Act including:

- Prepared and received approval from the Concord Oversight Board and the Department of Finance on five Recognized Obligation Payment Schedules.
- Prepared and received approval from the Concord Oversight Board and the Department of Finance on two mandated Due Diligence Reviews: Low/Moderate Income Housing Funds and Non-Affordable Housing Funds.
- Complied with the mandated True Up Payment to Contra Costa County.
- Complied with the DoF's Housing Asset Transfer requirements.
- Filed and received a Finding of Completion from DoF on December 30, 2015 stating that the Successor Agency has complied with Due Diligence Reviews and True up Payments.

California Health & Safety Code Section 34191.5 directs that after a Successor Agency receives a Finding of Completion from the DoF, it shall then prepare a LRPMP to address the disposition and use of the former Redevelopment Agency's real properties. The LRPMP must be submitted to the Agency's Oversight Board for approval prior to final submission to the DoF for approval, no later than six months following the issuance of the Finding of Completion. The LRPMP is considered by the State as a benefit to cities, as it could allow a city to retain certain properties for governmental purposes (and for future development that fulfilled the former Redevelopment Agency's plan if applicable).

The Successor Agency received its Finding of Completion on December 30, 2015 and the LRPMP is therefore due to the DoF by June 30, 2015.

DISCUSSION

There is only one parcel held in title by the Clayton Redevelopment Agency. The property is the downtown park a 1.14 acre property known as "The Grove Park", located at 6100 Main Street. The site is fully developed as an active public park, including amenities such as a gazebo, picnic tables, paved paths, grass/irrigation, lighting and sound speakers, a restroom building and tot lot.

The final LRPMP was prepared as required by statute and as directed by the DoF, and is attached for the Oversight Board's review (Attachment 1). The LRPMP contains property inventory information including:

Parcel Data : • Address • Assessor parcel number • Lot size • Current zoning (in Redevelopment Plan or Specific, Community or General Plan)

Acquisition Information • Date of acquisition • Value of the property at time of acquisition • Purpose for which the property was acquired • Current Value and Revenue Generation • Estimate of current value • Date/value basis for estimate • Estimate of any lease, rental or other revenues generated by the property (if applicable) • Description of any contractual requirements regarding the disposition of such revenues

Environmental Information • History of environmental contamination • Designation as a brownfield site • Summary of related environmental studies • History of remediation efforts

Development Plans and Activity • History of previous development proposals and activity for the property

Potential for Transit Oriented Development and Advancement of Planning Objectives: Description of the property's potential

Property Disposition: Proposed disposition of property

AB 1484 sets forth the following permissible uses or disposition categories under the LRPMP process:

- A. Retention of the property for governmental use pursuant to HSC §34181(a)
- B. Retention of the property for future development
- C. Sale of the property
- D. Use of the property to fulfill an enforceable obligation

HSC Section 34181 states “The oversight board shall direct the successor agency to.... dispose of

all assets and properties of the former redevelopment agency; provided, however, that the oversight board may instead direct the successor agency to transfer ownership of those assets that were constructed and used for a governmental purpose, such as roads, school buildings, parks, police and fire stations, libraries, and local agency administrative buildings, to the appropriate public jurisdiction pursuant to any existing agreements relating to the construction or use of such an asset....”

The Clayton Redevelopment Agency (Successor Agency) property The Grove Park should therefore be transferred to the City and retained for government purpose. This property was developed and improved and serves as government purpose asset in accordance with Section 3418: public park.

FISCAL IMPACT

Once approved by the DOF, the Successor Agency can then take the steps to transfer the Title from the Clayton Redevelopment Agency to the City of Clayton. There is not any financial impact to either with this other than nominal document preparation cost and recording fee.

ATTACHMENTS

1. Resolution 2-2016
2. Exhibit A to Resolution 2-2016
3. DOF Long Range Property Management Plan Checklist
4. Background Materials related to Long Range Property Management Plan

RESOLUTION 2-2016

**A RESOLUTION APPROVING THE LONG RANGE PROPERTY MANAGEMENT
PLAN OF THE SUCCESSOR AGENCY FOR THE CITY OF CLAYTON
REDEVELOPMENT AGENCY PURSUANT TO CALIFORNIA HEALTH AND
SAFETY CODE SECTION 34181 and 34191.5 (b)**

**THE OVERSIGHT BOARD
Successor Agency for the City of Clayton, California**

WHEREAS, pursuant to the California Community Redevelopment Law (Health and Safety Code Section 33000 et seq.; the "Redevelopment Law"), the City Council (the "City Council") of the City of Clayton (the "City") adopted in accordance with the California Community Redevelopment Law, City Ordinance No. 243 on 20 July 1987 adopting the Redevelopment Plan for the Clayton Redevelopment Project Area (the "Redevelopment Plan"), as amended from time to time; and

WHEREAS, the Redevelopment Agency of the City of Clayton (the "Agency") is responsible for implementing the Redevelopment Plan pursuant to said Redevelopment Law; and

WHEREAS, Assembly Bill X1 26 (the "Dissolution Act") and Assembly Bill X1 27 (the "Alternative Redevelopment Program Act") were enacted by the State of California on 28 June 2011, to significantly modify the Community Redevelopment Law and to end the existence of or modify continued operation of redevelopment agencies throughout the state (Health & Safety Code §33000, et seq.; the "Redevelopment Law"); and

WHEREAS, on 11 August 2011, the California Supreme Court agreed to review the California Redevelopment Association and League of California Cities' petition challenging the constitutionality of these Redevelopment Restructuring Acts; and

WHEREAS, on 29 December 2011, the California Supreme Court ruled that the Dissolution Act is largely constitutional and the Alternative Redevelopment Program Act is unconstitutional; and

WHEREAS, the Court's decision means that all California redevelopment agencies, including the Clayton Redevelopment Agency, are now terminated and have been automatically dissolved on 1 February 2012 pursuant to the Dissolution Act; and

WHEREAS, on 17 January 2012 by Resolution No. 03-2012, the Clayton City Council did exercise its priority right and took action to become the Successor Agency and the Successor Housing Agency of the former Clayton Redevelopment Agency; and

WHEREAS, by letter of December 30, 2015, the California Department of Finance ("DOF") issued to the Successor Agency a finding of completion in accordance with Health and Safety Code Section 34179.7 ("Finding of Completion"), signifying the Successor Agency's full compliance with specified payment obligations under the Redevelopment Act; and

WHEREAS, pursuant to Health and Safety Code Section 34191.5(b) of the Dissolution Act, no later than six months following the issuance to the Successor Agency of the Finding of Completion, the Successor Agency is required to prepare a Long-Range Property Management Plan ("LRPMP") to address the disposition and use of the real properties of the Redevelopment Agency; and

WHEREAS, pursuant to Health and Safety Code Section 34191.5(b) of the Dissolution Act, the LRPMP is to be submitted to the Oversight Board and the DOF for approval; and

WHEREAS, the of the Clayton Redevelopment Agency (Successor Agency) owns only one parcel, Assessor's parcel No. 119-015-007, a 1.14 acre developed and improved public downtown park, known as The Grove Park; and

WHEREAS, pursuant to and 34191.5(b) the property must be disposed of by and it is appropriate to transfer it to a public agency as it is property that is used for a public purpose as is allowed under Health and Safety Code Section 34181; and

WHEREAS, as a public park maintained by the City of Clayton, via a special maintenance and operation parcel tax approved by the Clayton electorate, it is appropriate to transfer title from the Clayton Redevelopment Agency (Successor Agency) to the City of Clayton; and

WHEREAS, pursuant to Health and Safety Code Section 34191.5(b), the Successor Agency has prepared and is submitting the LRPMP to the Oversight Board; and

WHEREAS, in accordance with the Dissolution Act, the Oversight Board desires to approve the LRPMP; and

WHEREAS, the approval of the Long Range Property Management Plan through this Resolution does not commit the Oversight Board to any action that may have a significant effect on the environment. As a result, such action does not constitute a project subject to the requirements of the California Environmental Quality Act ("CEQA"); and

NOW, THEREFORE, BE IT RESOLVED that the Oversight Board does hereby find the above Recitals are true and correct and have served, together with the supporting documents, as the basis for the findings and approvals set forth below.

BE IT FURTHER RESOLVED that the Oversight Board of the Successor Agency for the City of Clayton Redevelopment Agency does hereby approve and adopt the Long Range Property Management Plan, attached hereto as "Exhibit A", and incorporated herein as if fully set forth in this Resolution.

BE IT FURTHER RESOLVED that the Oversight Board authorizes and directs its City Manager or the City Manager's designee to: (1) post the post a copy of this Resolution and actions taken herein, as approved and fully executed by the Oversight Board on the City's website; (2) submit copies of this Resolution and actions taken herein, as approved and fully executed by the Oversight Board, to the DOF (electronically); and (3) to take such other actions and execute such other documents as are appropriate to effectuate the intent of this Resolution and to implement the Long Range Property Management Plan on behalf of the Oversight Board, Successor Agency, and City.

BE IT FURTHER RESOLVED that the Oversight Board hereby authorizes the Executive Director, or designee, of the Successor Agency to take such other actions and negotiate and execute such instruments and documents on behalf of the Successor Agency as are necessary and appropriate to confirm, implement and effectuate the Successor Agency's LRPMP.

BE IT FURTHER RESOLVED that if any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Resolution or of Exhibit A, or any part thereof is for any reason held to be unconstitutional, invalid or ineffective, such decision shall not affect the validity or effectiveness of the remaining portions of this Resolution, Exhibit A or any part thereof. The Oversight Board, acting for the Successor Agency, hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase of this Resolution or of Exhibit A irrespective of the fact that one or more sections, subsections, subdivision, paragraphs, sentences, clauses or phrases be declared unconstitutional, invalid or ineffective. To this end the provisions of this Resolution and of Exhibit A are declared to be severable.

AND BE IT FURTHER RESOLVED that this Resolution shall and does take immediate effect upon its adoption.

PASSED, APPROVED AND ADOPTED by the Oversight Board for the Successor Agency of the City of Clayton, California at a regular public meeting thereof held on the 29th day of January 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

THE OVERSIGHT BOARD FOR THE
SUCCESSOR AGENCY FOR THE
CITY OF CLAYTON, CA

Dan Richardson, Chair

ATTEST:

Laura Hoffmeister, Clerk of the Board

LONG RANGE PROPERTY MANAGEMENT PLAN: PROPERTY INVENTORY DATA

[illegible]



LONG-RANGE PROPERTY MANAGEMENT PLAN CHECKLIST

Instructions: Please use this checklist as a guide to ensure you have completed all the required components of your Long-Range Property Management Plan. Upon completion of your Long-Range Property Management Plan, email a PDF version of this document and your plan to:

Redevelopment_Administration@dof.ca.gov

The subject line should state "[Agency Name] Long-Range Property Management Plan". The Department of Finance (Finance) will contact the requesting agency for any additional information that may be necessary during our review of your Long-Range Property Management Plan. Questions related to the Long-Range Property Management Plan process should be directed to (916) 445-1546 or by email to

Redevelopment_Administration@dof.ca.gov.

Pursuant to Health and Safety Code 34191.5, within six months after receiving a Finding of Completion from Finance, the Successor Agency is required to submit for approval to the Oversight Board and Finance a Long-Range Property Management Plan that addresses the disposition and use of the real properties of the former redevelopment agency.

GENERAL INFORMATION:

Agency Name: **City of Clayton**

Date Finding of Completion Received: **December 30, 2015**

Date Oversight Board Approved LRPMP: **January 29, 2016**

Long-Range Property Management Plan Requirements

For each property the plan includes the date of acquisition, value of property at time of acquisition, and an estimate of the current value.

☒ Yes ☐ No The estimated value at acquisition in September 1999 is \$626,000 based on County Assessor information; current value is apx. \$2,627,000 (\$2,100,000 final improvement construction cost from City CIP documents, plus the \$626,000 in land acquisition costs – June 2008)

For each property the plan include the purpose for which the property was acquired.

☒ Yes ☐ No **Downtown Economic Development Stimulus opportunity**

For each property the plan includes the parcel data, including address, lot size, and current zoning in the former agency redevelopment plan or specific, community, or general plan.

☒ Yes ☐ No Assessor's Parcel No.(APN): 119-015-007; 6100 Main Street, Clayton CA.; 1.14 acres; Zoning-Planned Development (PD); Town Center Specific Plan: Public Owned Facility (PF); General Plan: Public Park (PU).

For each property the plan includes an estimate of the current value of the parcel including, if available, any appraisal information.

☒ Yes ☐ No The estimated final improvement construction cost and land costs: \$2,627,000 (\$626,000 land acquisition cost based on County Assessor information; \$2,100,000 final improvement construction cost from City CIP documents.)

For each property the plan includes an estimate of any lease, rental, or any other revenues generated by the property, and a description of the contractual requirements for the disposition of those funds.

☐ Yes ☒ No **Not applicable public park.**

For each property the plan includes the history of environmental contamination, including designation as a brownfield site, any related environmental studies, and history of any remediation efforts.

☐ Yes ☒ No **Not applicable the site is a developed downtown public park.**

For each property the plan includes a description of the property's potential for transit-oriented development and the advancement of the planning objectives of the successor agency.

☐ Yes ☒ No **Not applicable the site is a developed downtown public park.**

For each property the plan includes a brief history of previous development proposals and activity, including the rental or lease of the property.

☐ Yes ☒ No **Not applicable the site is a developed downtown public park.**

For each property the plan identifies the use or disposition of the property, which could include 1) the retention of the property for governmental use, 2) the retention of the property for future development, 3) the sale of the property, or 4) the use of the property to fulfill an enforceable obligation.

☒ Yes ☐ No **Retention of the property for governmental use as it is a developed downtown public park. (construction included use of Roberti - Zberg State Park grant funds that require the park to be maintained as such for a minimum of 20 years. Completion was apx. 2008 thus the site must remain a developed public park through apx. 2028. It is an active and popular downtown gathering place with many public amenities and improvements that draws people to our downtown, as such the only future plan would be for the title to be transferred from the Redevelopment Agency to the C'**

The plan separately identifies and list properties dedicated to governmental use purposes and properties retained for purposes of fulfilling an enforceable obligation.

☒ Yes ☐ No **Retention of the property for governmental use as it is a developed downtown public park. Construction included use of Roberti - Zberg State Park grant funds that require the park to be maintained as such for a minimum of 20 years. Completion was apx. 2008 thus the site must remain a developed public park through apx. 2028.**

ADDITIONAL INFORMATION

- If applicable, please provide any additional pertinent information that we should be aware of during our review of your Long-Range Property Management Plan.

There is only one parcel that the RDA (now SA) has in ownership that is currently a public use property and needs to have title transferred to the City of Clayton. The property to have title transfer is an apx. one acre downtown public park. It is fully developed as a public park and the funding for the development included state grant (Roberti-Zeberg) funds. The funding requires it to remain a public park for a minimum of 20 years. The City does not have any intention of not having this as a public park as it is very well used by the community and for community events. There are no RDA/SA funds used in the capital or operations as it has a public passed special tax that is used to fund its operations and maintenance.

Attached (pg. 3) are some pictures of our downtown "The Grove Park" and supplemental supporting information (Att. 2)

The Grove Park
Downtown Clayton
6100 Main Street



Agency Contact Information

Name: Laura Hoffmeister
Title: Assistant to the City Manager
Phone: 925-673-7308
Email: LHoffmeister@ci.clayton.ca.us
Date: January 29, 2016

Name: Kevin Mizuno
Title: Finance Manager
Phone: 925-673-7309
Email: kmizuno@ci.clayton.ca.us
Date: January 29, 2016

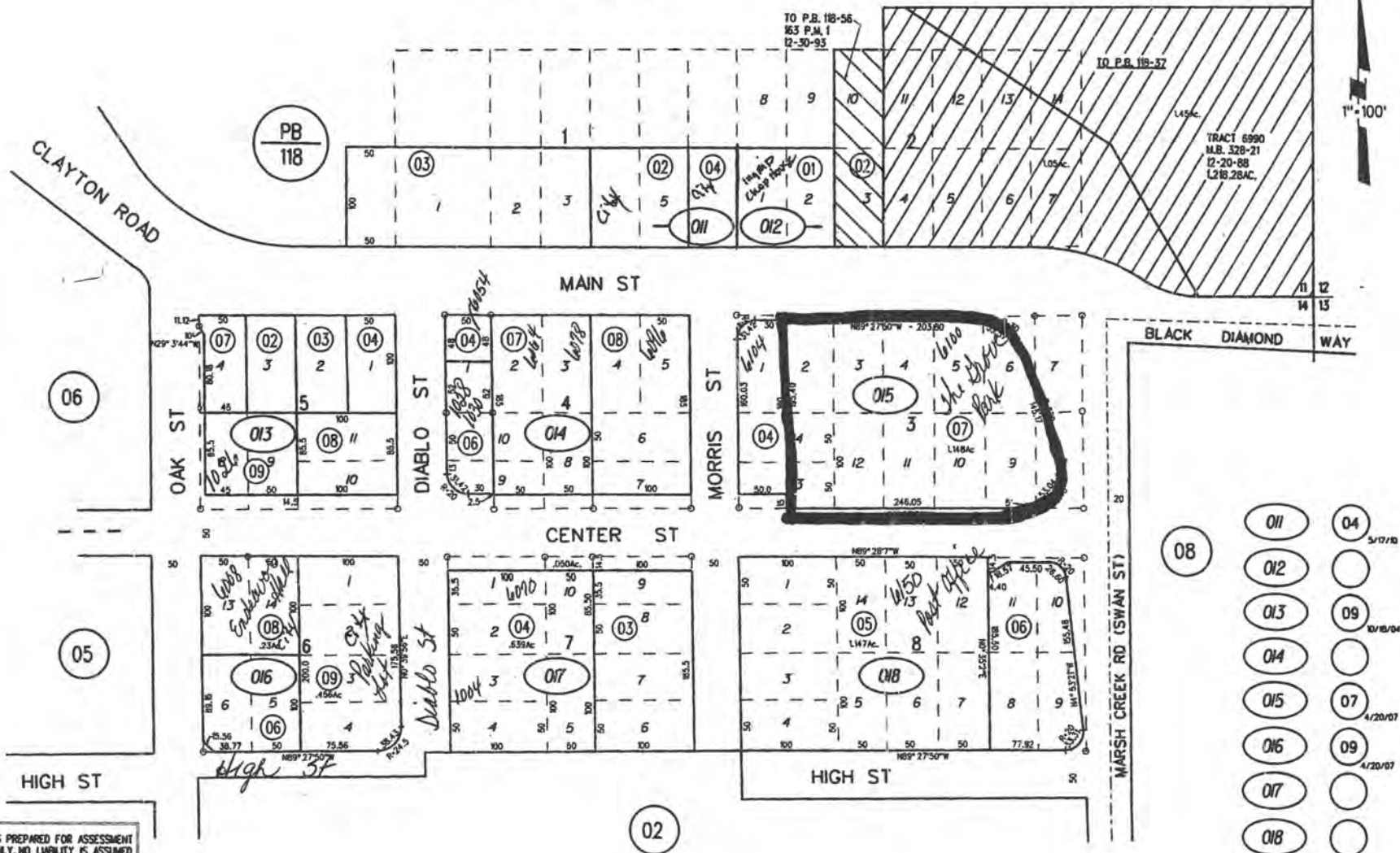
Department of Finance Local Government Unit Use Only

DETERMINATION ON LRPMP: ☐ APPROVED ☐ DENIED

APPROVED/DENIED BY: _____ DATE: _____

APPROVAL OR DENIAL LETTER PROVIDED: ☐ YES DATE AGENCY NOTIFIED: _____

POR SE 1/4 SEC 11 T1N R1W MDBM
TOWN OF CLAYTON



THIS MAP WAS PREPARED FOR ASSESSMENT PURPOSES ONLY. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE INFORMATION DELINEATED HEREON. ASSESSOR'S PARCELS MAY NOT COMPLY WITH LOCAL LOT SPLIT OR BUILDING SITE ORDINANCES.

ASSESSOR'S MAP
BOOK 119 PAGE 1
CONTRA COSTA COUNTY CALIF

CITY OF CLAYTON		2014-2015		PAGE 170	
PRYOR PROPERTIES	119-014-004-4	18,475	26,058	44,533	13001 119-014-004-4
1655 GARNET LN CONCORD CA 94519 TOWN OF CLAYTON POR LOT 1 BLK 4	01026/132 2001				
PRYOR PROPERTIES	119-014-006-9	47,491	93,903	141,394	13001 119-014-006-9
1655 GARNET LN CONCORD CA 94519 TOWN OF CLAYTON POR LOTS 1,9,10 BLK 4	01026/129 2001				
GIOVANNI DORENDA TRE C/O BARBARA M CARNEY 963 HAWTHORNE DR WALNUT CREEK CA 94596 TOWN OF CLAYTON POR BLK 14	119-014-007-7 16777/964 1991	44,336	207,798	252,134	13001 119-014-007-7
AUSTIN DOLORES L TRE 21 FREITAS DR MORAGA CA 94556 TOWN OF CLAYTON LOTS 4-6 & POR LOT 7 BLK 4	119-014-008-5 16142/791 1990	183,964	33,474	217,438	13001 119-014-008-5
SANDHU SUKHDEV & BALWINDER K SANDHU BALWINDER KAUR 6104 MAIN ST CLAYTON CA 94517 TOWN OF CLAYTON POR LOTS 1,13,14 BLK 3	119-015-004-3 95212/310 1995	182,266	769,302	951,568	13001 119-015-004-3
CLAYTON REDEVELOPMENT AGENCY 6000 HERITAGE TRL CLAYTON CA 94517	119-015-007-6 99266/034 1999	626,890		626,890	13001 119-015-007-6 NONTAXABLE CY
DOMINA JOANN B TRE PO BOX 466 CLAYTON CA 94517 TOWN OF CLAYTON LOT 5 & POR LOT 6 BLK 6	119-016-006-7 08046/999 2008	129,840	114	129,954	13006 119-016-006-7
CLAYTON CITY OF 6000 HERITAGE TRAIL CLAYTON CA 94517 TOWN OF CLAYTON LOTS 13 & 14 BLK 6	119-016-008-3 01280/779 2001	176,626	1,865,153	2,041,779	13006 119-016-008-3 NONTAXABLE CY
CLAYTON CITY OF C/O ENGINEERING DEPT 6000 HERITAGE TRL CLAYTON CA 94517	119-016-009-1 06407/394 2006	321,228		321,228	13006 119-016-009-1 NONTAXABLE CY
ALDERETTE MACIAN L & ALICE TRE C/O CAROLYN J SADLER 630 N SAN MATEO DR SAN MATEO CA 94401 TOWN OF CLYTN LOTS 6-8 & POR OF 9 BLK 7	119-017-003-3 13287/028 2013	73,850		73,850	13006 119-017-003-3
RONALD NUNN FAMILY 10500 BRENTWOOD BLVD BRENTWOOD CA 94513 TOWN OF CLAYTON LOTS 2/5 POR LOT 1&10 BLK 7	119-017-004-1 13019/668 2013	497,247	100,454	597,701	13006 119-017-004-1
OCEAN WEST NEVADA CORP 5900 N GRANITE REEF RD STE 100 SCOTTSDALE AZ 85250 POR TOWN OF CLAYTON	119-018-005-7 00016/173 2000	768,577	1,625,640	2,394,217	13006 119-018-005-7
ALES NATHAN J TRE SCAGLIA RICHARD & CHERYL TRE VIA FARALLON JURINDA CA 94563 TOWN OF CLAYTON LOT 8 & 9 BLK 7	119-018-006-5 13009/586 2013	194,701	753	801,754	13006 119-018-006-5

RECORDING REQUESTED BY
NORTH AMERICAN TITLE COMPANY
Escrow No. 99100975 Order No. 99100975
AND WHEN RECORDED MAIL TO

Name REDEVELOPMENT AGENCY OF THE
CITY OF CLAYTON
Street 924 Main Street
Address Martinez, CA 94553
City &
State

CONTRA COSTA Co Recorder Office
STEPHEN L. WEIR, Clerk-Recorder
DOC- 1999-0266034-00

Rest S- North American Title
T, OCT 07, 1999 08:00:00
CLA \$550.00 FEE \$6.00
Ttl Pd \$556.00 Mr-0000003725
lms/R2/1-4

SPACE ABOVE THIS LINE FOR RECORDER'S USE

INDIVIDUAL GRANT DEED

A.P.N. 119-015-005 and 006

The undersigned grantor(s) declare(s):

Documentary transfer tax is \$ 550.00

City Transfer Tax is \$

(x) computed on full value of property conveyed, or

() computed on full value less value of liens and encumbrances remaining at time of sale.

() Unincorporated area: (x) City of Clayton, and

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, JAMES E. COX, A MARRIED MAN AS HIS SOLE AND SEPARATE PROPERTY AND CHRISTINE COX, AN UNMARRIED WOMAN, WHO ACQUIRED TITLE AS HUSBAND AND WIFE AS JOINT TENANTS hereby GRANT(S) to REDEVELOPMENT AGENCY OF THE CITY OF CLAYTON

the following described real property in the CITY OF CLAYTON

County of Contra Costa

State of California:

PLEASE SEE EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF.

Dated: 9/24/99

STATE OF CALIFORNIA

COUNTY OF Contra Costa

SS.

On October 5, 1999

before me,

CAROL J. EVERETT

, personally appeared

James E. Cox

James E. Cox

Christine Cox

personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

WITNESS my hand and official seal

Signature

MAIL TAX

STATEMENTS TO:

SAME AS ABOVE

NAME

ADDRESS

CITY/STATE/ZIP



(This area for official notarial seal)

State of California

266 J34

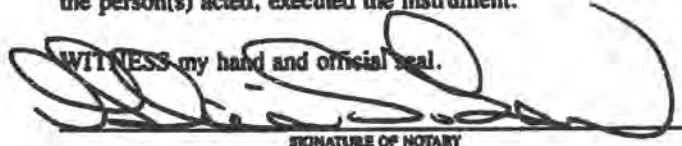
County of Contra Costa

On September 24, 1999 before me, Gloria S. Larsen
DATE NAME, TITLE OF OFFICER - E.G., "JANE DOE, NOTARY PUBLIC"

personally appeared Christine Cox
NAME(S) OF SIGNER(S)

☐ personally known to me - OR - ☒ proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.


SIGNATURE OF NOTARY



DESCRIPTION OF ATTACHED DOCUMENT

Grant Deed

DESCRIPTION OF DOCUMENT (OPTIONAL)

State of _____

County of _____

On _____ before me, _____
DATE NAME, TITLE OF OFFICER - E.G., "JANE DOE, NOTARY PUBLIC"

personally appeared _____
NAME(S) OF SIGNER(S)

☐ personally known to me - OR - ☐ proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

SIGNATURE OF NOTARY

DESCRIPTION OF ATTACHED DOCUMENT

DESCRIPTION OF DOCUMENT (OPTIONAL)

"Exhibit A"

266034

Description: The land referred to herein is situated in the State of California, County of CONTRA COSTA, CITY OF CLAYTON, and is described as follows:

ALL OF LOTS 10 THROUGH 12 AND PORTIONS OF LOTS 2 THROUGH 9, 13, AND 14, IN BLOCK 3, AS SAID LOTS AND BLOCK ARE DELINEATED ON THAT MAP ENTITLED "MEMORANDUM MAP OF THE TOWN OF CLAYTON", AS FILED IN THE OFFICE OF THE RECORDER, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, IN BOOK E OF MAPS AT PAGE 101 1/2, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF SAID LOT 2 (E MAPS 101 1/2); THENCE SOUTH 00° 32' 10" WEST, ALONG THE WEST LINE OF SAID LOT 2, 5.00 FEET TO THE TRUE POINT OF BEGINNING OF THIS DESCRIPTION, SAID POINT ALSO BEING ON THE SOUTHERLY RIGHT OF WAY LINE OF MAIN STREET; THENCE SOUTH 89° 27' 50" EAST, ALONG SAID SOUTHERLY RIGHT OF WAY LINE, 203.80 FEET; THENCE, ALONG A TANGENT CURVE TO THE RIGHT HAVING A RADIUS OF 30.00 FEET, THROUGH A CENTRAL ANGLE OF 64° 38' 32" AN ARC DISTANCE OF 33.57 FEET TO A POINT OF COMPOUND CURVATURE, SAID POINT ALSO BEING ON THE WESTERLY RIGHT OF WAY LINE OF MARSH CREEK ROAD; THENCE, FOLLOWING SAID RIGHT OF WAY LINE, ALONG THE ARC OF A TANGENT CURVE TO THE RIGHT, THE RADIUS OF WHICH BEARS SOUTH 64° 38' 42" WEST AND HAVING A RADIUS OF 570.00 FEET, THROUGH A CENTRAL ANGLE OF 14° 35' 33", AN ARC DISTANCE OF 145.17 FEET TO A POINT OF COMPOUND CURVATURE; THENCE ALONG THE ARC OF A TANGENT CURVE TO THE RIGHT, THE RADIUS OF WHICH BEARS SOUTH 79° 14' 15" WEST AND HAVING A RADIUS OF 30.00 FEET, THROUGH A CENTRAL ANGLE OF 101° 17' 55", AN ARC DISTANCE OF 53.04 FEET TO A POINT ON THE NORTHERLY RIGHT OF WAY LINE OF CENTER STREET; THENCE, ALONG SAID RIGHT OF WAY, SOUTH 00° 32' 10" WEST, 5.00 FEET; THENCE NORTH 89° 27' 50" WEST, 247.71 FEET; THENCE LEAVING SAID RIGHT OF WAY LINE, NORTH 00° 32' 10" EAST, 195.00 FEET TO THE TRUE POINT OF BEGINNING.

**A.P. NOS.: 119-015-005
 119-015-006**

END OF DOCUMENT

Order No. 99100975

RESOLUTION NO. 99-12

**A RESOLUTION OF THE REDEVELOPMENT AGENCY OF THE CITY OF
CLAYTON AUTHORIZING ACCEPTANCE OF A GRANT DEED FROM
JAMES E. COX, ET AL, FOR "THE GROVE" PARCEL**

WHEREAS, the City Council and Redevelopment Agency Board of Directors of the City of Clayton have previously authorized purchase of unimproved property commonly known as "The Grove" in Clayton (herein the "Property") from owners, JAMES E. COX, et al; and

WHEREAS, said purchase transaction is closing through Escrow No. 99100975 at North American Title, Walnut Creek, California, office, consistent with the terms of a purchase agreement previously approved of by the City Council and the Redevelopment Agency Board of Directors as aforesaid.

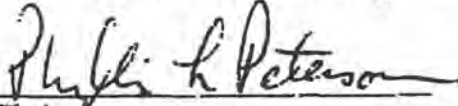
NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the City of Clayton Redevelopment Agency hereby accepts the Grant Deed executed by JAMES E. COX, et al, for "The Grove" parcel, more particularly described in Exhibit "A" attached hereto and made a part hereof, and authorizes the Agency officials to cause said deed to be recorded in the Contra Costa County Recorder's office at close of the aforementioned escrow.

Adopted by the Board of Directors of the City of Clayton Redevelopment Agency at a regular meeting of said Agency held on October 5, 1999, by the following vote:

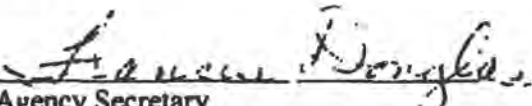
AYES: Agency Members Laurence, Littorno, Pierce, Vice Chair Manning, Chair Peterson

NOES: None

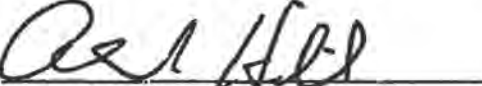
ABSENT: None


Chairperson

ATTEST:


Agency Secretary

APPROVED BY ADMINISTRATION:

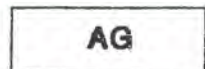

Executive Director

I hereby certify that the foregoing resolution was duly and regularly passed by the Redevelopment Agency of the City of Clayton at a duly noticed regular meeting held on October 5, 1999.


Agency Secretary



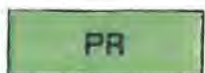
PUBLIC PARK/OPEN SPACE/
OPEN SPACE AND RECREATIONAL



AGRICULTURE



QUARRY



PRIVATE OPEN SPACE (GOLF COURSE)



TRAILS

BOUNDARIES



CITY LIMITS



SPHERE OF INFLUENCE



URBAN LIMIT LINE



PLANNING AREA

DATE	RESOLUTION NUMBER	AMENDMENT
7/17/85	22-85	ADOPTION OF CLAYTON 2000 GENERAL PLAN
5/6/87	21-87	KELLER RANCH
3/2/88	13-88	GREYSTONE ESTATES
4/17/90	25-90	OAKWOOD SUBDIVISION
6/15/93	43-93	DOUGLAS ROAD
2/21/95	06-95	MARSH CREEK CIRCLE
6/28/95	43-95	MARSH CREEK ROAD SPECIFIC PLAN
12/1/98	64-98	DIABLO VILLAGE
7/18/00	49-2000	MARSH CREEK ROAD/CLAYTON ROAD
6/1/04	23-2004	DOWNTOWN PARK
7/19/05	03-05	CITY HALL / COMMUNITY LIBRARY
5/05	13-2005	OAK CREEK CANYON
12/21/04	63-2004	DIABLO POINTE
2/6/07	05-2007	TOWN CENTER AND VICINITY
4/3/12	11-2012	OLD MARSH CREEK ROAD/CLAYTON ROAD

GENERAL DIABLO

GENERAL PLAN DIAGRAM



Official Zoning Map

February 2013*

Legend

Residential Districts

R-10	10,000 S.F. Minimum Lot Size
R-12	12,600 S.F. Minimum Lot Size
R-15	15,000 S.F. Minimum Lot Size
R-20	20,000 S.F. Minimum Lot Size
R-40	40,000 S.F. Minimum Lot Size
R-40-H	40,000 S.F. Minimum Lot Size (Horses Allowed)

M-R	MULTIPLE FAMILY LOW DENSITY (7.6-10 UNITS PER GROSS ACRE)
M-R-M	MULTIPLE FAMILY MEDIUM DENSITY (10.1-15 UNITS PER GROSS ACRE)
M-R-H	MULTIPLE FAMILY HIGH DENSITY (15.1-20 UNITS PER GROSS ACRE)

Other Districts

→ PD	Planned Development ←
PF	Public Facility
L-C	Limited Commercial
A	Agricultural

Zoning Map

-----	City Limits
=====	Zoning Boundary
_____	Lot Line

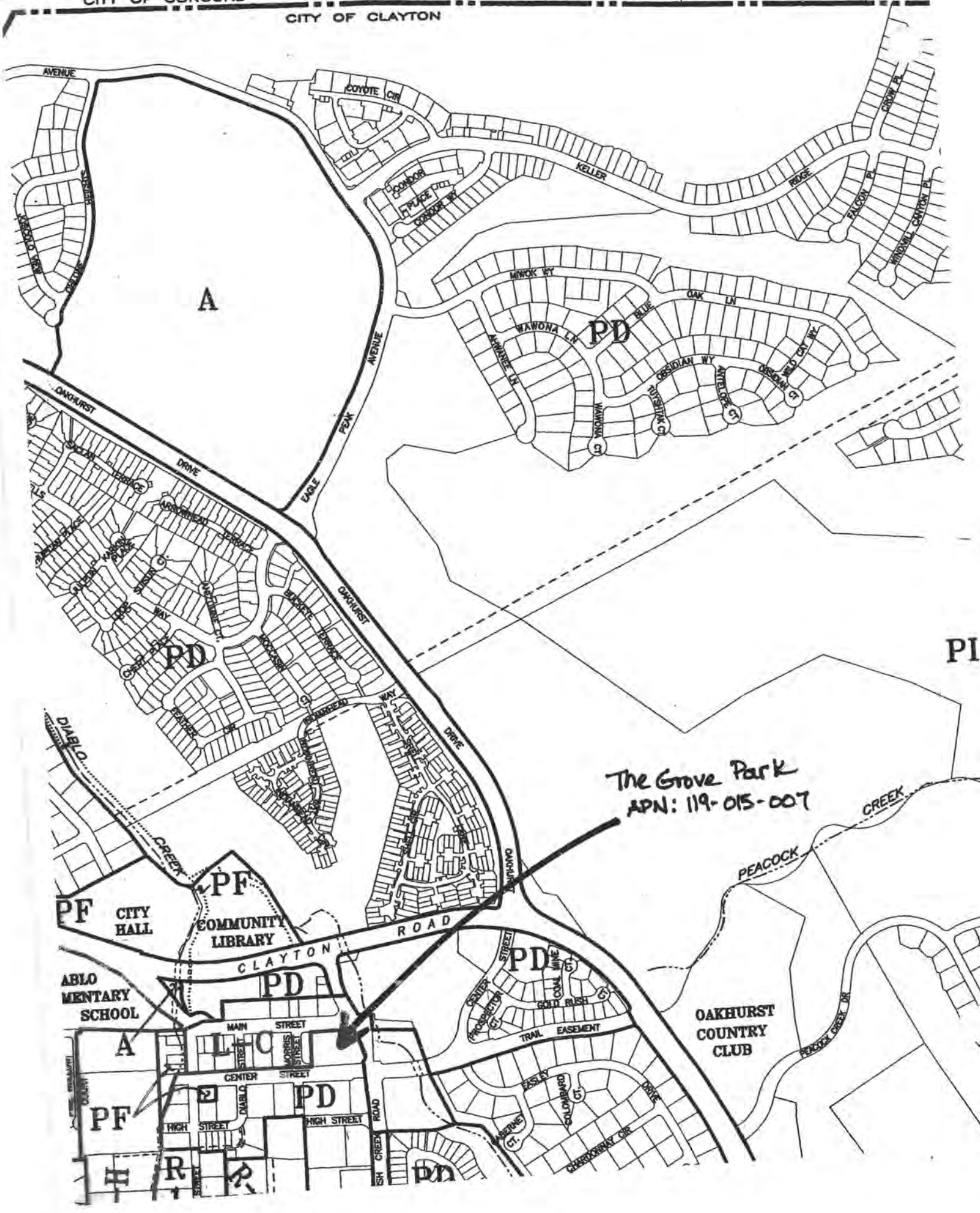
COUNTER COPY

*Thru Ord. No. 440

CITY OF CONCORD

COUNTY OF CONTRA COSTA

CITY OF CLAYTON



A

PD

PD

PF

CITY HALL

COMMUNITY LIBRARY

PD

PD

ABLO
MENTARY
SCHOOL

A

PD

PF

PD

PD

The Grove Park
APN: 119-015-007

OAKHURST
COUNTRY
CLUB

PI

condominiums located where higher densities may be appropriate, such as near major public transportation and commercial centers. Development within this density shall be encouraged to use a PUD concept and standards with incorporation of significant design and amenity in the project. Structural coverage, excluding recreational amenities, shall not exceed 65% of the site area.

INSTITUTIONAL RESIDENTIAL—Senior housing at a density of 7.6 to 20 units per gross acre. This designation is intended for development of various forms of senior housing under the sponsorship of public or quasi-public agencies. Group dining, limited vehicles, medicine-dispensing services, and other characteristics and amenities make this form of housing unique. Development intensity can reach 100 percent structural coverage for individual parcels. Structural coverage shall not exceed 50 percent of the site area.

PUBLIC FACILITY—Publicly-owned facilities such as government offices and facilities, community centers, museums, parks and recreational areas, the Community Library, the fire station, the Clayton Corporation Yard, and ancillary structures and uses.

2.4 HISTORIC RESOURCES

The Town Center contains a variety of historic buildings, sites, and features which add character and charm to the community. Some of these historic buildings have been in continual use for commercial purposes. Other buildings have been restored or converted to various commercial and civic uses. Based upon the *Clayton Heritage Preservation Task Force Report*, the following buildings and structures are recognized as historic resources in the Town Center.

Endeavor Hall
Keller Ranch House
De Martini Winery
Joel Clayton Dairy Cellar
Keller Lane Bridge
Clayton-Pape House
Clayton Club
Former Pioneer Inn
Former La Cocotte Restaurant

PAGES 15-22 DELETED BY RESOLUTION NO. 05-2008, DATED 2/5/08

(Chapter 2 amended by Resolution No. 05-2008, dated 2/5/08)

MON, MAY 07, 2012 09:35 A. ROAD FIG 6 A 2: \C0010305 ZONING & GP MAPS\0103\TOWN CENTER SPECIFIC PLAN V4 PROP AMENDMENTS MAY 2012.DWG





DEPARTMENT OF PARKS AND RECREATION
P.O. Box 942896 • Sacramento, CA 94296-0001
(916) 653-7423

Major General Anthony L. Jackson, USMC (Ret), Director

June 5, 2013

Received

JUN 06 2013

City of Clayton

Dear Grant Recipient,

Your agency has one or more projects funded with State Bond and/or Federal Land and Water Conservation Fund grants administered through the Office of Grants and Local Services (OGALS). The grant contract associated with these programs requires that the grantee properly operate and maintain these grant-funded sites in return for the public's investment.

In July 2013, OGALS representatives will begin conducting site inspections to verify that this contract requirement is being met. Project visits will help OGALS determine if the site is present and functioning, clean and inviting, and reasonably open to the public.

If you need a list of your agency's grant-funded sites, or if you would like to discuss these inspections further, please contact your Project Officer. A list of Project Officers can be found on OGALS website at www.parks.ca.gov/grants.

OGALS looks forward to its continued partnership with your agency. Working together, we can ensure that the recreational opportunities these sites provide remain available to your local community for years to come.

Sincerely,

Jean Lacher, Chief
Office of Grants and Local Services



DEPARTMENT OF PARKS AND RECREATION
P.O. Box 942896 • Sacramento, CA 94296-0001

Major General Anthony L. Jackson, USMC (Ret), Director

June 6, 2013

Gary Napper
City Manager
City of Clayton
6000 Heritage Trail
Clayton, CA 94517-1250

C: GARY
NAPPER
Laci
Rbt Zb
Grove P
Fil
RZH
Received
JUN 11 2013
City of Clayton

Re: Audit of Project #02-07-019 Clayton Downtown Park (aka The Grove Park)
(APN: 119-015-001)

Dear Gary Napper,

Enclosed is a copy of the Audit Report that was completed by the California Department of Parks and Recreation, Audits Office on the above referenced grant. The auditors determined that there are no audit exceptions and recommend that your project be closed with no further action. Congratulations on your project's successful conclusion!

If you have any questions regarding the audit process or the enclosed report, please call me at (916) 654-8686 or by email at Cristelle.Taillon@parks.ca.gov.

Sincerely,

Luan Aubinfor
Cristelle Taillon
Project Officer

Enclosure

cc: Project File

State of California – The Resources Agency
DEPARTMENT OF PARKS AND RECREATION
AUDIT REPORT

DATE MAY 31 2013

PROJECT Clayton Downtown Park

PROJECT NO. 02-07-019

GRANT PARTICIPANT City of Clayton

CONTRACT NO. C0207037

I. PROJECT DATA

Bond Act/Program: 2002 Bond: Per Capita

Related Grant Project No(s): None

Other Source of Funds: City Redevelopment Agency Fund, City Parkland Dedication Fees

Year of Appropriation:	<u>2003/04</u>	Final Billing \$	<u>2,021,855.59</u>	Project Type	<u>Development</u>
Grant Amount \$	<u>220,000.00</u>	Match Amount \$	<u>0.00</u>	Total Amount \$	<u>220,000.00</u>
				Interest Amount \$	<u>0.00</u>
Date Agreement Signed by DPR	<u>11/4/2005</u>	Project Period	<u>7/1/2003</u>	to	<u>6/30/2011</u>

II. PROJECT SCOPE PER GRANT AGREEMENT

Per Contract:

These funds are for the acquisition and development of neighborhood, community, and regional parks and recreation lands and facilities.

Per Application:

Construction of a 1 acre community downtown park on publicly owned property that was designed by a citizens committee as an "active" park.

III. AUDIT FINDINGS

The Participant completed the project as proposed through a properly awarded construction contract. Total eligible costs of \$1,359,060.12 exceed the grant amount. For further details, see Supplemental Audit Information.

IV. GRANT PARTICIPANT'S COMMENT

The Participant was notified of the audit findings and is in agreement.

V. RECOMMENDATION

Close the project with no further action.

RECEIVED
JUN 03 2013
OFFICE OF GRANTS
& LOCAL SERVICES

AUDITOR

Mary Phongmany

REVIEWER

Arthur Lee

SUPPLEMENTAL AUDIT INFORMATION

Clayton Downtown Park
City of Clayton
Project Number 02-07-019

Cost Summary

Construction Contract	<u>Eligible Costs</u>
Total	<u>\$ 1,359,060.12</u>
	<u>\$ 1,359,060.12 *</u>
Grant Amount	\$ 220,000.00
Less Payments to Date	<u>(220,000.00)</u>
Amount Due to Participant	<u>\$ -</u>

* Balance of the total eligible costs less the grant amount was paid through City Redevelopment Agency Fund and City Parkland Dedication Fees

Agency Report for the City of Clayton

OGALS
Grants
Management
System

DIRECTOR

Gary Napper, City Manager

Email: gnapper@ci.clayton.ca.us

Phone: (925) 673-7300 ext.

Fax: (925) 672-4917

Mobile: ()

6000 Heritage Trail, Clayton, CA 94517-1250

GRANTS COORDINATOR

Charlie Mullen, Community Services Director

Email: cmullen@ci.clayton.ca.us

Phone: (925) 673-7343 ext.

Fax:

Mobile: ()

6000 Heritage Trail, , Clayton, CA 94517-

NO CURRENT PROJECT CONTACTS FOUND

NO CURRENT BLOCK GRANT CONTRACTS FOUND

NO UNENCUMBERED CONTRACTS FOUND

NO CURRENT PROJECTS FOUND

SITES THAT NEED TO BE OPEN AND MAINTAINED

Clayton Downtown Park (aka The Grove Park :APN 119-015-007)

Westwood Park

CITY OF CLAYTON REDEVELOPMENT AGENCY BUDGET FISCAL YEAR 2007-2008



Clayton, California
www.ci.clayton.ca.us

2007/08-2011/12 Capital Improvement Program

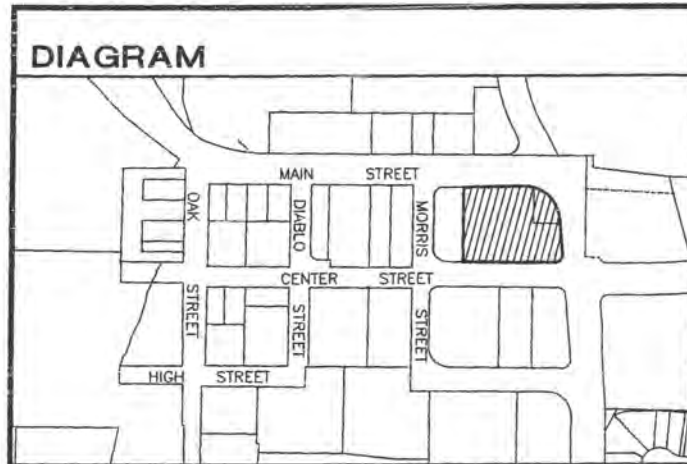
Category	Project Number	Project
Parks	10367	Downtown Park

DESCRIPTION - LOCATION

Install landscaping improvements in downtown park on former "Grove" property.

COMMENTS

Construction delayed until maintenance funding established



Estimated Cost	Prior Yrs.	2007-08	2008-09	2009-10	2010-11	2011-12	Future	TOTAL
Preliminary Design								
Final Design	\$124,000							\$124,000
Construction		\$1,760,700						\$1,760,700
CM/Inspection		\$125,000						\$125,000
ROW Acquisition								
Other								
TOTAL	\$124,000	\$1,885,700						\$2,009,700

Funding (Sources)	Prior Yrs.	2007-08	2008-09	2009-10	2010-11	2011-12	Future	TOTAL
RDA	\$1,702,682							\$1,702,682
Prop. 40	\$249,784							\$249,784
Park Dedication	\$57,234							\$57,234
Total	\$2,009,700							\$2,009,700

City of Clayton

CITY OF CLAYTON
CAPITAL IMPROVEMENT PROGRAM FY 2009/10 to 2013/14

Completed and Active Projects - FY 98/99 thru 07/09

Project Number	Project Category	Project	Comp. Sched.	Comp. Actual	Original Budget	Actual Cost
10330	Streets	Overlays	99/00	99/00	\$ 570,000.00	\$ 514,000.00
10331	Streets	Slurry Seals	na	na	\$ -	included in 10330
10332	Streets	High Street Bridge	98/99	98/99	\$ 65,000.00	\$ 65,000.00
10333	Streets	Marsh Creek Road - TEA-21	99/00	02/03	\$ 1,300,000.00	\$ 1,300,000.00
10334	Parks	Community Dog Park	99/00	00/01	\$ 27,500.00	\$ 27,500.00
10335	Parks	El Molino Park	98/99	98/99	\$ 76,000.00	\$ 30,000.00
10336	Parks	Lydia Lane Park Ph. II	future		\$ 60,000.00	
10337	Facilities	Keller House Preservation	05/06	05/06	\$ 219,523.00	\$ 219,523.00
10337A	Facilities	Keller House Rehabilitation	future		\$ 1,780,477.00	
10338	Facilities	Endeavor Hall	00/01	00/01	\$ 1,500,000.00	\$ 1,450,000.00
10339	Facilities	Youth Center/Gym	01/02	02/03	\$ 4,900,000.00	\$ 4,900,000.00
10340	Landscape	Marsh Creek Road Landscape	98/99	98/99	\$ 630,000.00	\$ 400,000.00
10341	Streets	Center Street Crossing	99/00	00/01	\$ 172,000.00	\$ 172,000.00
10342	GHAD	Windmill Debris Basin	98/99	98/99	\$ 75,000.00	\$ 75,000.00
10343	GHAD	Crow Debris Basin	future		\$ 100,000.00	
10344	GHAD	Obsidian Landslide	02/03	04/05	\$ -	included in 10347
10345	GHAD	Clayton Rd. Landslides	99/00	00/01	\$ 1,315,000.00	\$ 1,240,000.00
10346	GHAD	Black Diamond Landslide**	na	na	\$ -	\$ -
10347	GHAD	V-ditch Repairs	02/03	04/05	\$ 150,000.00	\$ 144,063.00
10347A	GHAD	Eagle Peak Slope Repair	future		\$ 1,125,000.00	
10348	GHAD	Keller Ridge Drive Area Slope Repair	future		\$ 50,000.00	
10349	GHAD	Community Park Slide Repair	future		\$ 100,000.00	
10350	Facilities	Downtown Elec. Conn.	99/00	99/00	\$ 25,000.00	\$ 40,000.00
10351	Facilities	Fire Station	00/01	00/01	\$ 1,680,000.00	\$ 1,610,000.00
10352	Landscape	Library Landscaping	00/01	02/03	\$ 157,000.00	\$ 194,000.00
10353	Streets	Downtown Revitalization	00/01	01/02	\$ 2,000,000.00	\$ 3,003,500.00
10354	Streets	Four Oaks Area	01/02	01/02	\$ 175,000.00	\$ 237,700.00
10355	Streets	Oak Street Bridge	00/01	00/01	\$ 60,000.00	\$ 62,000.00
10356	Landscape	Westwood Open Space	01/02	01/02	\$ 205,000.00	\$ 166,000.00
10357	Facilities	Old City Hall Renovation	98/99	98/99	\$ 80,000.00	\$ 72,000.00
10358	Facilities	Grove Property Acquisition	99/00	99/00	\$ 500,000.00	\$ 500,000.00
10359	Facilities	Endeavor Hall Parking I	00/01	01/02	\$ 107,000.00	\$ 108,000.00
10360	Facilities	Endeavor Hall Parking II	07/08	07/08	\$ 150,000.00	\$ 165,500.76
10361	Facilities	Stanley Property Acquisition	future		\$ 325,000.00	
10362	Facilities	Stanley Property Parking**	future		\$ -	\$ -
10363	Facilities	Corp. Yard Expansion	99/00	03/04	\$ 483,000.00	\$ 589,720.00
10364	Streets	Downtown Signage**	na	na	\$ -	\$ -
10365	Facilities	Library Parking Expansion	00/01	01/02	\$ -	included in 10352
10366	Facilities	Police Parking Expansion	01/02	03/04	\$ -	included in 10363
10367	Parks	Downtown Park	07/08	07/08	\$ 1,387,018.00	\$ 2,100,000.00
10368	Parks	City Hall Park**	na	na	\$ -	\$ -
10369	Streets	Marsh Creek Road Narrowing**	na	na	\$ -	\$ -
10370	Creeks	Creek Revitalization	future		\$ 3,000,000.00	
10371	Streets	Survey Monuments	02/03	04/05	\$ 30,000.00	\$ 30,000.00
10372	Streets	Traffic Signal Modifications	99/00	00/01	\$ 10,000.00	\$ 9,900.00
10373	Streets	Peacock Creek Dr. Signal	01/02	02/03	\$ 175,000.00	\$ 155,000.00
10374	Parks	North Valley Park	99/00	00/01	\$ 50,000.00	\$ 45,000.00
10375	Parks	Samuel Ct. Park	future		\$ 75,000.00	
10376	Facilities	Equestrian Staging Area	99/00	01/02	\$ 140,000.00	\$ 140,000.00
10377	Streets	DVMS - Right Turn Lane	01/02	01/02	\$ 42,000.00	\$ 51,100.00
10378	Streets	Keller Ridge Drive Planters	99/00	00/01	\$ 100,000.00	\$ 100,000.00
10379	Streets	Pine Hollow Road - Entry	future		\$ 300,000.00	

**MINUTES
OF THE
REGULAR MEETING**

Agenda Date: 2-02-2016

Agenda Item: 2bSA

CLAYTON SUCCESSOR and SUCCESSOR HOUSING AGENCIES

January 19, 2016

1. **CALL TO ORDER & ROLL CALL** - the meeting was called to order at 9:44 p.m. by Chairman Geller in Hoyer Hall of the Clayton Community Library, 6125 Clayton Road, Clayton, CA. Board Members present: Chairman Geller, Board Members Haydon, Pierce and Shuey. Board Members absent: Vice Chair Diaz. Staff present: City Manager Gary Napper, City Attorney Mala Subramanian, and City Clerk/Secretary Janet Brown.
2. **CONSENT CALENDAR-** It was moved by Board Member Shuey, seconded by Board Member Pierce, to approve the Consent Calendar as submitted (Passed; 4-0 vote).
 - (a) Approved the minutes of the regular public meeting of September 15, 2015.
 - (b) Adopted Resolution No. 01-2016SA approving the Successor Agency's 10th Recognized Obligation Payment Schedule for the time period covering July 1, 2016 through June 30, 2017 (ROPS 2016-17) required by the CA Department of Finance (DOF).
3. **PUBLIC COMMENT ON NON-AGENDA ITEMS** – None.
4. **PUBLIC HEARINGS** – None.
5. **ACTION ITEMS** – None.
6. **BOARD ITEMS** – None.
7. **ADJOURNMENT** – on call by Chairman Geller the meeting adjourned at 9:45 p.m.

###

Respectfully submitted,

Janet Brown, Secretary

Approved by the
Clayton Successor and Successor Housing
Agencies Board

Howard Geller, Mayor