



**BUDGET AND AUDIT COMMITTEE
REGULAR MEETING AGENDA**

**Monday, January 13, 2025
4:00 p.m.**

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

Committee Members

Kim Trupiano, Mayor

Jeff Wan, Vice Mayor

1. CALL TO ORDER AND ROLL CALL

2. PUBLIC COMMENT ON NON - AGENDA ITEMS

Members of the public may address the Budget and Audit Committee on non-agendized items within the Committee's jurisdiction. To ensure an orderly meeting and an equal opportunity for everyone, each speaker is limited to three (3) minutes, enforced at the Committee's discretion. In accordance with State Law, no action may take place on any item not appearing on the posted agenda. The Committee 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 other agenda items will be allowed when each item is considered by the Committee.

3. Approval of the November 7, 2024, Minutes (City Clerk)

[\(View\)](#)

4. Recommend Investment Management and Advisory Services Vendor (Assistant City Manager)

[\(View\)](#)

5. **Recommend to the City Council a revised job description for the Administrative Clerk and Part-Time Community Services Leader, the additions of full-time classifications for Management Analyst, Senior Planner and the Community Development Technician and the related specifications, pay ranges and benefits to the FY 2024-25 annual budget.**

(Assistant City Manager)

[\(View\)](#)

6. **Recommend Spending Authority of Library Refresh Project (City Clerk/Assistant to the City Manager)**

[\(View\)](#)

7. **Adjournment**

The next regularly scheduled meeting of the Budget and Audit Committee will be February 10, 2025.

Meeting Information and Access

- 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 www.claytonca.gov
- 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.claytonca.gov
- Any writings or documents provided to a majority of the Budget and Audit Committee 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 and is available for review on the City's website at www.claytonca.gov
- If you have a physical impairment requiring special accommodation to participate, please call the City Clerk's office at least 72 hours (about 3 days) before the meeting at (925) 673-7300.
- **E-mail Public Comments:** Public comment may also be sent to the City Clerk at cityclerk@claytonca.gov by 5:00 p.m. on the day of the meeting. All e-mailed public comments will be forwarded to the entire Budget and Audit Committee and made part of the official meeting file.

Each person attending the meeting who wishes to speak on an agendized or non-agendized matter (within the committee's jurisdiction), shall have a set amount of time to speak as determined by the Mayor.



**MINUTES
OF THE
BUDGET & AUDIT COMMITTEE
SPECIAL MEETING**

TUESDAY, NOVEMBER 7, 2024

1. **CALL TO ORDER AND ROLL CALL** – The meeting was called to order at 4:00 p.m. by Vice Mayor Trupiano held via a hybrid meeting format live in-person and Zoom videoconference and broadcast from City Hall, 6000 Heritage Trail, 1st Floor Conference Room, Clayton, California. Councilmember present: Councilmember Wan. Staff present: City Manager, Kris Lofthus; Assistant City Manager, Regina Rubier

2. **PUBLIC COMMENT ON NON - AGENDA ITEMS**

Members of the public may address the City Council on non-agendized items within the Council's jurisdiction. To ensure an orderly meeting and an equal opportunity for everyone, each speaker is limited to three (3) minutes, or the time established by the Mayor. 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 other agenda items will be allowed when each item is considered by the Council.

Ann Stanaway – Spoke regarding the Americans with Disabilities Act and concerns with ADA compliance in Clayton.

3. Discussion of RFP's in the Public Purchase portal (Assistant City Manager)

- a. Investment Management and Advisory Services
- b. On-Call Community Development and Code Enforcement Services
- c. Finance and Human Resources Services
- d. Utility, Transport and Search and Rescue Vehicle with Related Accessories, Equipment and Services

The Committee Discussed:

- Presentation to the full council
- Updates on the various RFPs

4. Recommend that the city council adopt a Resolution Authorizing Revisions to the Full-Time Administrative Assistant Classification, the Addition of Full-Time Classifications for Senior Management, Analyst, Senior Planner and Recreation Coordinator, as well as a Part-Time Classification of Recreation Leader and the Related Specifications, Pay Ranges and Benefits and Deleting the Full-Time Community Development Director and Full-Time Assistant Planner from the Fiscal Year 2024-25 Annual Budget. (Assistant City Manager)

The Committee Discussed:

- Confirmed the Committee is only providing a recommendation to the full council.
- Duties and compensation for the proposed positions
- Cities used for comparison
- Staff's process for determining salary ranges
- Proposed organizational chart and concerns

Richard Enea – Spoke regarding Police Officers' Association negotiations, titles of the positions and asked additional questions regarding previous budget cycles.

Ann Stanaway – Spoke regarding accessibility concerns.

Frank Gavidia – Spoke regarding concerns with clarity and terminology.

Dan Richardson – Spoke regarding concerns with the organizational chart and proposed positions.

The committee provided staff with direction to make updates to the salary ranges, position duties, and the organizational chart. The committee also directed staff to present the updated documents at the next Budget & Audit Committee meeting, schedule permitting.

5. Future Topics

- Pending FEMA request
- HDL Update
- Library Refresh

The committee also requested a list of all open staff projects, with a weekly status update.

- **ADJOURNMENT** – on a call by Vice Mayor Trupiano, The Budget & Audit Committee adjourned its meeting at 5:17 p.m.

Please note the Minutes of this meeting set forth all actions taken by the Budget and Audit Committee on the matters stated, but not necessarily in the chronological sequence in which the matters were taken up.



January, 6, 2025

Our resources at work for your Municipality

UBS Advisory Investment Management

Prepared by:
James Dill



UBS Advisory Investment Management

- **UBS Advisory Solutions** delivers a comprehensive suite of investment solutions designed to help you pursue your financial goals. Each portfolio adheres to a disciplined investment process consisting of custom asset allocation, ongoing monitoring and performance reporting.
- **Unbiased Advice – Fiduciary Relationship** – UBS is a Registered Investment Advisor (RIA) under the US Investment Advisers Act of 1940 and subject to a fiduciary obligation.
- **Comprehensive Reporting Platform** - Ongoing advice, robust risk management, monitoring, oversight by UBS and comprehensive reporting
- Monthly portfolio review to analyze investments and liquidity needs
- Diversified fixed income solutions for your organization's risk and liquidity needs. UBS works collaboratively with clients to understand their needs and provide investment solutions uniquely designed for each client based on a specific set of investment objectives.
- Consultative approach. Client-driven. Collaborative and Customizable
- Less Time on Investments = More Time growing your institution

Solutions

- **UBS Short Duration Treasury Portfolio**
 - 100% US Treasury securities
 - Strategy Duration: 0.99 years
 - Yield – 4.28% (as of 12/31/24)
 - Maximum final maturity is three years
 - Value added relative to the benchmark by active management employed across all opportunity sets: duration, yield curve, sector and issue selection

Solutions

UBS US Short Duration Treasury Strategy

3Q 2024 | Short Duration Strategy¹

Risk vs. return²



Target investor

Designed for investors with a moderately longer investment horizon, seeking incremental yield over money market funds.

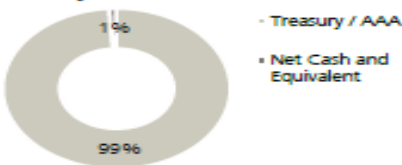
Objective

To seek to provide returns, over a year market cycle, in excess of the ICE BofA 1 Yr U.S. Treasury Bill Index (MERRIL 1YT)

Characteristics

- Yield to worst: 3.96%
- Strategy duration: 0.99 years
- Average credit quality of holdings: AAA⁴

Quality allocation³



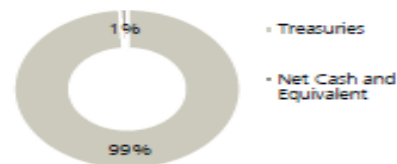
Investment strategy

UBS US Short Duration Treasury Strategy ("The Strategy"), is managed by owning US Treasury securities exclusively, while maintaining a relatively short duration to reduce price volatility and market risk.

Philosophy

- We believe that the successful management of clients' assets is based on a disciplined investment process that is supported by extensive analysis within the US Treasury market.
- We strive to deliver consistent, above-average returns with below-average risk.
- Our disciplined investment process is designed to deliver long-term, "northwest quadrant" risk/return performance results.
- Our overall focus is on seeking to minimize loss of capital and maintaining liquid portfolios with enhanced yields.

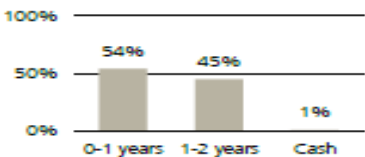
Sector allocation³



Portfolio maturity

- Structure/Duration
- The maximum portfolio duration will be limited to two years.
- The maximum final maturity of any one security is three years.

Duration distribution³



Quality

- The portfolio will seek to maintain a minimum average credit quality of "AA+/Aaa."

Solutions

- **Invesco Investment grade Government and Credit Short Term**
 - The strategy invests in investment grade taxable bonds, which may include corporate, treasury/agency, government MBS, TIPS, and taxable municipal bonds. It targets a weighted average portfolio duration of 2.5 years with individual bond maturities no greater than seven years and exhibits minimal sensitivity to changes in interest rates.
 - Strategy Duration: 2.48 years
 - Yield: 4.51% (as of 12/31/24)
 - Maximum final maturity is seven years

Solutions

Invesco Investment Grade Govt-Credit Short Term SMA

Morningstar ID: FS0000DK7J | SEC ID: F00000ZTLG

Why invest in this strategy

- 1 Targeted active management**
We seek to enhance returns through an active approach to security selection and sector allocation, and a passive approach to managing interest rate risk.
- 2 Technology automation**
Technology fuels our efficient, scalable portfolio management process; this leads to faster, more seamless trade execution.
- 3 Customization**
We build portfolios that are customized to reflect clients' views, values, tax situation, and liquidity needs in a cost-efficient manner.

Portfolio characteristics²

	Strategy	Benchmark
Yield to Worst (YTW)	3.87	3.77
Yield to Maturity	3.92	3.79
Weighted Average Maturity (Years)	2.74	2.78
Effective Duration (Years)	2.48	2.58
Average Coupon	2.69	3.00
Average Credit Quality ³	AAA-	AA2

What this strategy does

The strategy invests in investment grade taxable bonds, which may include corporate, treasury/agency, government MBS, TIPS, and taxable municipal bonds. It targets a weighted average portfolio duration of 2.5 years with individual bond maturities no greater than seven years and exhibits minimal sensitivity to changes in interest rates.

Overview (as of 09/30/2024)

Composite AUM	\$143 mil
Strategy AUM	\$1,015 mil
Type/sub category	Fixed Income Investment Grade
Inception date	3/31/2006
Separate account minimum	\$250 thousand
Average number of holdings	25
Portfolio manager (Industry start date)	Eddie Bernhardt (1999), Tim Benzel (2006), Matt Brill (2002), Ryan Watts (2002), Todd Schornberg (2010)
Investment Advisor	Invesco Managed Accounts, LLC
Benchmark ¹	ICE BofA 1-5 Year AAA-A U.S. Corporate & Government Index

Quality breakdown

Net cash & equiv.	0.85
AAA	64.39
AA	5.11
A	24.78
BBB	4.87
BB	0.00

Source: Invesco, Investortools. These portfolio statistics are subject to change. Ratings source: Standard & Poor's, Moody's or Fitch, as applicable. If securities are rated differently by the rating agencies, the higher rating is applied. Data as of 9/30/24.

Advisory Transition

- Current Portfolio size: \$12.1 million
- Full Transition: Realize ~\$126,000 in losses
 - Current Yield: 2.73%
 - Projected Yield: 4.28%, over next 12 months ~\$187,550 of additional income
- Partial Transition: Net breakeven \$7.5 million, allow other bonds to mature then add to portfolio

UBS Advisory Benefits

- Institutional Execution – Price Improvement
 - 2024 YTD \$2,863,000 purchases: \$7,158 to \$15,747
 - 2023 \$5,238,000 purchases: \$13,097 to \$28,813
 - 2022 \$2,852,000 purchases: \$7,130 to \$15,686

*Estimates using MSRB retail trading data (Municipal Securities Rulemaking Board)

- Active Portfolio Management
 - Days with idle cash
 - 2024 – 36 days
 - 2023 – 43 days
 - 2022 – 36 days

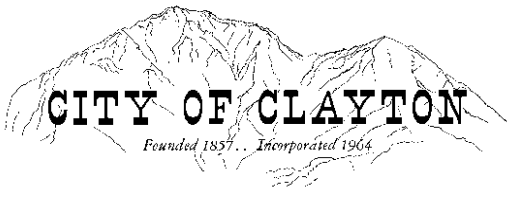
Fee Schedule

Expertise and resources to manage fixed income investment portfolios

- **All Inclusive Advisory Fixed Fee based on Assets Under Management**
 - \$12.1 million portfolio the annual advisory fee would be 0.30%
 - Billed quarterly
 - Calculated based on daily average balance

Next Steps

- **Bring to Council**
- **Update City Investment Policy**
- **Set Investment Portfolio Allocation and Investment Guidelines**
- **Monitor Progress**
 - **Monthly review call with City Finance Team**
 - **Semi Annual Review with Budget Committee**
 - **Annual Review with City Council**



[\(Back to Agenda\)](#)

Budget and Audit Committee Agenda Item 5

STAFF REPORT

TO: Budget and Audit Committee Members

FROM: Regina Rubier, Assistant City Manager

DATE: January 13, 2025

SUBJECT: Recommend to the City Council a revised job description for the Administrative Clerk and Part-Time Community Services Leader, the additions of full-time classifications for Management Analyst, Senior Planner and the Community Development Technician and the related specifications, pay ranges and benefits to the FY 2024-25 annual budget.

RECOMMENDATION

Staff recommends, that the Budget and Audit Committee endorse to the City Council a resolution authorizing:

1. Update job description for Administrative Clerk
2. Reclassify the Community Development Director and Assistant Planner positions to a Senior Planner to include the related job specification, benefit package and pay range with a low annual salary of \$108,021 and a high annual salary of \$131,300
3. Reclassify the Facilities Attendant to Community Services Leader and update the job description and pay range with a low hourly wage of \$17.92 and a high hourly wage of \$21.78. This is a part-time position and scheduled to work as needed.
4. A Full-time-time classification of Management Analyst to include the related job specification, benefit package and pay range with a low annual salary of \$88,896 and a high annual salary of \$108,054.
5. A Full-time classification of Community Development Technician to include the related job specification, benefit package and pay range with a low annual salary of \$85,656 and a high annual salary of \$104,116.

PREVIOUS ACTION

On June 4, 2024, the City Council approved the FY 2024-25 budget, which allocated funds for an Administrative Assistant, a Community Development Director, an Assistant Planner and Facilities Attendant. A need for a Management Analyst position was identified for mid-year. While this role was considered during the budget planning process, it was decided that the new City Manager would conduct their own analysis and provide further recommendations

regarding the realignment of the City's administrative staff. There was additional discussion regarding a Code Enforcement Officer and during the budget process, it was decided that the position would be hired using a consultant. The on-going cost of the consultant has been determined not cost effective, therefore, it is staff's recommendation to add a Community Development Technician to address Code Enforcement Officer and Permit Technician duties.

BACKGROUND

The City's Classification and Compensation Plan, along with the publicly accessible Master Pay Schedule and approved Position List, provides comprehensive details on job descriptions, classifications, pay ranges, and allocated positions for all City employees. While developing and approving the FY 2024-25 budget, significant discussion arose around staffing vacancies.

- (1) The City currently includes an Administrative Clerk position in its official list of job classifications; however, the job description is outdated.
- (2) Currently, the City's official list of job classifications includes both a Community Development Director position and an Assistant Planner position. However, staff is proposing to consolidate these two roles into a single Senior Planner position.
- (3) Staff recommend reclassifying the Facilities Attendant position to Community Services Leader. This job description is more in line with the needs and expectations of the role.
- (4) During budget discussions, it was identified that adding a Management Analyst could address high-level administrative responsibilities. It was ultimately decided to leave the final decision to the incoming City Manager, allowing them to shape their team as needed.
- (5) When the Fiscal Year 2024-25 budget was initially created, Code Enforcement services were being managed by an external consulting firm.

DISCUSSION

The City currently needs assistance with the following roles. From May 2024 through current, the City is using outside consultants to provide some of these services. External contracting is far more expensive, management does not always get to select the most qualified employees from the various firms and the time in the office is limited. In addition, it has been determined by management that fulfilling these positions with a city employee better serves the community.

- (1) The City currently includes an Administrative Clerk position in its official list of job classifications. Currently, staff is seeking approval for updated language to reflect changes to the position's responsibilities, qualifications, or other relevant details. These updates are intended to ensure the job description aligns with the current needs and expectations of the role, as well as to provide clarity for future hiring and operational efficiency.

- (2) Currently, the City's official list of job classifications includes two distinct positions: Community Development Director and Assistant Planner. However, to improve efficiency and make better use of available resources, staff is proposing to merge these two roles into a single position titled Senior Planner. This proposed restructuring is intended to streamline departmental operations by reducing redundancy and fostering a more cohesive approach to community development tasks. The financial savings and reallocation resulting from this consolidation would be directed toward the creation of a new position, the Community Development Technician. This role is envisioned as a key addition to the department, with a focus on addressing critical operational priorities such as enhancing code compliance efforts, facilitating smoother and more efficient permit processing, and providing support for a variety of community development activities. By reorganizing the department in this manner, the City aims to align its staffing structure with evolving community needs, ensuring more effective service delivery while maintaining fiscal responsibility. This change is expected to result in a more dynamic and responsive team capable of better serving residents and supporting the City's growth objectives.
- (3) Staff recommend reclassifying the Facilities Attendant position to Community Services Leader. This job description is more in line with the needs and expectations of the role.
- (4) During budget discussions, it was identified that adding a Management Analyst could address high-level administrative responsibilities. It was ultimately decided to leave the final decision to the incoming City Manager, allowing them to shape their team as needed. This position is responsible for providing comprehensive support across a range of administrative and operational functions. Key responsibilities include assisting with human resources activities such as recruitment, onboarding, employee relations, and record maintenance. The role also involves managing contracts by ensuring compliance, tracking timelines, and maintaining accurate documentation. Additionally, the position will oversee procurement processes, including vendor selection, purchase orders, and inventory management. Staff reporting duties will require compiling and analyzing data to prepare regular updates and performance summaries. The position will also play an integral role in supporting the preparation of budgets by gathering financial data, monitoring expenditures, and ensuring alignment with organizational goals. This multifaceted role is essential in ensuring the smooth operation and efficiency of administrative functions.
- (5) When the Fiscal Year 2024-25 budget was initially created, Code Enforcement services were being managed by an external consulting firm. However, after a comprehensive review, staff have determined that hiring a full-time Community Development Technician is essential to effectively support the operations of the Community Development front counter. This role will not only assist with general inquiries and provide customer service but will also handle a range of important responsibilities, including processing temporary use permits, special event permits, park and facility rental applications, and aid the Senior Planner. They will also conduct complaint-based code enforcement actions as needed. The addition of this position is expected to enhance the efficiency and responsiveness of the

department, addressing both code enforcement needs and permit processing in a more streamlined and integrated manner.

Staff are prepared to recruit for these positions. When making a salary recommendation, we first look to the regional labor market and the City’s comparable entities; we looked at all cities in Contra Costa County with populations less than 40,000 and found a representative data set to find classifications that are most comparable Clayton’s classification. Then we look internally at parity throughout the City’s compensation plan.

The salary recommendations and appropriate market surveys for the Administrative Clerk, the Senior Planner, the Management Analyst, the Community Development Technician and the part-time Community Services Leader are on the following pages.

Administrative Clerk

The Administrative Clerk will be responsible for the following duties

- Provide exceptional customer service to the public at the front counter of city hall.
- Monitor phone calls and provide information as requested and to also connect callers with appropriate staff members.
- Construct City Council, Planning Commission, and other committee agenda packets.
- Provide general office support to administrative staff
- Create and maintain various paper and digital files as instructed by the City Clerk.

Currently, there is not an established pay range for this position on the City’s publicly accessible pay schedule, however, there is a Police Administrative Clerk position. The Administrative Clerk is comparable in duties and scope to use the same pay scale for both positions. This recommendation aligns with industry standards and the City’s compensation framework, ensuring transparency and consistency across similar positions while fulfilling operational needs.

Staff recommends setting pay at the top annual market average of \$66,342.71 for full-time Administrative Clerk and approved benefits package as stated in the “Terms and Conditions of Employment for the Undesignated Miscellaneous City Employees Unit Effective the Fiscal Years of 2023-24 and 2024-25. This results in a five-step pay range as shown below.

Administrative Clerk Salary Steps:

A	B	C	D	E
54,580.31	57,309.33	60,174.80	63,183.54	66,342.71

Senior Planner

The market survey for the Senior Planner (below) shows the average top monthly wage for a full-time position at \$139,501.

Senior Planner				
Agency	Class Title	Annual		
		Min		Max
Discovery Bay				
El Cerrito	Senior Planner	95,448		119,316
Hercules	Senior Planner	104,649		133,578
Lafayette	Senior Planner	106,548		148,944
Martinez	Senior Planner	116,229		148,339
Moraga	Senior Planner	109,448		133,031
Orinda	Senior Planner	117,276		140,744
Pleasant Hill	Senior Planner	106,548		152,556
Pinole				
San Pablo				
Number of Matches				
		7		
Median of Comparators				
		106,548		140,744
Average of Comparators				
		108,021		139,501

Once market average and mean are established, staff reviewed how the pay aligned with other similar classifications and class levels in the compensation plan. Because there are no similar classifications currently in use in the City, staff recommends setting pay at the market average for the full-time Senior Planner as shown below and approved benefits package as stated in the “Terms and Conditions of Employment for the Undesignated Miscellaneous City Employees Unit Effective the Fiscal Years of 2023-24 and 2024-25. The recommended salary steps are based on the average low of the comparators and each step is increased by 5%.

Senior Planner Salary Steps

A	B	C	D	E
108,021	113,422	119,093	125,048	131,300

Community Services Leder

The market survey for Community Services Leader (below) shows the average top hourly wage for part-time position to be \$21.23.

Community Services Leader				
Agency	Class Title	Min	Max	
Discovery Bay	Recreation Leader II	16.75	17.75	
El Cerrito	Recreation Aide	20.39	24.79	
Hercules	Sr. Facilities Attendant	16.95	21.63	
Lafayette	Building Attendant	18.00	22.00	
Martinez	Recreation Leader III	20.50	22.00	
Moraga	Facilities Attendant	16.00	19.50	
Pleasant Hill Parks & Rec District	Special Events Assistant	20.42	24.82	
Pinole	Recreation Leader	16.00	18.84	
San Pablo	Recreation Leader	16.28	19.78	
Number of Matches				
		9		
Median of Comparators				
		16.95	21.63	
Average of Comparators				
		17.92	21.23	

Once market average and mean are established, staff reviewed how the pay aligned with other similar classifications and class levels in the compensation plan. Because there are no similar classifications currently in use in the City, staff recommend setting pay at the market average for the part-time Community Services Leader as shown below. The recommended salary steps are based on the average low of the comparators and each step is increased by 5%.

Community Services Leader Pay Steps

A	B	C	D	E
17.92	18.82	19.76	20.75	21.78

Management Analyst

The market survey for the Management Analyst (below) shows the average top monthly wage for a full-time position at \$119,391.

Management Analyst				
Agency	Class Title	Annual		
		Min		Max
Discovery Bay	Management Analyst	79,914		99,742
El Cerrito	Management Analyst	78,156		122,112
Hercules	Management Analyst	76,926		98,187
Lafayette	Management Analyst	96,444		134,832
Martinez	Management Analyst	103,940		141,999
Orinda	Management Analyst	97,998		119,576
Pleasant Hill	Management Analyst	84,372		113,388
Pinole	Management Analyst	98,487		119,712
San Pablo	Management Analyst	102,744		124,968
Number of Matches		9		
Median of Comparators		96,444		119,712
Average of Comparators		90,998		119,391

Once market average and mean are established, staff reviewed how the pay aligned with other similar classifications and class levels in the compensation plan. Because there are no similar classifications currently in use in the City, staff recommends setting pay at the market average for the full-time Management Analyst as shown below and approved benefits package as stated in the “Terms and Conditions of Employment for the Undesignated Miscellaneous City Employees Unit Effective the Fiscal Years of 2023-24 and 2024-25. The recommended salary steps are based on the average low of the comparators and each step is increased by 5%.

Management Analyst Salary Steps

A	B	C	D	E
90,998	95,548	100,325	105,341	110,608

Community Development Technician

The market survey for the Community Development Technician (below) shows the average top monthly wage for a full-time position at \$108,828

Community Development Technician				
Agency	Class Title	Annual		
		Min		Max
El Cerrito	Neighborhood Preservation Officer	87,660		106,560
Hercules	Community Development Specialist	70,536		90,023
Lafayette	Code Enforcement Officer	79,836		111,612
Martinez	Code Enforcement Inspector	97,717		118,792
Pleasant Hill	Code Investigator	91,032		120,612
Pinole	Code Enforcement Officer (COMDEV)	87,158		105,942
San Pablo	Police Services Technician	89,052		108,252
	Number of Matches		7	
	Median of Comparators		87,660	108,252
	Average of Comparators		86,142	108,828

Once market average and mean are established, staff reviewed how the pay aligned with other similar classifications and class levels in the compensation plan. Because there are no similar classifications currently in use in the City, staff recommends setting pay at the market average for the full-time Community Development Technician as shown below and approved benefits package as stated in the “Terms and Conditions of Employment for the Undesignated Miscellaneous City Employees Unit Effective the Fiscal Years of 2023-24 and 2024-25. The recommended salary steps are based on the average low of the comparators and each step is increased by 5%.

Community Development Technician Salary Steps

A	B	C	D	E
86,142	90,449	94,971	99,720	104,706

FISCAL IMPACT

These positions will not require a budget adjustment for FY 2024-25. We anticipate, if the City Council approves the motion on January 17, 2025, that these positions will be staffed for the last three months of the fiscal year.

CEQA IMPACT

None.

ATTACHMENTS:

1. Exhibit A – Job Specifications for Administrative Clerk, Senior Planner, Community Services Leader, Management Analyst and Community Development Technician
2. Exhibit B – FY 2024-25 Org. Chart
3. Exhibit C – Proposed Mid-Year FY 2024-25 Org. Chart
4. Exhibit D – Functional Org. Chart
5. Exhibit E - Total Financial Analysis



City of Clayton Class Specification
FLSA Status: Non-Exempt
Date Revised: January 21, 2025

CLASS TITLE

ADMINISTRATIVE CLERK

DEFINITION

Under general supervision of the City Clerk, the Administrative Clerk performs a variety of secretarial, general clerical and routine administrative duties as required. Relieves assigned staff of clearly defined and delegated administrative details, sorts, logs and maintains a variety of records and files, provides information and assistance to other city staff and the public regarding assigned programs, policies and procedures. Maintenance of a calendar and scheduling appointments, meetings and travel. Responsibilities include assist with preparation and publication of Council agenda, attendance at City Council meetings as needed and assist with the preparation of official City Council minutes. Assists in the administration of the City-wide records and information management system.

CLASS CHARACTERISTICS

The incumbent performs a full range of office and administrative support duties as assigned; provides responsible and universal clerical and secretarial duties. The person in this position receives only occasional instructions or assistance as new or if unusual situations arise and is fully aware of the operating procedures and policies of the work unit. Incumbents are expected to use professional judgment and skill in the performance of assignments, which are subject to review by supervisors.

EXAMPLES OF TYPICAL JOB FUNCTIONS

Class specifications are intended to present examples of the duties performed by employees in the classification. Any one position may not include all the duties listed, nor do the listed examples include all tasks that may be performed by positions in this class.

- Incumbent performs duties as assigned including organize and coordinate work activities, sets priorities and meet critical deadlines, relieve supervisor of administrative work including investigating and answering complaints and aiding in resolving operational and administrative problems.
- Participates in the preparation, distribution and publication of agendas and related materials for public meetings and hearings such as City Council/Successor Agency/Planning Commission meetings; ensures legal requirements are met for publication and posting of

agenda and legal notices; attends all publicly noticed meetings as needed; prepares a summary of actions, and minutes.

- Demonstrate a full understanding of applicable policies, procedures and work methods associated with assigned duties. Performs a variety of office administrative tasks like ordering materials and supplies and monitoring supply budget, prepare purchase requisitions.
- Make appointments and maintain a calendar; maintain tickler file; schedules and arranges meetings and makes travel arrangements; organizes meetings by notifying participants, makes room arrangements, and prepares required informational materials.
- Compiles and maintains complex and extensive records, prepares reports, inputs, retrieves and references various computer data management systems, for example the records management program.
- Monitor office calls and refer callers to proper authority, sort and distribute mail, respond to visitors and provide information and assistance, research information related to city regulations and office policies, assist city staff in interpreting and applying city policies, procedures, codes and ordinances.
- Participate in special projects as assigned, assist in planning, coordinating, and implementing assigned programs and events. Assist other city staff, the public, outside groups and agencies by providing information related to specific program area of assignment.
- Accept payments for services, licenses, permits, fees and rentals; may explain billing procedures and other regulatory policies to customers.
- Compile, prepare, and enter data into a computer from various sources including accounting, statistical, and related documents; input corrections and updates, verifies data for accuracy and completeness.
- Prepares, posts and distributes agenda materials, draft reports, project management documents, resolutions, and ordinances.
- Review finished materials for thoroughness, accuracy, format, compliance with policies and procedures, and appropriate English usage; organize and maintains various administrative, reference and follow-up files.
- Operates a variety of office equipment including a computer, calculator, and copier machines.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.
- Perform other duties as assigned.

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions.

QUALIFICATIONS

The requirements listed below are representative of the minimum qualifications for entry into the classification and do not necessarily convey the qualifications of incumbents in the position.

Knowledge of:

- Organization, operation, and services of the city and of outside agencies as necessary to assume assigned responsibilities.
- Functions and organization of municipal government.
- Applicable federal, state and local laws, codes and regulations including the Brown Act, California Public Records Act and Political Reform Act.
- Modern office administrative practices and procedures, modern office equipment including multi-line telephones, computers and applicable software applications such as word processing, spreadsheets, and databases
- Basic principles and practices of fiscal, statistical, and administrative research, record keeping and report preparation.
- Office safety practices
- Principles and practices of business letter writing and the standard format for typed materials.
- Principles and practices of sound business communication.
- English usage, spelling, grammar and punctuation.
- Customer service and public relations methods and techniques.

Ability to:

- Understand the organization and operation of the city and of outside agencies as necessary to assume assigned responsibilities.
- Perform a variety of responsible and difficult administrative duties and activities of a general and specialized nature in support of the assigned department, division or program area.
- Participate in researching compiling, analyzing, and interpreting data, and applying general and specific administrative and departmental policies and procedures.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Utilize public relations techniques in responding to inquiries and complaints.
- Use sound judgement in following and applying appropriate laws, regulations, policies and procedures.
- Independently prepare correspondence and memos from brief instructions.
- Communicate clearly and concisely, both orally and in writing, and understand and carry out oral and written directions.
- Respond tactfully, clearly and appropriately to inquiries from the public or other agencies.
- Plan and organize work to meet changing priorities and deadlines
- Establish and maintain a variety of files and records, perform routine mathematical calculations.
- Operate office equipment including computers and software applications such as word processing, excel and database applications.
- Maintain effective work relationships and demonstration of skills when dealing with the city staff and general public.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Qualified candidates must possess a high school diploma or G.E.D equivalent, additional specialized general office and clerical training or college level course work in business administration or a related field is desirable.

And

- One (1) year of responsible clerical, secretarial and office administrative support experience which provides the knowledge, skills, and abilities described above.
- Experience in local government agency is desirable.

Licenses and Certifications:

- Possession of a Valid California class C driver license upon appointment.
- Possession of, or ability to obtain, certification through the International Institute of Municipal Clerks as a Certified Municipal Clerk (CMC) is desirable.
- Possession of, or ability to obtain, a California Commission as a Notary Public is desirable.

Special Requirements:

- Ability to travel to different sites and locations.

PHYSICAL DEMANDS

These physical demands may be performed with or without reasonable accommodation:

Ability to sit for prolonged periods of time, stand, walk, kneel, crouch, stoop and twist to lift, carry, push and/or pull light to moderate amounts of weight. While performing the duties of this class employee is required to talk or hear in person and by telephone, use hands to finger, handle, feel or operate standard office equipment. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter, or calculator and to verbally communicate to exchange information.

ENVIRONMENTAL AND WORKING CONDITIONS

These described work environment characteristics are representative of those an employee encounters while performing the essential functions of this job:

Work is performed in a standard office setting with controlled temperature conditions and natural and fluorescent lighting at a desk and in front of a computer. There is an extensive public contact and frequent interruptions. Incumbent may interact with upset staff and/or public and private representatives in interpreting and enforcing City policies and procedures.

ADDITIONAL REQUIREMENTS

Positions in this classification require the following pre-employment screening measures before an offer of employment can be made:

- Background screening (Livescan)



City of Clayton Class Specification
FLSA Status: Exempt
Date Revised: January 21, 2025

CLASS TITLE

SENIOR PLANNER

DEFINITION

Under general direction, of the City Manager, the Senior Planner performs a wide variety of complex and highly responsible and varied professional, programmatic, administrative, and technical work in support of current and long-range planning programs and projects, assists and coordinates public policy development and implementation including serving as a project manager for complex and special projects. The position creates and updates long-range planning documents such as the General Plan and Zoning Ordinance; conducts initial studies and coordinates activities of consultants in the preparation of reports required by the California Environmental Quality Act. The Senior Planner will exercise considerable judgment and initiative when independent action is required.

CLASS CHARACTERISTICS

The incumbent serves as project manager for assigned major projects, which includes responsibility for conceiving planning projects, developing analysis and work methods, and may include reviewing the daily work of professional and technical staff. Performance of work requires the use of considerable independence, initiative, and discretion within established guidelines. Incumbents are expected to independently complete the most complex and difficult professional planning assignments and are responsible for all departmental functions and for developing, implementing, and interpreting public policy.

EXAMPLES OF TYPICAL JOB FUNCTIONS

Class specifications are intended to present examples of the duties performed by employees in the classification. Any one position may not include all the duties listed, nor do the listed examples include all tasks that may be performed by positions in this class.

- Coordinates and performs research and analyses pertaining to the General Plan, area plans, grant programs, related municipal ordinances and policy; prepares related reports and recommendations, and renders professional advice regarding planning issues.
- Serves as project manager for multiple complex current and long-range planning projects and special planning studies, including in-depth application and plan review, preparation

- of legal notices, posting notices on sites, background research, preparing staff reports, attending public hearings and making presentations.
- Reviews various plans and applications for complex subdivision, housing and commercial developments; determines conformity with laws, regulations, policies and procedures; recommends approval or identifies problems and analyzes alternatives.
 - Reviews and approves administrative discretionary current planning permits and California Environmental Quality Act (CEQA) related documents. Prepare staff studies and reports on more complex planning issues/applications.
 - Review, approve, and calculate appropriate fees for residential improvements.
 - Reviews, analyzes, and makes recommendations on applications such as Design Review Permits, Conditional Use Permits, Variances, and Tentative Parcel/Tract Maps; reviews drawings or blueprints for structural conformity, proposed uses and aesthetics; conducts site evaluations and analyses.
 - Prepares and updates various planning documents such as the City's General Plan, specific plans, ordinances, resolutions, codes, and related planning studies and reports.
 - Attends, coordinates and participates in committee, staff, City Council, Redevelopment Agency Board and other public agency meetings and conferences. Makes presentations to groups such as the City Council, Redevelopment Agency Board, boards and commissions, citizen groups and other public agencies.
 - Conducts plan check of building permit-level plan submittals associated with complex projects to verify compliance with project approvals and zoning requirements.
 - Participates in General Plan amendments and updates, making recommendations regarding policy development.
 - Reviews projects and development proposals for conformance with the City's regulatory ordinances including Zoning, Design Review, LCP, and Accessory Dwelling Units (ADUs)
 - Acts as a project manager to secure the zoning entitlements and environmental clearances for significant current development projects and long-range planning programs.
 - Prepares or supervises preparation of GIS maps, charts, diagrams and other documents for reports and public hearing notices.
 - Provides work coordination and project direction for other planning personnel and contract consultants, prepares and manages consultant agreements and supervises consultant teams performing work for the City.
 - Analyzes statistical data, such as long-range transportation, population characteristics, growth trends and other data.
 - Provides front counter and phone support; provides information and assistance to developers, property owners, the public, other departments, and outside agencies regarding laws and regulations; investigates and answers the more complex questions from the public regarding planning and zoning; responds to complaints of zoning code violations.
 - Maintains a positive working relationship with co-workers and the community utilizing accepted principles of effective customer service.
 - Performs other duties as assigned.

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions.

QUALIFICATIONS

The requirements listed below are representative of the minimum qualifications for entry into the classification and do not necessarily convey the qualifications of incumbents in the position.

Knowledge of:

- Principles and practices of research methods and statistical analysis.
- Site planning and architectural design principles.
- Applicable Federal, State and local laws, codes, and regulations including California Environmental Quality Act (CEQA). and California laws relating to subdivisions, annexations, zoning and land use,
- Federal, state and local laws, regulations and court decisions relating to city planning, land use, zoning and the environment.
- Working knowledge of the objectives, principles, procedures, standards, practices, and trends in the field of city planning, physical design, economic, environmental, and social concepts as well as project management techniques.
- Recent developments, current literature and sources of information related to planning, zoning, and environmental review.
- Statistical and research methods applied to the collection and analysis of data pertinent to planning.
- Methods and techniques of effective technical report preparation and presentation.
- Effectively represent the City in contacts with governmental agencies, community groups, and various agencies.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Principles of advanced mathematics and their application to planning work.
- Provide high level customer service when dealing with the public, vendors, contractors and City staff.

Ability to:

- Read interpret, apply, and explain technical written material and complex Federal, State, and local laws, regulations, ordinances, and City planning policies and procedures.
- Perform and coordinate activities, such as the collection, analysis, and preparation of reports and recommendations pertaining to complex issues.
- Ability to speak effectively before City Council, Planning Commission, public groups and other relevant stakeholders.
- Analyze projects and potential projects for consistency with planning regulations, general planning principles, and architectural quality.
- Analyze site design, terrain constraints, and land use compatibility and other urban services.

- Prepare concise reports, maps, charts and other graphic materials for effective presentations. Organize and conduct research studies.
- Engage in complex planning design and plan, organize, and coordinate complex planning activities.
- Prepare visual displays, such as maps, graphs, and illustrations.
- Communicate effectively, orally and in writing; to understand and carry out oral and written instructions.
- Maintain a variety of filing, record keeping and tracking systems.
- Provide high level customer service when dealing with the public, vendors, contractors and City staff.
- Organize and coordinate assigned activities with other departments and agencies respectively.
- Ability to read plans and specifications and make effective site visits.
- Perform varied and responsible assignments to interpret and explain planning and zoning programs to the public, identify and respond to issues and concerns of the public, City Council and other boards and commissions.
- Exercise sound independent judgment within established guidelines.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Represent the City effectively in meetings with commissions, community groups, governmental bodies, the media and the public.
- Establish and maintain effective working relationships with those contacted in the course of city planning work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- A Bachelor's degree from an accredited college or university with major course work in urban or regional planning, architecture or a related field.
- A Master's degree is desirable,

And

- Four years of professional experience in city or regional planning. One year of supervisory experience is desirable.

Licenses and Certifications:

- Possession of a Valid California class C driver license upon appointment.
- Possession of American Institute of Certified Planners (AICP) Certificate is desirable.

Special Requirements:

- Ability to travel to different sites and locations.

PHYSICAL DEMANDS

These physical demands may be performed with or without reasonable accommodation:

Ability to sit for prolonged periods of time, stand, walk, kneel, crouch, stoop and twist to lift, carry, push and/or pull light to moderate amounts of weight. While performing the duties of this class employees are required to talk or hear in person and by telephone, use hands to finger, handle, feel or operate standard office equipment. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter, or calculator and to verbally communicate to exchange information.

ENVIRONMENTAL AND WORKING CONDITIONS

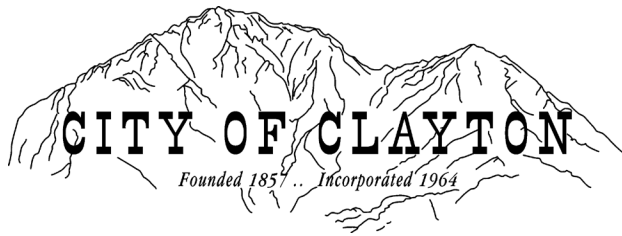
These described work environment characteristics are representative of those an employee encounters while performing the essential functions of this job:

Work is performed in a standard office setting with controlled temperature conditions and natural and fluorescent lighting at a desk and in front of a computer. Incumbents may interact with upset staff and/or public and private representatives in interpreting and enforcing City policies and procedures. Occasional exposure to an outdoor field setting and travel from site to site. Incumbents may be required to work extended hours including evenings and weekends as needed

ADDITIONAL REQUIREMENTS

Positions in this classification require the following pre-employment screening measures before an offer of employment can be made:

- Background screening (Livescan)



City of Clayton Class Specification
FLSA Status: Non-Exempt
Date Revised: January 21, 2025

CLASS TITLE

COMMUNITY SERVICES LEADER

DEFINITION

Under general direction of the Community Services Coordinator, the Community Services Leader performs a wide variety of support work related to recreational operations, events and activities, prepare buildings, fields, including set ups, take down and transport equipment for events. The person in this position provides routine administrative support which includes monitoring duties for rental of city facility and act as the City liaison during private events and activities for the community, assisting in the facilitation of events. The person in this position must have the ability to communicate effectively, tactfully, and both orally and in writing, as well as establish and maintain effective and cooperative working relationships with staff and the public. The Community Services Leader performs no supervision duties over other staff.

CLASS CHARACTERISTICS

The Community Services Leader helps to set the stage for some of the most important events within the city, coordinating with vendors and performing the full range of recreation support, ensures facilities are properly maintained as well as assisting in the facilitation of private events for those interested in utilizing the facilities at the city and parks. Incumbents are expected to work independently.

EXAMPLES OF TYPICAL JOB FUNCTIONS

Class specifications are intended to present examples of the duties performed by employees in the classification. Any one position may not include all the duties listed, nor do the listed examples include all tasks that may be performed by positions in this class.

- Monitor facility security to include opening and closing the facility for scheduled functions and training activities and in accordance with policies and procedures.
- Open, secure, set up, take down, and clean areas before and after facility use, prepare areas for rentals and community events.
- Maintain a safe environment and conduct safety checks; administer first aid as required.
- Perform routine administrative duties including phone and counter reception and cash handling.
- Issue, receive and collect equipment and supplies.

- Must work well with the public and work well independently and as a collaborative member of a team.
- Monitor the operation and public activity during hours of operation and assist in the operation, set up, and breakdown of special events.
- Inspect assigned areas and equipment and report issues in a timely manner to appropriate higher-level staff.
- Interact with clients and the public, respond to questions, concerns, and complaints from patrons, determine the issue, resolve or refer to higher level staff.
- Ability to communicate effectively orally and in writing in English.
- Maintain facilities per city standards, will be required to work weekends, evenings, and holidays.
- Performs other duties as assigned.

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions.

QUALIFICATIONS

The requirements listed below are representative of the minimum qualifications for entry into the classification and do not necessarily convey the qualifications of incumbents in the position.

Knowledge of:

- Proper care and use of recreation equipment, materials, and supplies.
- Organization and operation of the assigned area and related facilities.
- Principles and practices of custodial and facility operations.
- Cash handling, accounting and record keeping techniques.
- Provide high level customer service to both city personnel and the public
- Applicable federal and state regulations including but not limited to California Occupational and Health Administration, (Cal/OSHA).
- Safety Practices and equipment related to the work.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the phone.
- Modern office practices, methods, and computer equipment and applications related to the work.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

Ability to:

- Perform work as directed in an efficient, effective, safe, and timely manner.
- Coordinate and organize group activities, maintain respect and discipline, enforce rules and procedures.
- Interact with city staff, customers, and the public tactfully and effectively.
- Use, operate and maintain a variety of custodial, cleaning equipment and materials, maintain audio visual equipment, lighting and furnishings.

- Develop and distribute promotional and marketing information and assist the public with questions and problems that arise.
- Demonstrate good work ethic, including promptness, neat and clean appearance.
- Understand city policies and procedures related to assigned duties and agreements for use, learn daily operations, and make sound decisions, work under limited supervision.
- Ability to evaluate emergency situations and act decisively and effectively to resolve conflicts, administer first aid as needed.
- Use computer applications to assist in performing duties, e.g., Microsoft word, Excel, databases, and presentation applications.
- Demonstrate strong customer service skills and establish, maintain, and foster positive and effective working relationships.
- Communicate in English clearly, concisely, and effectively, both verbally and in writing.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- High school diploma or G.E.D equivalent

And

- One (1) year of verifiable experience in working with the public in the areas of customer service, event set up, recreation, janitorial services or comparable experience which provides the knowledge, skills, and abilities described above.

Licenses and Certifications:

- Possession of a Valid California class C driver license upon appointment.
- Ability to obtain valid certificates for Cardiopulmonary Resuscitation (CPR). First aid, and Automated External Defibrillator (AED). Certificates must be obtained within one year of appointment and maintained for the duration of employment.

Special Requirements:

- Ability to travel to different sites and locations, work assigned schedules that include weekdays, weekend, evenings and holidays.

PHYSICAL DEMANDS

These physical demands may be performed with or without reasonable accommodation:

Ability to sit, stand, walk, kneel, crouch, crawl, squat, stoop reach and lift weights of 50 lbs plus. While performing the duties of this class employee is required to talk or hear in person and by telephone, use hands to finger, handle, feel or operate standard office equipment. An employee is frequently required to walk and stand. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment.

ENVIRONMENTAL AND WORKING CONDITIONS

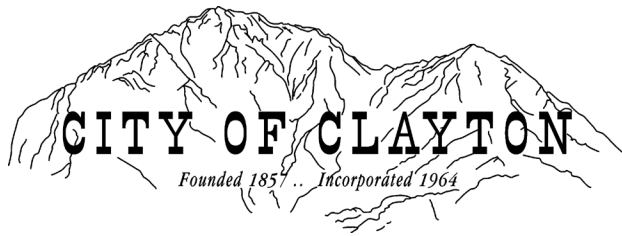
These described work environment characteristics are representative of those an employee encounters while performing the essential functions of this job:

Work is performed in a standard office environment and at indoor and outdoor recreational facilities, travel to different locations. Incumbents may be exposed to inclement weather conditions work on various types of surfaces, including slippery or uneven surfaces. Incumbents may interact with upset staff and/or public and private representatives in interpreting and enforcing City policies and procedures.

ADDITIONAL REQUIREMENTS

Positions in this classification require the following pre-employment screening measures before an offer of employment can be made:

- Background screening (Livescan)



City of Clayton Class Specification
FLSA Status: Exempt
Date Revised: January 21, 2025

CLASS TITLE

MANAGEMENT ANALYST

DEFINITION

Under general direction from the Assistant City Manager, the Management Analyst performs a wide variety of complex and responsible professional-level duties involving programs, projects and the coordination/oversight of assigned programs including implementation of policies and procedures, development and administration of personnel budgets, recruitment and selection, classification, training, employee relations and the negotiation and administration of contracts. Conducts organizational and other complex studies and analysis, including policy development, strategic planning, legislative analysis, preparation of analytical studies of administrative and operational issues, coordination of activities of the City Manager's department with other departments, divisions, and outside agencies to enhance operational efficiency.

CLASS CHARACTERISTICS

The incumbent performs assignments requiring a high level of independent judgment and provides expertise and technical support to the City Manager, Assistant City Manager and department heads in areas such as budget, personnel, policy development, and program management. Employees in this job class provides strong support in designated operations, programs, or departmental activities including research analysis and project management related to the implementation and administration of various programs and projects. The incumbent is required to be fully trained in procedures related to the assigned area of responsibility.

EXAMPLES OF TYPICAL JOB FUNCTIONS

Class specifications are intended to present examples of the duties performed by employees in the classification. Any one position may not include all the duties listed, nor do the listed examples include all tasks that may be performed by positions in this class.

- Performs a variety of technical and professional-level research, administrative, operational, financial, and analytical duties in support of various projects and programs related to assigned area of responsibility; including but not limited to contract management, grants, request for proposals/qualifications and staff reports.
- Provides leadership in assigned area of responsibility using initiative and resourcefulness in deviating from traditional methods or analyzing unique issues or problems without

precedent and/or structure; researches trends and patterns to develop new standards, models, methods, criteria, or proposed new policies and procedures related to assigned area of responsibility; oversees quality assurance and quality control activities within area(s) of expertise.

- Plans, coordinates, and participates in the recruitment and selection process; prepares advertisements; conducts initial screening of applications; proctors or assts with applicant testing; schedules pre-employment examinations; participates in the interview process as requested by department directors; drafts interview questions with input from hiring department; obtains signed background release forms and submits background investigation forms for processing; discusses starting salary with hiring department; prepares and obtains signed offer letters and contacts candidate to make offer.
- Assists the Assistant City Manager in researching and assembling information for classification and compensation purposes; assists in the maintenance of classification and compensation plans; responds to salary and benefit surveys.
- Conducts new employee benefits orientations; oversees the preparation and processing of employee payroll and benefit forms and records; oversees the enrollment of employees into various benefit programs via the Human Resources Information System (HRIS) and various benefit carriers' websites; maintains confidential records; prepares COBRA notices for existing employees' status changes and terminating employees; troubleshoots problems and questions regarding benefits and provides assistance to employees when benefit problems arise.
- Processes Worker's Compensation and Short-term/Long-term Disability claims; responds to claimant complaints and provides claim related information; conducts follow-up with employee while off the job; participates in evaluation processes regarding vocational rehabilitation; conducts training sessions with departments on proper claim process; prepares and distributes letters regarding protected leave.
- Analyzes alternatives and makes recommendations regarding such matters as organizational structure, administration, contract oversight, grants and statistical research.
- Assumes operational authority of areas of assigned responsibility including administrative operations; trains and supervises assigned support staff; maintains administrative, financial and human resources processes and records, monitors contracts and performs customer service functions.
- Negotiates, prepares, and monitors agreements and assists city staff with understanding and complying with city requirements. Monitors and ensures human resources practices are compliant with the city personnel rules and regulations.
- Assists the executive team in determining priorities, methods, standards and work sequences necessary to achieve objectives. Advises the executive team on labor contracts, employment law, applicable City ordinances and rules, policies and procedures, and employee performance management.
- Assists the Accounting, City Clerk, and Assistant City Manager roles during staff absences due to vacation, training, or extended leave.
- Conducts advanced benefit reviews, prepares Requests for Proposals for benefit providers and other program vendors, conducts cost benefit analyses, proposal evaluations, and prepares details for review by the Assistant City Manager.

- Participates in the development and implementation of immediate and long-term strategies, goals, objectives, plans, and programs; interprets and applies federal, state, and other legislation and regulations that apply to assigned functions.
- Conducts complex studies and surveys; collects, compiles and analyzes information; develops and evaluates options, prepares and presents recommendations for review by Assistant City Manager.
- Provides high-level administrative and analytical support to the City Manager and Assistant City Manager on special projects; conducts research and prepares reports and makes recommendations in relation to assigned projects.
- Participates in the strategic planning and establishment of assigned program objectives and performance evaluation program operations and activities related to effectiveness and compliance; implements improvements and modifications as necessary and adjusts overall goals and objectives in response to changing program directives and/or City needs and priorities.
- Maintains a positive working relationship with co-workers and the community utilizing accepted principles of effective customer service.
- Performs other duties as assigned.

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions.

QUALIFICATIONS

The requirements listed below are representative of the minimum qualifications for entry into the classification and do not necessarily convey the qualifications of incumbents in the position.

Knowledge of:

- The theory, principles, and practices of accounting, human resources and their application in the public sector.
- Manual and automated fiscal and human resources management systems.
- Principles, practices and methods of organizational analysis and public administration.
- Research techniques, project management and administration methods and procedures.
- Principles and practices of supervision, training, management consultation and program analysis.
- Principles and practices of budget development and implementation; operating policies and procedures and functions of assigned department, division or program areas; local, state, and federal laws, rules, regulations and codes relevant to assigned duties.
- Methods and techniques of effective technical report preparation and presentation.
- Current literature, research methods, and sources of information related to assigned area of work.
- Report preparation, research methods, statistical concepts and methods.
- Program development and administration; office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Customer service and public relations methods and techniques.

- English usage, spelling, grammar, and punctuation.

Ability to:

- Understand the organization and operation of the city and of outside agencies as necessary to assume assigned responsibilities.
- Review and analyze reports, articles, studies and administrative activities and recommend an effective course of action.
- Independently apply the principles and practices of public administration as assigned, analyze systems and administrative and management practices and identify opportunities for improvement.
- Perform analytical research and prepare clear and concise technical, administrative, and financial reports, statements, and correspondence.
- Assist with preparation of large and complex budgets.
- Understand, interpret, and apply administrative policies and procedures as well as pertinent federal, state, and local laws, codes, and regulations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze, and compile data, maintain accurate records and files.
- Negotiate contracts and demonstrate sound judgement.
- Respond to public inquiries in a courteous manner; provide information within area of assignment; resolve complaints in an efficient and timely manner.
- Communicate effectively with City staff, elected and appointed officials, and the public.
- Maintain effective work relationships and demonstration of skills when dealing with the city staff and the public.
- Establish and maintain effective working relationships with those contacted in the performance of assigned duties.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a related field that pertains to the scope of work.
A Master's degree is desirable.

And

- Four years of professional experience preferably in local government, administrative experience involving program research, analysis of comprehensive administrative concerns, development of policies and procedures and supervising an administrative activity including budget preparation responsibilities.

Licenses and Certifications:

- Possession of a Valid California class C driver license upon appointment.

Special Requirements:

- Ability to travel to different sites and locations.

PHYSICAL DEMANDS

These physical demands may be performed with or without reasonable accommodation:

Ability to sit for prolonged periods of time, stand, walk, kneel, crouch, stoop and twist to lift, carry, push and/or pull light to moderate amounts of weight. While performing the duties of this class employees are required to talk or hear in person and by telephone, use hands to finger, handle, feel or operate standard office equipment. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter, or calculator and to verbally communicate to exchange information.

ENVIRONMENTAL AND WORKING CONDITIONS

These described work environment characteristics are representative of those an employee encounters while performing the essential functions of this job:

Work is performed in a standard office setting with controlled temperature conditions and natural and fluorescent lighting at a desk and in front of a computer. Incumbents may interact with upset staff and/or public and private representatives in interpreting and enforcing City policies and procedures.

ADDITIONAL REQUIREMENTS

Positions in this classification require the following pre-employment screening measures before an offer of employment can be made:

- Background screening (Livescan)



City of Clayton Class Specification
FLSA Status: Non-Exempt
Date Revised: January 21, 2025

CLASS TITLE

COMMUNITY DEVELOPMENT TECHNICIAN

DEFINITION

Under general supervision of assigned supervisory or management staff, performs a variety of technical, programmatic, administrative, advanced clerical, and routine staff and analytical duties requiring the application of specific program knowledge and administrative, secretarial, and clerical skills in support of assigned division, program, or function within the Community Development Department; assumes on-going programmatic duties and responsibilities specific to area of assignment, which may include building, code enforcement, planning, redevelopment, economic development, and/or housing; participates in coordinating assigned programs, projects, and services with other City departments, divisions, and outside agencies; and provides specialized departmental or program information and assistance to City staff and the general public.

CLASS CHARACTERISTICS

The Community Development Technician is the full journey level technical support classification in the Community Development program support class series. Positions allocated to this class are responsible for providing programmatic and administrative support services to a division, program, or project within the Community Development Department. Community Development Technicians work on projects of diverse scope and moderate to intermediate complexity involving evaluation of various factors. This class interacts regularly with the public and a wide variety of people across the organization and provides strong support and problem solving to others. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS

Class specifications are intended to present examples of the duties performed by employees in the classification. Any one position may not include all the duties listed, nor do the listed examples include all tasks that may be performed by positions in this class.

- Performs a variety of technical, programmatic, administrative, and advanced clerical duties requiring the application of specific program knowledge and administrative and clerical skills in support of a division, program, or function within the Community Development

Department; assumes responsibility for specific program area duties; aids in administrative and operating programs as assigned.

- Serves as primary contact, liaison, and resource for assigned functions and programs with other City staff, the general public, and outside agencies and organizations; provides customer service by responding to inquiries by phone and at the counter; responds to requests for information and assistance regarding City policies and application procedures; assists the public and other City staff in interpreting and applying City policies and procedures; researches information related to City and departmental policies and procedures; explains, justifies, and defends programs, policies, and activities; works cooperatively with property owners, contractors, architects, developers, engineers or their representatives to resolve questions.
- Coordinates the receipt and investigation of complaints regarding violations of the Municipal Code, including but not limited to public welfare, safety, public nuisance, sanitation and health, building, housing and zoning.
- Conducts site visits; confer with City personnel regarding alleged or potential violations; document violations by securing photographs and other pertinent data; prepare and maintain accurate case files.
- Enforce and update Code Enforcement Manual; issue citations as necessary, in accordance with the Code Enforcement Manual.
- Conducts a variety of studies and research for assigned area; collects, compiles, and reviews information from various sources on a variety of specialized topics related to program area of assignment; participates in the preparation of reports that present data, identify alternatives, and make and justify recommendations.
- Performs a variety of special projects and assignments in assigned area including the project processing functions and implementation and coordination of assigned program components and projects; assumes responsibility for the administration of assigned program; assists with the development of policies and procedures; obtains resources; implements programs and monitors activities.
- Verifies and reviews materials, applications, records, and reports for completeness and conformance with established regulations and procedures; applies applicable policies and procedures in determining completeness of applications, records, and reports; provides information and forms; collects and processes appropriate information.
- Maintains calendar of activities, meetings, and various events for assigned projects, programs, and staff, coordinates activities with other City departments, the public, and outside agencies.
- Establishes and maintains various filing systems, schedules, records, and other reference materials; files correspondence, reports, and bulletins; log reports, applications, and/or telephone calls; maintains records related to specific area of assignment.
- Prepares and proofreads a wide variety of reports, letters, memoranda, correspondence, agreements, agenda items, statistical charts, and other documents and material; independently composes documents related to assigned area of responsibility.

- Operates a variety of office equipment including copiers, facsimile machine, and computer; utilizes various computer applications and software packages; inputs, maintains, and utilizes data to develop reports using spreadsheet software; manages assigned database; maintains and generates reports from a database or network system; creates, formats, and revises charts, graphs, flowcharts, worksheets, booklets, brochures, and forms using word processing, desktop publishing, and other computer applications; organizes and maintains disk storage and filing.
- May arrange and coordinate meetings, workshops, and training sessions for various groups, boards, and committees; prepares "e-packets", agendas, resolutions, staff reports, and works with assigned boards or commissions; attends meetings and takes, transcribes, and assures proper distribution of minutes.
- May recommend improvements in workflow, procedures, and use of equipment and forms; implement improvements as approved; develop and revises office forms and report formats as required.
- May perform a variety of general bookkeeping and clerical accounting duties and responsibilities involved in financial record keeping and reporting for assigned area; maintain a variety of accounting records, logs, and files; verify, balance, and adjust accounting records.
- May make presentations and represent the assigned City department, division, program, or project throughout the community; represents the City in meetings with representatives of businesses, community organizations, governmental agencies, and the public.
- May monitor legislation and developments related to area of assignment; determine and monitor City compliance.
- Reviews and evaluates plans, specifications, and applications for completeness and conformance to requirements and regulations; approves or denies project plans after performance of elementary plan checking for completeness and conformance with applicable codes; administers various bonds and coordinates with inspectors and developers; issues various types of permits; calculates and collects fees for various projects; determines types of inspection for proposed construction; coordinates inspections for inspectors; utilizes permit tracking system.
- Reviews and approves/denies applications for Home Occupation Permits; reviews applications for addressing and assigns addresses for commercial and residential projects; reviews new project applications for completeness and notifies applicant of additional information needed; prepares notices of public hearings for projects being processed.
- Monitors projects under construction and coordinates with other departments to ensure that conditions of approval for each project are met; conducts field inspections to review projects nearing the end of construction to ensure that conditions of approval are met.
- Assists in the implementation of redevelopment projects and activities to revitalize, upgrade, and improve the economic and business vitality of the City; oversees project processing and implementation including to process agreements, coordinate revisions, collect signatures, manage recordation, and monitor agreement compliance.
- Assists in the development of requests for proposals.

- Assists in the preparation of plan amendments and implementation plans.
- Provides responsible technical support to professional and management staff involved in monitoring redevelopment projects from initial contact through entitlement or to construction; assists in the development of a tracking matrix utilizing computer project management tracking software.
- Assists in the creation and maintenance of comprehensive project files for all commercial, office, and industrial projects.
- Provides information and assistance to various parties as required to process projects including City staff and consultants, applicants, and applicants' consultants; assists developers with a variety of questions and issues.
- Participates in the development of materials and handouts for developers to use in determining City processes for projects and length of time it will take to obtain permits.
- Participates in the development of map handouts; assists in obtaining data on specific properties for developers or brokers including researching County records.
- Participates in creating and maintaining property search locator system for economic development items.
- Provides responsible technical support to professional and management staff involved in planning, organizing, and coordinating projects to support economic development efforts to attract and retain commercial, industrial, or office development.
- Provides responsible technical support to professional and management staff involved in the management and implementation of the City's and Redevelopment Agency's affordable housing programs from negotiation phase to construction of units, maintenance of units, and qualifying eligible households to participate in programs.
- Participates in the preparation and implementation of affordable housing agreements; provides information to housing developers regarding the City's and Agency's housing requirements.
- Provides responsible technical support to professional and management staff involved in the management of the City's rental stock including rent establishment and collection, tenant selection and relations, maintenance needs and inspection, and creation and enforcement of rental agreements.
- Provides responsible technical support to professional and management staff involved in the management of the City and Redevelopment Agency's housing administrative functions including re-sale controls and purchase options, mandated reporting, implementation plans, residential relocation and replacement housing plans, housing production plans, and determination of excess surplus, over concentration, and eligibility and affordability levels.
- Performs related duties as required.

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operational characteristics, services, and activities of assigned Community Development Department functions, programs, and operational area; area of assigned may include building, planning, redevelopment, economic development, and/or housing. Technical knowledge of business/industry principles and practices related to the area of responsibility. Methods and techniques used in the performance of duties and responsibilities specific to the area of assignment. Principles and practices of fiscal, statistical, and administrative research and report preparation. Principles and procedures of record keeping. Principles and practices used in establishing and maintaining files and information retrieval systems. Principles of business letter writing. Customer service and public relations methods and techniques. Methods and techniques of proper phone etiquette. Mathematical principles. English usage, spelling, grammar, and punctuation. Principles, practices, and requirements used in the preparation of various documents including public notices, resolutions, and agendas. Principles, practices, and methods of public administration including budgeting and grant administration. General procedures, regulations, and practices in local government. Modern office procedures, methods, and equipment including computers. Computer applications such as word processing, spreadsheet, and database applications as well as financial and statistical software. Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Perform a full range of technical, administrative, programmatic, and advanced clerical work of a general or specialized nature involving the use of independent judgment and personal initiative. Apply technical principles and practices specific to area of assignment, which may include building, planning, redevelopment, economic development, and/or housing. Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities. Understand and apply pertinent laws, codes, and regulations as well as organization and unit rules, policies, and procedures with good judgment. Research, compile, and interpret a variety of information and make appropriate recommendations. Participate in the preparation of a variety of administrative and financial reports. Independently prepare correspondence and memoranda. Exercise good judgment in maintaining information, records, and reports. Exercise initiative and sound judgment in solving difficult and complex administrative and technical problems within established procedural guidelines. Work independently in the absence of supervision. Plan and organize work to meet changing priorities and deadlines. Perform mathematical calculations quickly and accurately including to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals. Implement and maintain filing systems. Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person. Compile a variety of

information and records and exercise good judgment in maintaining information, records, and reports. Deal successfully with the public, in person and over the telephone; respond tactfully, clearly, concisely, and courteously to issues, concerns, and needs. Work cooperatively with other departments, City staff and officials, and outside agencies. Operate and use modern office equipment including a computer and various software packages. Use applicable office terminology, forms, documents, and procedures in the course of the work. Type and enter data at a speed necessary for successful job performance. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Equivalent to the completion of the twelfth grade supplemented by specialized or college level course work in a professional and/or technical discipline.
- Three years of responsible programmatic, technical, and administrative support experience specific to the area of assignment.

Licenses and Certifications:

- Possession of a Valid California class C driver license upon appointment.

Special Requirements:

- Ability to travel to different sites and locations.

PHYSICAL DEMANDS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment; occasional fieldwork may be required.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may travel to other locations using various modes of private and commercial

transportation; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

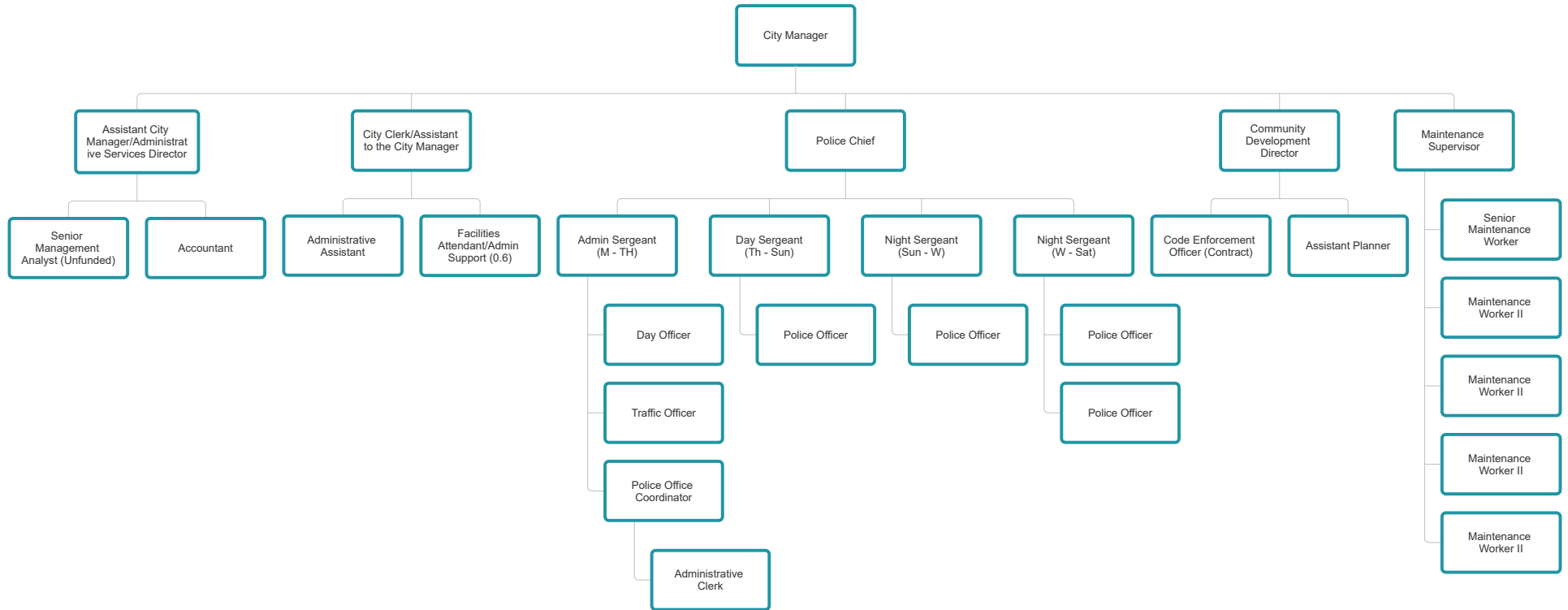
Hearing: Hear in the normal audio range with or without correction.

ADDITIONAL REQUIREMENTS

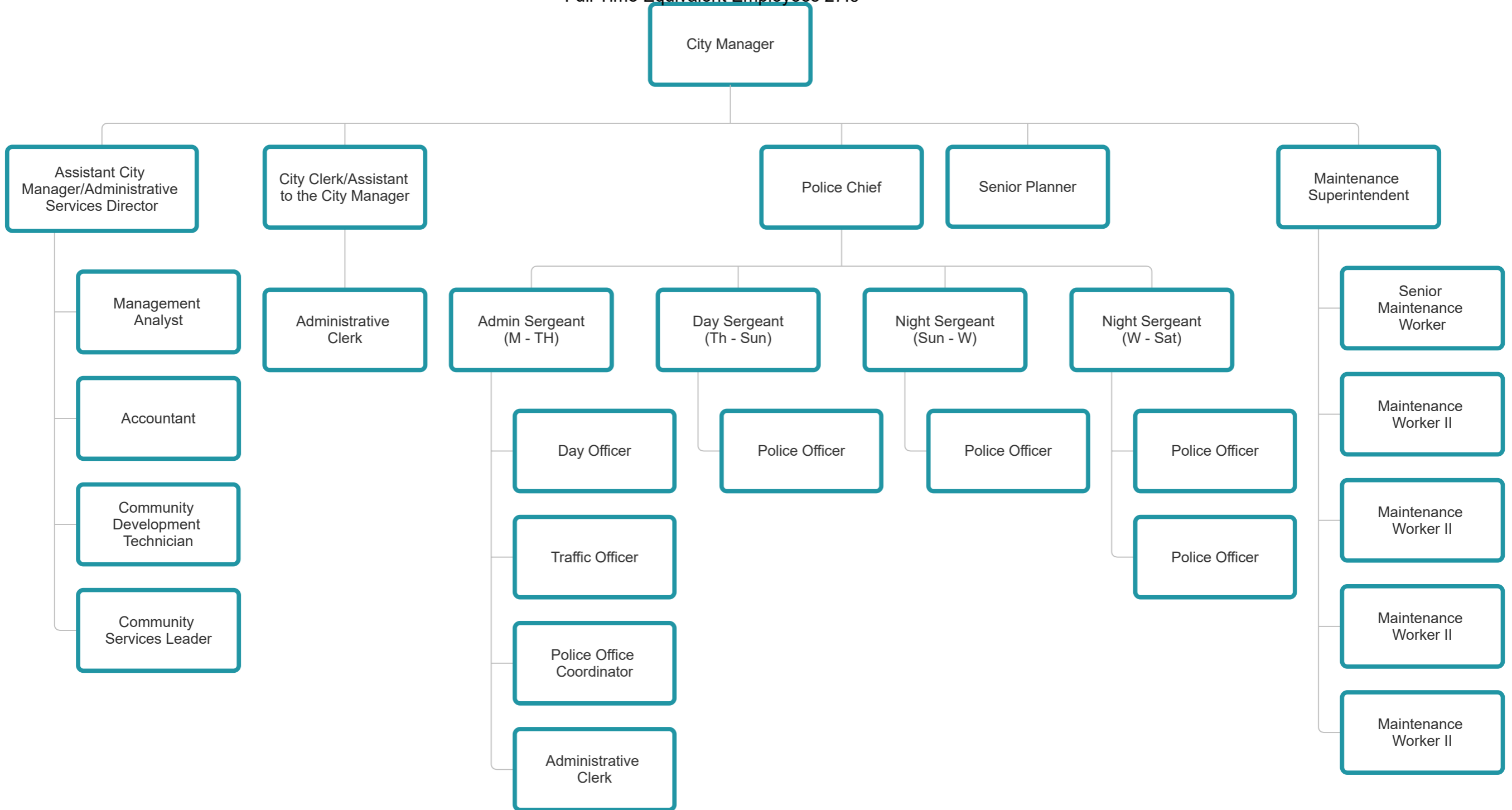
Positions in this classification require the following pre-employment screening measures before an offer of employment can be made:

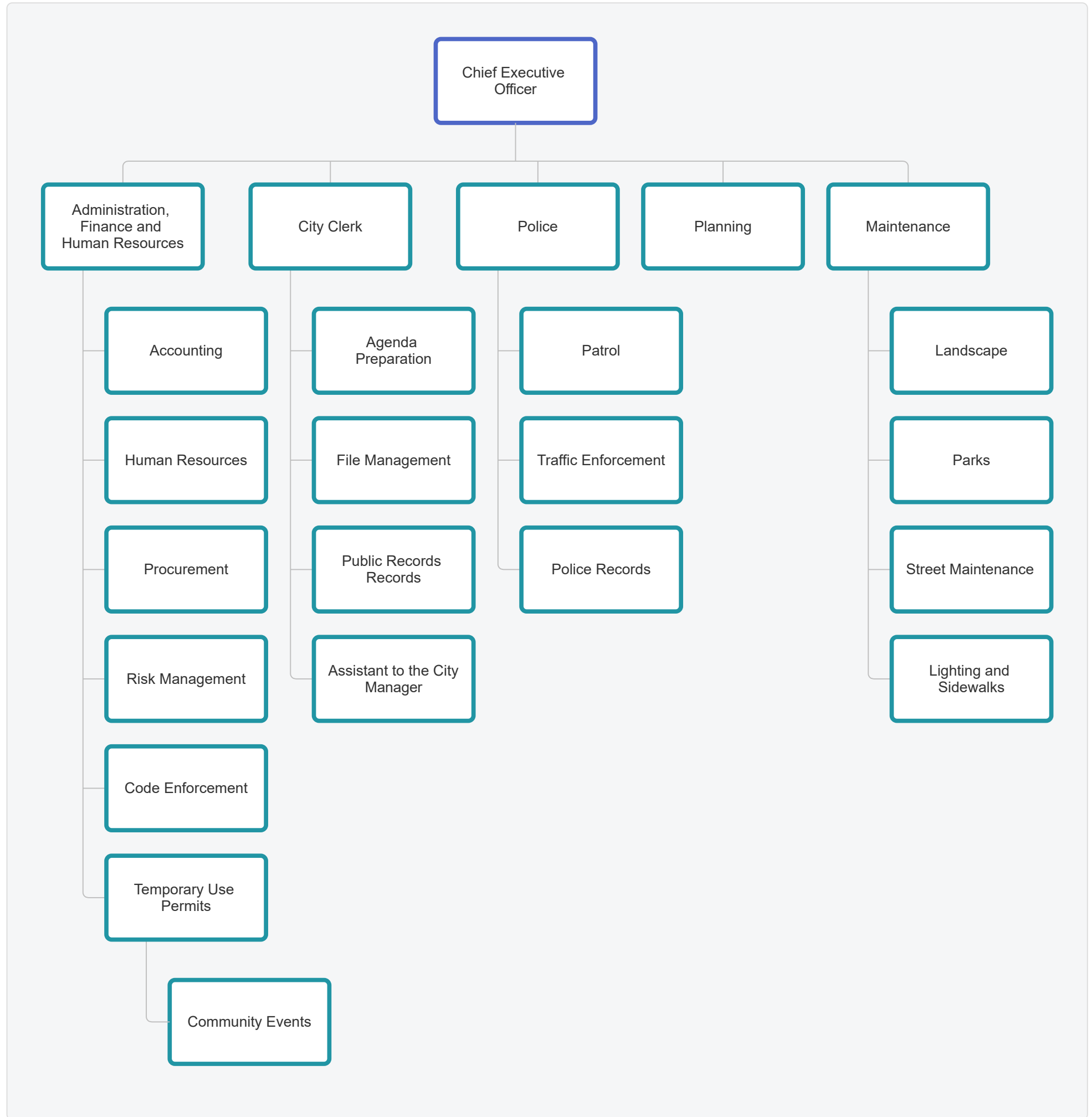
- Background screening (Livescan)

City of Clayton FY 2024-25 Budget Org. Chart Full Time Equivalent Employees 27.6



City of Clayton FY 2024-25 Budget Org. Chart
Full Time Equivalent Employees 27.6





APPROVED POSITIONS BUDGET
FY 2024-25

Job Title	Base Salary	Benefit Cost	Total Budgeted Compensation
Administrative Assistant	76,423	33,617.61	110,041
Community Development Director	170,879	41,051.30	211,930
Assistant Planner	101,533	35,593.77	137,127
Recreation Leader	40,579		40,579
TOTAL COST			\$ 499,677

CONTRACT EXPENDITURES
07/01/2024 - 03/31/2025

Vendor	YTD Expense
4 Leaf - Community Development	128,866
4 Leaf - Code Enforcement	59,398
CSG - Community Development	30,000
Muchmore Consulting	52,315
Roth Staffing	57,177
Q1 - Q3 SPENT	327,757

PROPOSED POSITIONS BUDGET
FY 2024-25 (Q4)

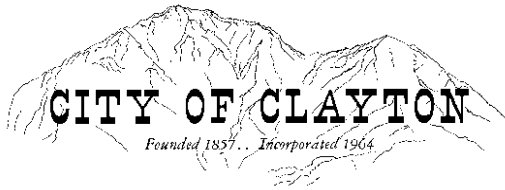
Job Title	Base Salary	Benefit Cost	Total Compensation
Administrative Clerk	16,586	8,206	24,792
Senior Planner	32,825	9,484	42,309
Management Analyst	27,652	9,077	36,729
Community Development Tech	26,177	8,961	35,137
Community Services Leader	5,138		5,138
TOTAL COST Q4		\$	144,105

PROPOSED POSITIONS BUDGET
FY 2025-26

Job Title	Base Salary	Benefit Cost	Total Compensation
Administrative Clerk	66,343	32,824.29	99,167
Senior Planner	131,300	37,936.43	169,236
Management Analyst	110,608	36,307.97	146,916
Community Development Tech	104,706	35,843.48	140,549
Community Services Leader	20,550		20,550
TOTAL COST		\$	576,419

STAFF EXPENDITURE DIFFERENCE
FY 2024-25 vs. FY 2025-26

FY 2024-25 Combined Costs	FY 2024-25 Expenses	Budget	Budget Variance
Q1 - Q3 Contract Expenses	327,757		
Q4 Salaries and Benefits	144,105		
Total Expense FY 2024-25	471,861	499,677	27,815
FY 2025-26 Proposed Budget	576,419	576,419	
Year Over Year Difference		(76,743)	



Budget and Audit Committee Agenda Item 6

STAFF REPORT

TO: Budget and Audit Committee

FROM: Stephanie Cabrera-Brown, City Clerk/Assistant to the City Manager

DATE: January 13, 2025

SUBJECT: Discuss the library refresh and provide staff direction on the next steps to establish a budget based on the desired elements of the county-recommended improvements/enhancements, and recommend a budget adjustment in the necessary amount, to the City Council for their approval.

RECOMMENDATION

Discuss the Clayton Community Library refresh and provide staff direction on the next steps to establish a budget based on the desired elements of the county-recommended improvements/enhancements, and recommend a budget adjustment in the necessary amount, to the City Council for their approval.

BACKGROUND

After discussion with the County Library staff to refresh the community library, staff convened a working group that included representatives from the County Library, the Clayton Community Library Foundation (CCLF), and city personnel. The primary objective of this collaborative meeting was to review the County's proposal for recommended improvements/enhancements to the Clayton Community Library and to identify key items that require immediate attention. During the discussions, participants highlighted critical items that were then identified as maintenance items and removed from the proposal. Such as the employee restroom door and drop box design issues. Other items such as carpeting, paint and furniture updates are also being requested, aimed at increasing community engagement and efficient use of the library space.

The working group explored potential funding sources that may support the proposed improvements. Various avenues were discussed, including grants, partnerships, and fundraising. During this discussion the CCLF shared that they are limited in how they are able

to spend the \$250,000 gift from the county community trust (fund). These funds may be used to address programmatic needs, expansion of public services, transportation subsidies, and specific furniture items that are not permanent fixtures.

Staff reviewed phase 1 and identified painting and carpeting for the full building (with the exception of the tiled entry and Hoyer Hall) as priority items. The cost of these elements comes to approximately \$320,000.

Key items in phase 1:

Item Description	Estimated Cost
Carpet - library, friends bookstore and staff areas	\$148,200
Paint - throughout	\$54,080
Construction Costs	\$114,712

This does not include costs associated with the removal and storage of library items during the project. Staff is also in the process of collecting quotes for carpeting and painting and has received a quote for carpeting of \$90,000.

DISCUSSION

Identify items within phase 1 of the County's recommended improvements that should be prioritized for completion. Additionally, we ask that the committee indicate which elements they are prepared to fund directly and which initiatives they would like to pursue collaborative funding opportunities for. This direction will enable staff to prepare a budget adjustment proposal for City Council approval that aligns with the committee's priorities and strategic goals for library enhancements.

FISCAL IMPACT

A preliminary assessment of funding sources has indicated potential avenues for financial support. However, the exact fiscal impact will depend on the specific elements approved by the Budget and Audit Committee and subsequently by the City Council. This will also assist our partners in identifying any funds they are able to provide towards the improvements.

Attachment(s)

1. Clayton Library Shopping List Phase 1

AREAS OF WORK	CONSTRUCTION COSTS	Shopping Lis	PHASE 1: finishes, misc construction, limited furniture
FINISHES - LIBRARY			
1. CARPET - LIBRARY, FRIENDS BOOKSTORE AND STAFF AREA	\$148,200	<input checked="" type="checkbox"/>	\$148,200
2. RESILIENT - STAFF	\$12,920	<input type="checkbox"/>	\$0
3. PAINT - THROUGHOUT	\$54,080	<input checked="" type="checkbox"/>	\$54,080
FINISHES - COMMUNITY RM			
4. CARPET - COMMUNITY RM	\$16,900	<input type="checkbox"/>	\$0
5. RESILIENT - COMMUNITY RM	\$3,400	<input type="checkbox"/>	\$0
6. PAINT - COMMUNITY RM	\$10,200	<input type="checkbox"/>	\$0
WALLS			
7. GLASS WALL - QUIET READING	\$33,588	<input type="checkbox"/>	\$0
8. PONY WALL WITH GLASS ABOVE - TEEN	\$24,600	<input type="checkbox"/>	\$0
MISC CONSTRUCTION			
9. WINDOW SEATS - CHILDREN'S	\$8,085	<input type="checkbox"/>	\$0
10. RESOLVE BOOK DROP	\$6,000	<input type="checkbox"/>	\$0
11. DOOR AT STAFF RESTROOM	\$5,000	<input type="checkbox"/>	\$0
SUBTOTAL	\$322,973		\$202,280
BONDS & INSURANCE (3%)	\$9,689.19		\$6,068.40
GENERAL CONDITIONS (15%)	\$49,899.33		\$31,252.26
CONTRACTOR'S OVERHEAD & PROFIT (5%)	\$19,128.08		\$11,980.03
CONTINGENCY FOR DESIGN DEVELOPMENT (20%)	\$80,337.92		\$50,316.14
COST ESCALATION (5% PER YEAR)	\$24,101.38		\$15,094.84
TOTAL CONSTRUCTION COST	\$506,129		\$316,992
FURNITURE			
12. INTERIOR FURNITURE (excluding Phase 1)	\$228,000	<input type="checkbox"/>	\$0
13. PHASE 1 FURNITURE (teen, limited adult lounge, children's table)	\$73,000	<input type="checkbox"/>	\$0
14. EXTERIOR FURNITURE	\$31,000	<input type="checkbox"/>	\$0
15. STUDY PODS	\$93,000	<input type="checkbox"/>	\$0
16. DISCOVERY ZONE/EARLY LITERACY HUB	\$200,000	<input type="checkbox"/>	\$0
SHELVING & DISPLAY			
17. END PANELS AT EXISTING TALL STACKS	\$18,000	<input type="checkbox"/>	\$0
18. 4-HI MOBILE UNITS	\$93,000	<input type="checkbox"/>	\$0
19. MOBILE DISPLAY UNITS	\$32,000	<input type="checkbox"/>	\$0
20. BROCHURE/COMMUNITY DISPLAY	\$1,000	<input type="checkbox"/>	\$0
CASEWORK			
21. CIRC DESK	\$40,000	<input type="checkbox"/>	\$0
22. SORTING AREA CASEWORK	\$13,000	<input type="checkbox"/>	\$0
23. SELF CHECK CASEWORK	\$20,000	<input type="checkbox"/>	\$0
24. PRINT STATION CASEWORK	\$20,000	<input type="checkbox"/>	\$0
TOTAL FURNITURE/SHELVING/CASEWORK COST	\$862,000		\$0
TOTAL OVERALL COST	\$1,368,129		\$316,992