



**CLAYTON CITY COUNCIL
REGULAR MEETING AGENDA**

**Tuesday, May 21, 2024
7:00 p.m.**

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

Zoom Videoconference and Call-in:

Webinar: <https://us02web.zoom.us/j/81342918951>

Telephone: 1 + (669) 900 - 9128 **Webinar ID:** 813 4291 8951

Jim Diaz, Mayor

Kim Trupiano, Vice Mayor

Peter Cloven, Councilmember

Holly Tillman, Councilmember

Jeff Wan, Councilmember

1. CALL TO ORDER AND ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. RECOGNITIONS AND PRESENTATIONS

- a. Mayor for the Day
- b. Certificates of Recognition to Public School Students for Exemplifying the "Do the Right Thing" Character Trait of "Integrity" during the Months of March/April 2024
[\(View\)](#)

4. 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.

5. CONSENT CALENDAR

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

- a. Approval of Meeting Minutes
 - i. May 7, 2024
 - ii. May 9, 2024(City Clerk)
([View](#))

6. REPORTS

- a. City Manager / Staff
 - Link to ClearGov Transparency Portal:
<https://cleargov.com/california/contra-costa/city/clayton/checkbook>

7. PUBLIC HEARINGS

(There are no Public Hearings scheduled for this meeting.)

8. ACTION ITEMS

- a. Receive a progress report and presentation from CLIMATEC on the overall Comprehensive Infrastructure Renewal & General Fund Savings Program (Energy Conservation Measures at City Facilities) which is in Phase 2 – implementation of renewable energy generation and energy management systems. (City Engineer)
([View](#))

- b. Reclassify the Accounting Technician position to Accountant, and reclassify the City Clerk position to City Clerk/Assistant to the City Manager, and add the position of Assistant City Manager/Administrative Services Director and amend the City of Clayton (City) Salary Schedule for these positions (Interim City Manager)

[\(View\)](#)

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

10. **COUNCIL REPORTS**

11. **ADJOURNMENT**

The next regularly scheduled meeting of the City Council will be June 4, 2024.

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 City Council after distribution of the agenda packet and regarding any public item on this agenda will be made available for public inspection in the City Clerk's office located at 6000 Heritage Trail during normal business hours 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 on (925) 673-7300.

Remote Access

The public may attend City Council meetings in-person or remotely via livestream on the City's website and through Zoom. As a courtesy, and technology permitting, members of the public may continue to provide live remote oral comment via the Zoom video conferencing platform. However, the City cannot guarantee that the public's access to teleconferencing technology will be uninterrupted, and technical difficulties may occur from time to time. Unless required by the Brown Act, the meeting will continue despite technical difficulties for participants using the teleconferencing option.

1. **Videoconference:** Click or visit the link on the front page of the meeting agenda. To access the webinar, you may download the Zoom client application or connect to the meeting in the web browser. You will be asked to enter your email address and name.

When the Mayor calls your item of interest, click the "raise hand" icon to be added to the speaker queue. The Clerk will identify you by name and you will hear "you have been unmuted" when it is your turn to provide public comment.

2. **Phone-in:** Dial the telephone number provided on the front page of the agenda. When prompted, enter the meeting ID. Once connected you will hear the meeting discussions but will remain muted. When your item of interest is called, please dial *9 to "raise hand" and be added to the speaker queue. The Clerk will identify you by the last 4-digits of your phone number and you will hear "you have been unmuted" when it is your turn to provide public comment. To toggle between mute/unmute on your device, please dial *6.

3. **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 City Council and made part of the official meeting file.

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

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

City Council Agenda Item 3b

Julia Alvarado
for
"Doing the Right Thing"
at
Mt. Diablo Elementary School
by exemplifying great "Integrity"
April 2024

Ari Carbaugh
for
"Doing the Right Thing"
at
Mt. Diablo Elementary School
by exemplifying great **"Integrity"**

April 2024

Alejandro Santis-Romero
for
"Doing the Right Thing"
at
Mt. Diablo Elementary School
by exemplifying great **"Integrity"**
April 2024

Annie Rainsberg
for
"Doing the Right Thing"
at
Mt. Diablo Elementary School
by exemplifying great **"Integrity"**

April 2024

Miles Berry
for
"Doing the Right Thing"
at
Mt. Diablo Elementary School
by exemplifying great **"Integrity"**

December 2023

Reagan Stice
for
"Doing the Right Thing"
at
Mt. Diablo Elementary School
by exemplifying great **"Integrity"**

April 2024

Colton Roberts
for
"Doing the Right Thing"
at
Diablo Valley Middle School
by exemplifying great **"Integrity"**

April 2024

Annalisa Bali
for
"Doing the Right Thing"
at
Diablo Valley Middle School
by exemplifying great **"Integrity"**

April 2024

Sophia Sweeney-Herd
for
"Doing the Right Thing"
at
Diablo Valley Middle School
by exemplifying great **"Integrity"**
April 2024



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

TUESDAY, May 7, 2024

1. **CALL TO ORDER AND ROLL CALL** – The meeting was called to order at 7:00 p.m. by Mayor Diaz held via a hybrid meeting format live in-person and Zoom videoconference and broadcast from Hoyer Hall, Clayton Community Library, 6125 Clayton Road, Clayton, California.
Councilmembers present: Mayor Diaz, Vice Mayor Trupiano, and Councilmembers Cloven, Tillman, and Wan.
Staff present: Interim City Manager, Adam W. Politzer, City Engineer, Larry Theis, City Attorney, Malathy Subramanian, and City Clerk Stephanie Cabrera-Brown.

2. **PLEDGE OF ALLEGIANCE** – Led by Mayor Diaz

Mayor Diaz announced that he would be re-ordering the agenda to move Item 5 Recognitions and Presentations, ahead of Item 3, Public Comment.

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

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Public comment and input on other agenda items will be allowed when each item is considered by the Council.

Toni Guttry – Spoke regarding the City's tree policy, requested that the City hire an internal Arborist, and shared concern with the prescribed burn.

Asst. Chief Whit McDonald, – Introduced himself to the Council and Community and shared that the fire department is aware of the prescribed burns that have been planned and working with the State Parks.

Keith Haydon – Spoke regarding concern with comments made by a councilmember regarding a local organization.

CW Wolfe – Spoke regarding the CBCA Art and Wine Festival, thanked committee Chair Sandy Johnson, and spoke regarding the CBCA organization and shared future events.

Mayor Diaz closed public comment.

4. CONSENT CALENDAR

It was moved by Councilmember Cloven, seconded by Councilmember Wan, to approve Consent Calendar items 4(a) - 4(i) as submitted. (Passed; 5- 0).

- a. Approval of Meeting Minutes
 - i. April 16, 2024
 - ii. April 30, 2024
 (City Clerk)

- b. Adopt a Resolution renewing the authorization to invest monies in the Local Agency Investment Fund (“LAIF”) in accordance with Section 16429.1 of the California Government Code. LAIF is a pooled investment fund managed by the State of California Treasures Office. (City Manager)

Resolution 14-2024

- c. Adopt a Resolution accepting the Playground Mat Replacement at The Grove performed by SPEC as complete; approving the Notice of Completion and directing the City Clerk to record same with the County Recorder; and authorizing the payment of all retained funds to SPEC 35 days after recording the Notice of Completion. (Community Development Director)

Resolution 15-2024

- d. Adopt a Resolution making findings and declaring pursuant to Government Code section 54221 that certain real property located near the intersection of Clayton Road and Peacock Creek Drive comprising 1 acre of assessor’s parcel no. 118-370-077 and 4 acres of assessor’s parcel no. 118-520-011 is non-exempt surplus land, authorizing the City Manager to comply with the Surplus Land Act (Community Development Director)

Resolution 16-2024

- e. Adopt a Resolution ordering the levying of a Special Tax for Fiscal Year 2024/25 within the High Street Permanent Road Division for the repayment of funds advanced for the reconstruction of the bridge and future maintenance. (City Engineer)

Resolution 17-2024

- f. Adopt a Resolution confirming the levy of assessments for Fiscal Year 2024/25 within the Lydia Lane Sewer Assessment District for the repayment of bonds issued for the construction of municipal sanitary sewers. (City Engineer)
Resolution 18-2024
- g. Adopt a resolution ordering the levying of a Special Tax for Fiscal Year 2024/25 within the Oak Street Permanent Road Division for the future maintenance and administration. (City Engineer)
Resolution 19-2024
- h. Adopt a resolution confirming the levying of assessments for Fiscal Year 2024/25 within the Oak Street Sewer Assessment District for the repayment of bonds issued for the construction of municipal sanitary sewers. (City Engineer)
Resolution 20-2024
- i. Approve an agreement with Waraner Brothers Tree service, for annual weed abatement services on City-owned public properties within the Landscape Maintenance District, for a term of May 1, 2024 through April 30, 2025, with an option for three (3) one-year extensions, for a total of four years. (Maintenance Supervisor)

Following discussion by the City Council, Mayor Diaz opened the item to public comment, there were no members of the public wishing to speak to the consent calendar.

5. **RECOGNITIONS AND PRESENTATIONS**

Mayor Diaz called Item 5 Recognitions and Presentations, ahead of Item 3, Public Comment.

- a. *Proclamation Honoring Ed Moresi*

Mayor Diaz presented the Proclamation and Mr. Moresi spoke regarding his history in Clayton.

- b. *Prescribed Fire Presentation (Mount Diablo State Park)*

Mason Hyland, Sr. Environmental Scientist - California State Parks presented information and the proposed burn map. Prescribed burns on Mount Diablo are expected to begin May 7- May 13, weather permitting. More information can be found at: https://www.parks.ca.gov/?page_id=517

- c. *Countywide 2024 Local Hazard Mitigation Plan (LHMP) (Community Development)*

*Dana Ayers, Community Development Director, presented the County Wide Local Hazard Mitigation Plan (LHMP) and shared information on the comment period. More information can be found at:
<https://www.contracosta.ca.gov/6415/Local-Hazard-Mitigation-Plan>*

6. **REPORTS**

- a. City Manager / Staff

- Link to ClearGov Transparency Portal:

<https://cleargov.com/california/contra-costa/city/clayton/checkbook>

Adam W. Politzer, Interim City Manager shared updates on staffing sharing names of the new staff: Regina Rubier, Administrative Services; Elsie Okeyo, Human Resources; Tayler Adeyemo, Finance. Mr. Politzer also shared updates on the Budget and Audit Committee and the FY 24/25 budget process.

Stephanie Cabrera-Brown, City Clerk introduced Catherine Muiruri, who will be assisting with the clerk functions and the front office.

7. **PUBLIC HEARINGS**

(There were no Public Hearings scheduled for this meeting.)

8. **ACTION ITEMS**

- a. Authorize the City Manager to execute Amendment No. 1 to the City of Clayton's Professional Services Agreement with Theis Engineering & Associates for City Engineering Services which will extend the term of the agreement by one year from June 30, 2024 to June 30, 2025. (City Engineer)

Adam W. Politzer, Interim City Manager provided an overview of Amendment No. 1 to the City of Clayton's Professional Services Agreement with Theis Engineering & Associates for City Engineering Services. Following discussion by the City Council, Mayor Diaz opened the item to public comment; There were no members of the public wishing to speak to the item.

It was moved by Councilmember Cloven and seconded by Councilmember Tillman to Authorize the City Manager to execute Amendment No. 1 to the City of Clayton's Professional Services Agreement with Theis Engineering

& Associates for City Engineering Services. (Passed; 5-0)

- b. Provide direction to the staff on restriping Mountaire Parkway between Marsh Creek Road and Mountaire Circle (South of the swimming pool and the Cabana Club area) from four to two traffic lanes. (City Engineer)

Larry Theis, City Engineer provided an overview on restriping Mountaire Parkway between Marsh Creek Road and Mountaire Circle. Following discussion by the City Council, Mayor Diaz opened the item to public comment;

Nancy Ahern – Spoke regarding concerns with the re-striping proposal and against the changes.

Tom Brassil – Spoke regarding concerns with and against the changes.

Kristin Brassil – Spoke regarding concerns with and against the changes.

Ben Grover – Spoke in support of the re-striping proposal and supported reduction of the lanes.

Terry Rapicavoli – Read a statement against the changes.

Lewis Hunter – Spoke in favor of reducing the lanes from 4 to 2 lanes.

Kevin Wheeler – Spoke regarding concerns with the proposal and was against the changes.

Shannon Cox – Spoke regarding the reduction of the lanes.

It was moved by Councilmember Wan and seconded by Vice Mayor Trupiano to proceed with Option 3: Paving project as is and complete the project as authorized by Caltrans Local Assistance and CCTA with the segment of Mountaire Parkway using paint (instead of typical thermoplastic) after the surface treatment to its existing configuration of four lanes (Passed; 5-0)

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

Councilmember Tillman requested to agendize a discussion with the City Attorney to discuss hiring an independent third-party investigator to investigate staff turnover and requested that the council hold a session on governance.

10. COUNCIL REPORTS

Councilmember Cloven provided an update on Clayton Cleans Up and Clayton Pride on June 2, 2024.

Councilmember Wan attended meetings for: Budget & Audit committee and Stranahan Park (Olivia project parking); and engaged with the community on various matters.

Councilmember Tillman attended meetings for: League of California Cities - East Bay division; Mount Diablo Foundation; attended the Art & Wine festival (provided breakfast); Ed's Mudville Grill's 30th Anniversary celebration will meet with Clayton Pride; and shared the Clayton Pride Parade will be held on Sunday, June 2nd, 2024.

Vice Mayor Trupiano attended meetings for: Climatec; City Sponsored Special Events; East Contra Costa Habitat Conservancy; Mayors' Conference; Library Foundation; and will meet with the Girl Scouts on May 8th, 2024.

Mayor Diaz attended meetings for: County Connection; Clayton Cleans Up; East Bay Alarm Association; Mayors' Conference; East Bay Regional Communications Systems Authority; met with the City Council and Interim City Manager; attended; the Art & Wine festival; Cinco de Mayo celebrations; and shared information on the Memorial Day at the Grove Park on May 27th.

11. **ADJOURNMENT** – on a call by Mayor Diaz, The City Council adjourned its meeting at 9:47 p.m.

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

Respectfully submitted,

Stephanie Cabrera-Brown, City Clerk

APPROVED BY THE CLAYTON CITY COUNCIL

Jim Diaz, Mayor

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

THURSDAY May 9, 2024

1. **CALL TO ORDER AND ROLL CALL** – The meeting was called to order at 4:00 p.m. by Mayor Diaz, held in-person from Hoyer Hall, Clayton Community Library, 6125 Clayton Road, Clayton, California. Councilmembers present: Mayor Diaz, Vice Mayor Trupiano, and Councilmembers: Tillman, and Wan. Councilmember(s) absent: Councilmembers Cloven. Staff present: Interim City Manager Adam Politzer.

2. **PLEDGE OF ALLEGIANCE** – Led by Mayor Diaz.

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

There were no members of the public present to provide public comment.

4. **CLOSED SESSION**

- a. Public Employee Appointment (Gov. Code 54957)
Title: City Manager

Action: Staff provided with direction; no reportable action was taken.

5. **ADJOURNMENT**

On a call by Mayor Diaz, the City Council adjourned its meeting at 4:25 p.m.

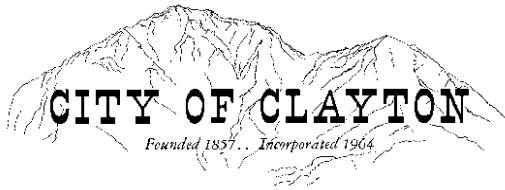
Please note the Minutes of this meeting set forth all actions taken by the City Council on the matters stated, but not necessarily in the chronological sequence in which the matters were taken up.

Respectfully submitted,

Stephanie Cabrera-Brown, City Clerk

APPROVED BY THE CLAYTON CITY COUNCIL

Jim Diaz, Mayor



City Council Agenda Item 8a

STAFF REPORT

TO: Honorable Mayor and Councilmembers

FROM: Larry Theis, City Engineer

DATE: May 21, 2024

SUBJECT: Presentation from CLIMATEC on Current Progress of Energy Efficiency Project at City Facilities

RECOMMENDATION

Receive a presentation from Climatec about the Clayton Energy Efficiency Project at City Facilities. Climatec will provide current status updates, next steps, and challenges. The City Council is encouraged to ask questions and provide feedback/input on the project.

BACKGROUND

On October 18, 2022, the City approved the Execution of an Energy Services Contract with Climatec, LLC regarding a Comprehensive Infrastructure Renewal & General Fund Savings Program. On April 4, 2023, the City held a public hearing and approved an amendment to the Climatec contract to initiate Phase 2 with implementation of improvements contingent on financing being approved through the State. Subsequently the City was able to secure a 1% interest financing through the California Energy Commission to fund a \$2 million loan to the City for its energy efficient project.

DISCUSSION

Climatec will provide a presentation on the City's energy efficiency project which includes the following improvements:

1. Electricity/HVAC audit of City Hall, Library, Maintenance building facilities and recommended energy saving upgrades.
2. Landscape water audit of City Parks and Landscape Medians/Parkway strips.
3. Installation of solar panel arrays on carports.

4. Installation of EV charging stations.
5. Replacement of City owned streetlights to LED lights.
6. Irrigation system upgrades for flow sensor shut offs and controllers.
7. Energy saving upgrades for city buildings.

FISCAL IMPACT

No Fiscal Impact with receiving presentation.

CEQA IMPACT

None

ATTACHMENTS

1. Presentation Slides from Climatec



Comprehensive Infrastructure Renewal and General Fund Savings Program

Council Update | May 21, 2024





PROCESS TO DATE

✓ Competitive Selection Process

✓ NEM 2.0 Submission

✓ CEC 1% Loan Application Submitted

✓ Utility Baseline Development

✓ Engineering Site Assessments

✓ Monthly Ad Hoc Committee Updates
11/2023 - 4/2024

✓ Program Implementation Underway

FINANCIAL SUMMARY

Infrastructure Improvements

\$2,049,083

Lifecycle Savings

\$4,735,375

Funding Sources

- American Rescue Plan Act (ARPA)
- CEC 1% ECAA Loan
- Tax Exempt Lease Purchase (TELP)

IRA Reimbursement Projection: \$300,000

INFLATION REDUCTION ACT (IRA)

Approx. Funding	Category	Notes / Requirements
Base Grant 30% + Additional 10% Bonus + Additional 10% Bonus + Additional 10% Bonus	Solar/ Renewable Energy + Energy Storage & Integrated Controls	<ul style="list-style-type: none"> – Solar eligible if constructed between 2022-2032 – Once solar is online, public agencies may apply thru IRS portal for “Direct Pay” incentives to reimburse solar investments – Components produced/manufactured in the US – Low Income Communities (commercial) – Same % tier is applicable to energy storage technologies. – Classified as an "energy community"
30% Incentive	Electric Vehicle (EV) Charging Systems & Infrastructure	<ul style="list-style-type: none"> – Maximum incentive \$100,000 per charger – Must be in eligible census tract

SCOPE OF WORK

Lighting

- New LED Street Lighting (City Owned Street Lights) Citywide
- New Interior LED Lighting at 6 Sites
- New Exterior LED Lighting at 5 Sites
- New Exterior Building/ Pathway LED Lighting at Grove Park
- New Occupancy Sensors at 2 Sites

Water Conservation

- Perform Water Utility/ Rate Study Citywide
- Smart, Weather-Based Irrigation Control System at 2 Sites
- New Master Valve/ Flow Meter at Clayton Community Park

Heating & Cooling

- New High Efficiency HVAC Unit at 2 Sites
- New High Efficiency Furnace at City Maintenance Facility
- New High Efficiency Fan Coil Unit at Library

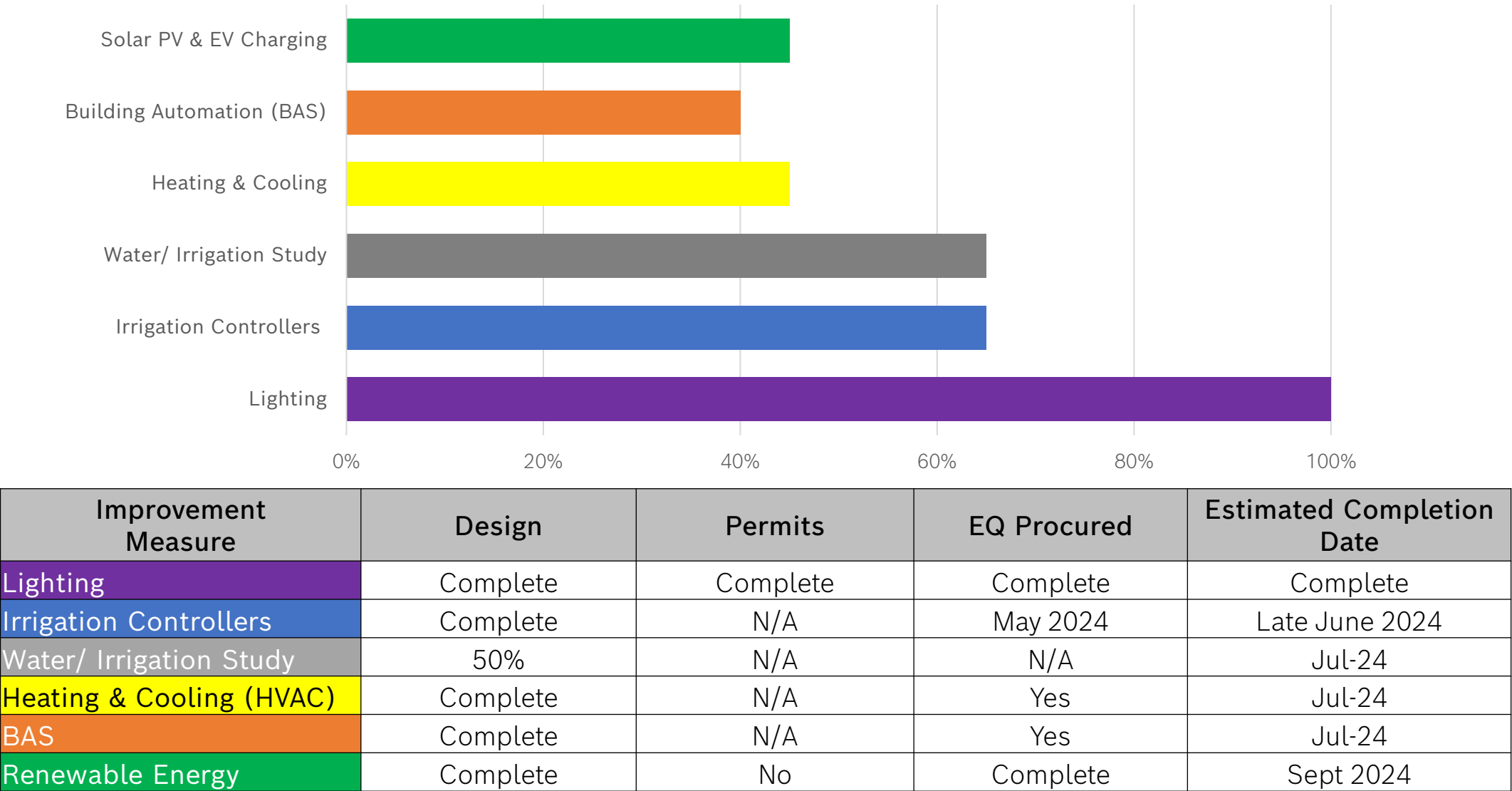
Building Automation Systems (BAS)

- New JCI BAS at 2 Sites
- Software Modification, Reprogram, & Training at City Hall

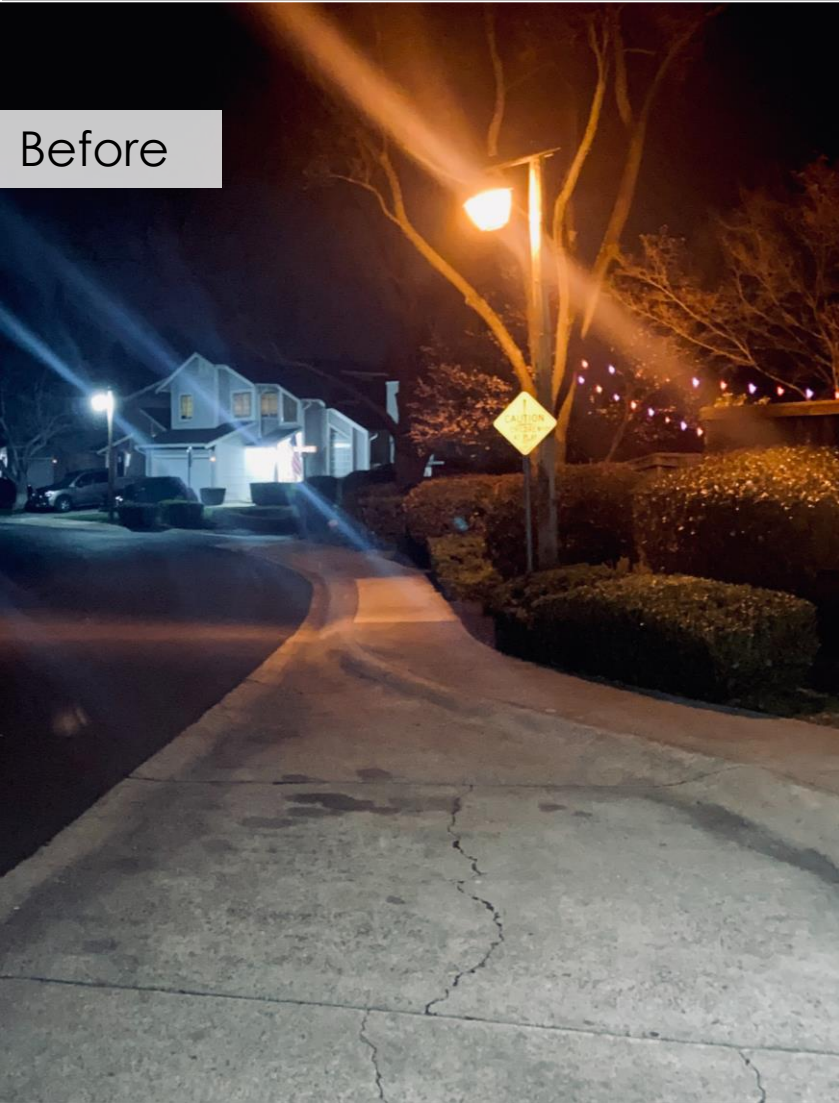
Renewable Energy

- Solar PV Parking Shade Structure
- New Level III Electric Vehicle (EV) Charging Stations at Library

PROGRAM STATUS



STREET, PATHWAY, & BUILDING LIGHTING



Before



8b Attachment 1

New



Old

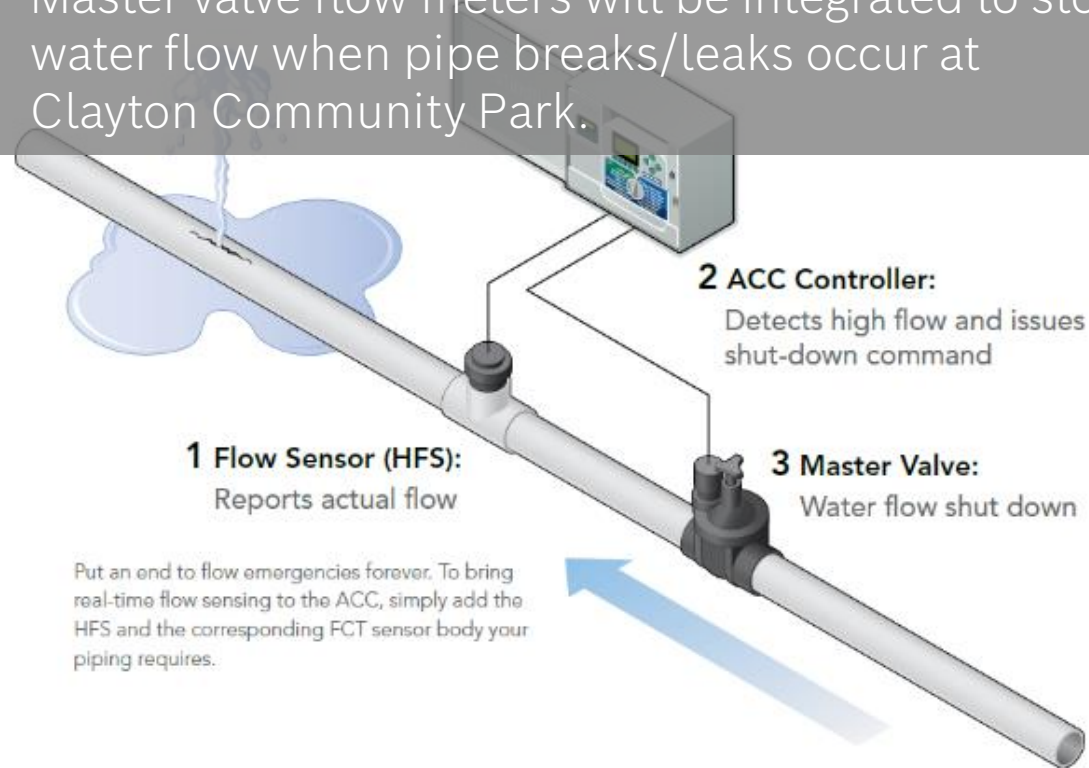
EXISTING IRRIGATION CONTROLLERS

- City has a blend of irrigation controllers; networked and non-networked.
- Clayton Community Park is susceptible to major leaks contributing to ongoing maintenance challenges



NEW IRRIGATION CONTROLLERS

- New smart irrigation controllers to help standardize throughout the City and provide networked, remote control to improve staff efficiency.
- Master valve flow meters will be integrated to stop water flow when pipe breaks/leaks occur at Clayton Community Park.



HEATING & COOLING + BUILDING AUTOMATION SYSTEMS

8b Attachment 1

After



Before

- The City has some HVAC units that are past useful life and in need of frequent maintenance.
- Aging systems are energy inefficient, compromise air quality and can be disruptive to services as units fail.
- The City has standardized on one BAS, however some sites still have older or no BAS at all.



SAMPLE SOLAR LAYOUTS

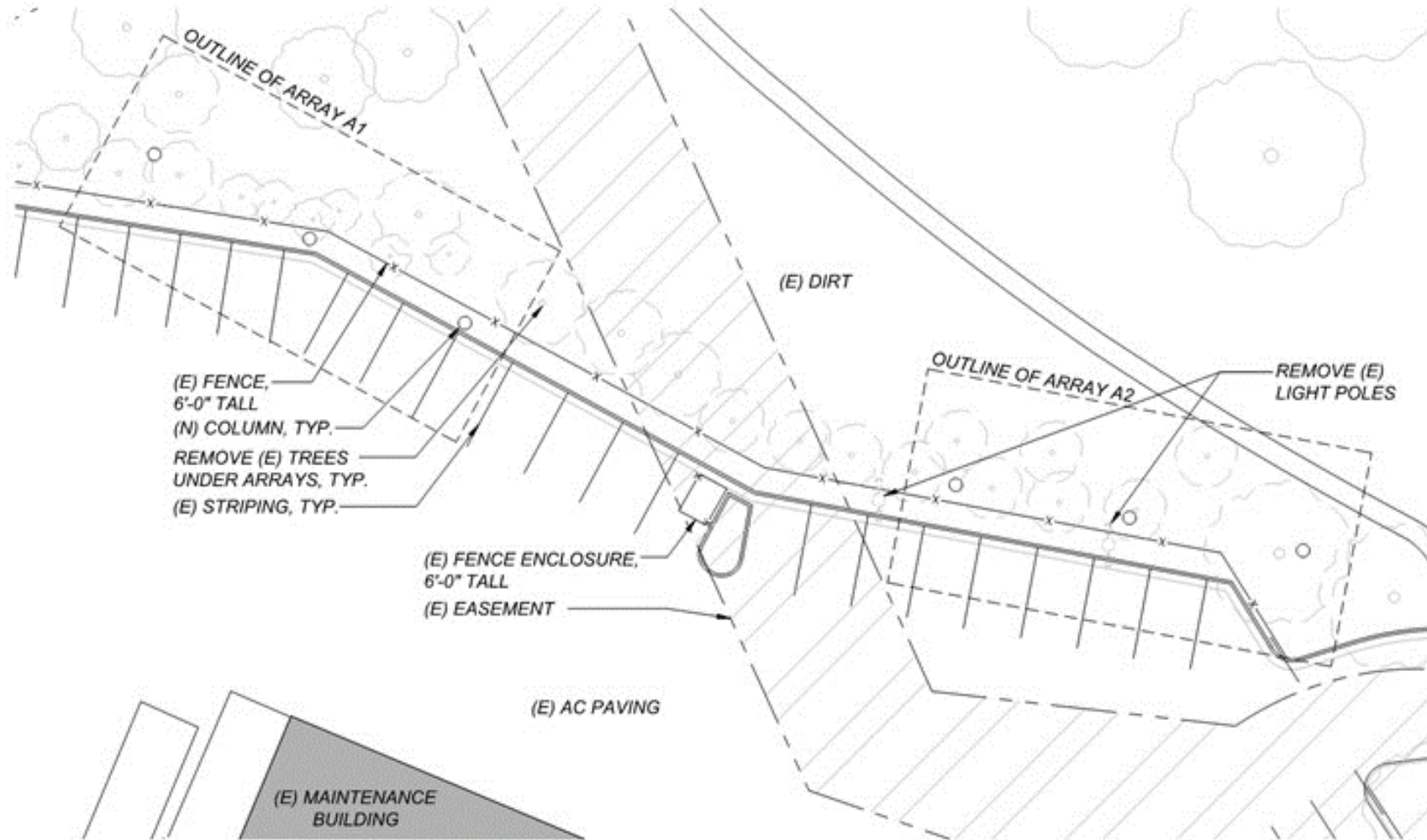
8b Attachment 1



REVISED SOLAR LAYOUT

8b Attachment 1

Net Zero
Energy



1 PARKING PLAN: LOT 1
Scale: 1" = 20' (FOR 24X36 SHEETS)



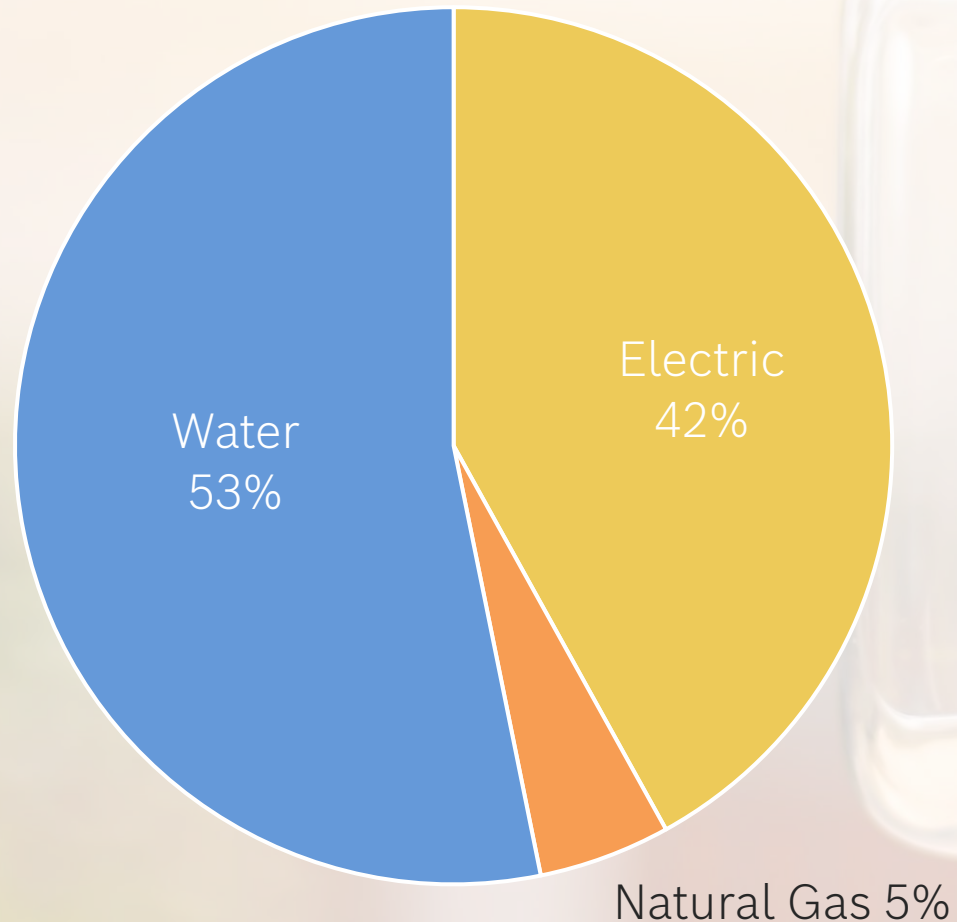
- Solar PV located at the maintenance building will provide shade for police vehicles. The solar PV structures are projected to offset the site's electrical load 100% including Library, City Hall, & Maintenance Facility creating a Net Zero Energy (NZE) site.
- Solar PV columns will be equipped with electrical outlets allowing police vehicles to charge electronic devices.

NEW EV CHARGING STATION

New Level III EV charging station at the Library for City & public use to further promote sustainability.



ANNUAL UTILITY SUMMARY



TOTAL ANNUAL UTILITY SPEND
\$689,343

July 2021 – June 2022	
Utility	Annual Spend
Electric	\$289,204
Natural Gas	\$33,498
Water	\$366,641

ANNUAL SUSTAINABILITY BENEFITS



91

Cars removed
from the roadway



82

Clayton
homes powered



7,034

Trees preserved
from deforestation



47,868

Gallons of
gasoline saved

NEXT STEPS

Continue Project
Implementation

Water Conservation
Modernizations
Tracking for
July 2024

Solar PV &
EV Charging
Tracking for
Sept 2024

Heating & Cooling
Installation Tracking
for July 2024

BAS Installation
Tracking for
July 2024

CLAYTON IN THE PRESS

8b Attachment 1



COMMUNITY CONNECT

INFORM . INVOLVE . INSPIRE

Clayton's green plan includes charging stations, solar upgrades

By Vince Martellacci 7 months ago



\$2.1 million in green upgrades will pay off with utility savings, lower maintenance costs and less pressure on staff. (Climatec)

CLAYTON, CA (Sept. 15, 2023) — Using a major infusion of cash for green projects, the City Council awarded \$2.1 million to Climatec to fund transformational work.

The plan includes improved water main infrastructure and water conservation, electric vehicle (EV) charging stations at the library and other benefits. To help fund the project, the city will use a \$1.9 million loan obtained from the California Energy Commission at 1% interest.

All five members of the council are supportive of the green initiative.

"The project benefits include energy-efficient lighting, water conservation, updated HVAC and building automation systems, an EV charging station at the library and solar PV at the maintenance yard," noted Councilmember Kim Trupiano.



CLAYTON KICKS OFF INFRASTRUCTURE UPGRADES FOR COMMUNITY BENEFIT

City of Clayton

written by CC News | February 7, 2024



Photo from City of Clayton

Clayton, CA – The City of Clayton announced the launch of the construction phase of its new Comprehensive Infrastructure Renewal and General Fund Savings Program. Faced with aging infrastructure and limited staff bandwidth, the City developed this program to advance conservation efforts, combat PG&E rate increases, and provide staff support via technology enhancements.

"Our energy program is really moving the needle on our fiscal and environmental priorities. Clayton's infrastructure is in the process of becoming smarter, safer and more efficient and that impact has a ripple effect across our community," said City Manager Bret Prebula.

"With the constant rise in energy costs, the City of Clayton needed to identify new strategies to save funds so that we may continue to invest in our great community," added City of Clayton Councilmember Jeff Wan. "The modernizations will bring significant energy savings that will mitigate the impact of double-digit utility rate increases felt in Clayton and across California. It brings me great pride to see these growth opportunities come to fruition. Especially in a fiscally responsible manner."

Funding for the initiative comes primarily from a \$1.9 million California Energy Commission 1% Loan through the Energy Conservation Assistance Act, as well as less than \$150,000 in American Rescue Plan Act (ARPA) dollars.

The improvements target core areas of Clayton's infrastructure needs: lighting, water, HVAC and Building Automation Systems (BAS), electric vehicle charging and solar. All modernizations drastically reduce energy consumption and maintenance and operations needs. The result: savings for years to come.

New LED lights will soon replace street, pathway and building lighting, enhancing public safety around the City after hours. The LED system plugs into a modern dashboard that allows City staff to monitor the lights remotely, making it faster than ever to identify and repair outages. The City's new smart irrigation system will feature a similar dashboard, tracking on major leaks and reducing water waste in the event of a break.

The City's incoming HVAC modernizations improve air quality and occupancy comfort, while complementary BAS ensures the HVAC system maintains the same temperature in facilities. Occupancy sensors automatically turn off indoor lighting when facilities aren't being used.



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

City Council Agenda Item 8b

STAFF REPORT

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: Adam W. Politzer, Interim City Manager
Regina Rubier, Finance Advisor

DATE: May 21, 2024

SUBJECT: Approve the Reclassification of the Accounting Technician and City Clerk Positions to Accountant and City Clerk/Assistant to the City Manager, and establish the Position of Assistant City Manager/Administrative Services Director by consolidating the Finance Director and Human Resources Manager / Executive Assistant to the City Manager positions, and Amend the City of Clayton's Pay Schedule to reflect these positions,

RECOMMENDATION

Reclassify the Accounting Technician position to Accountant, and reclassify the City Clerk position to City Clerk/Assistant to the City Manager, and add the position of Assistant City Manager/Administrative Services Director and amend the City of Clayton (City) Salary Schedule for these positions.

BACKGROUND

The purpose of this staff report is to seek authorization from the City Council to update the City Clerk job description to City Clerk / Assistant to the City Manager and create the job descriptions of Accountant and Assistant City Manager / Administrative Services Director. The current job description, as outlined in the City of Clayton Class Specification, FLSA Status: Exempt, dated January 2, 2024, requires revision to accurately reflect the evolving responsibilities and requirements of the City Clerk position.

On January 16, 2024, the City approved the updated the job description of City Clerk position to more align with the changes in technology and the evolving responsibilities and requirements of a City Clerk.

Due to recent Staff vacancies, including the Finance Director and Human Resources (HR) Manager/Executive Assistant to the City Manager positions, Staff is recommending consolidation of these two positions and establishing a new position titled Assistant City Manager/Administrative Services Director.

Staff has met with the Budget and Audit Committee on May 7th and May 14th to review and discuss Staff's recommendations. At the May 14th Budget and Audit Committee meeting the Committee members, by consensus, support Staff's recommendation.

DISCUSSION

The Accountant and City Clerk positions are exempt, at-will, and unrepresented positions within the City. The written job descriptions for these positions have not been adjusted since their respective creation dates. With the current vacancies this is an ideal time to restructure the administrative section of the City. Therefore, staff proposes to add an Assistant City Manager/Administrative Services Director to oversee all Financial and Human Resources responsibilities of the City, promote the current Accounting Technician to Accountant, as these duties have been performed by this individual due to the current vacancies and realign the City Clerk's duties to City Clerk/Assistant to the City Manager similar to other smaller cities in the Bay Area.

Accounting Technician

In reviewing the Accounting Technician's job description and daily duties, it was found that the day-to-day duties performed by the Accounting Technician were more expansive and higher-level than those in the position's job description, and that they are more consistent with those performed by an Accountant in neighboring agencies. A public agency Accountant typically is responsible a variety of professional level accounting duties involved in preparing, maintaining, analyzing, verifying, and reconciling complex financial transactions, statements, records, and reports; assists in the preparation of assigned budgets, annual audit, and year end closing; accounts payable, cash receipts, accounts receivable, purchase orders and payroll processing; and provides highly responsible staff assistance to assigned management staff. and performs duties including, but not limited to:

- Compiles, reconciles, analyzes, and prepares a variety of financial statements, general and subsidiary ledgers, supporting schedules, and other financial and statistical reports including those for City Enterprise Funds, Lighting and Landscape Districts, City-wide Parks and Community Facility Districts, and the

Redevelopment Agency; prepares work papers, financial statements, and various reports for federal and state agencies as well as for internal accounting; prepares and files annual State Controllers report.

- Participates in the annual budget process; may participate in the preparation of the Capital Improvement (CIP) budget; prepares budget worksheets and schedules for debt services, fixed assets, and replacement funds; submits budget work papers to various departments; sets-up revenue, expenditures, and personnel allocations submitted back from departments; verifies that budget is accurate and in balance; prepares mid-year budget; prepares annual budget amendment.
- Participates in the preparation of the Annual Comprehensive Financial Report (ACFR); prepares and researches data for assigned sections including cash flows, income statements, balance sheets, notes, economic condition and outlook, changes in long-term debt, debt service funds, capital project funds, schedule of long-term debt, ratio of net general bonded debt to assessed, revenue bond coverage, demographic statistics, property value, and construction activity; reviews, examines, and verifies that ACFR is accurate and in balance.
- Performs duties related to the City's assessment district bonds; prepares annual bond disclosures and review annual arbitrage analysis; reviews delinquent management on assessment district bonds; processes parcel pay-offs and reviews annual debt and cash analysis on all bonds; sets up files and record transactions based on the addition of new assessment district bonds and the refinance of existing bonds.
- Performs duties related to development programs; verifies initial developer fee agreements initiated by engineering against the current development fee program; tracks developer reimbursement agreements; tracks residential and commercial revenue and credits; tracks developer facility fees to reflect City's compliance with state law; prepares reports and analyzes special fees; prepares ad hoc reports and correspondence with developers as necessary.

As a result of this analysis, staff recommends the Council:

1. Reclassify the Accounting Technician position to Accountant; and
2. Establish an Accountant salary commensurate with the duties and responsibilities of the new role.

City Clerk / Assistant to the City Manager

In reviewing the City Clerk's job description, daily duties and other functions that need to transpire at City Hall, staff found that the day-to-day duties performed by the City Clerk were more expansive than those in the position's job description, and that they are more consistent with those performed by a City Clerk/Assistant to the City Manager in neighboring agencies. A public agency City Clerk/Assistant to the City Manager typically is responsible for the operation of plans, organizes, and directs the operations and activities of the City Clerk's Office; oversees and facilitates the legislative process including City Council meetings, public records functions, elections, and other administrative proceedings, and performs duties including, but not limited to:

- Provides staff assistance to the City Manager; prepares and presents staff reports, agendas, and other required correspondence.
- Ensures the legislative policy for the City is adhered to by attending, recording and coordinating support for City Council meetings and other administrative proceedings.
- Prepares and processes legal documents and publications related to administrative actions and proceedings.
- Coordinates, oversees and participates in the preparation, receipt, maintenance and dissemination of public records for the City and its legislative bodies.
- Certifies documents, researches records, and retrieves information for staff members and the general public.
- Updates official records and related documents in response to administrative resolutions concerning City policies, procedures, and administrative regulations.
- Assigned special projects as directed by the City Manager.

As a result of this analysis, staff recommends the Council:

1. Reclassify the City Clerk position to City Clerk/Assistant to the City Manager; and
2. Establish a City Clerk/Assistant to the City Manager salary commensurate with the duties and responsibilities of the new role.

Assistant City Manager / Administrative Services Director

In reviewing the *Assistant City Manager / Administrative Services Director* job description, daily duties and other functions that need to transpire at City Hall, Staff found that and other administrative proceedings, and performs duties including, but not limited to:

- Assumes full management responsibility for all Finance Director assigned functions, as well as assumes full management responsibility for all HR management assigned functions, including Administrative services and special projects.
- Manages the development and implementation of goals, objectives, and priorities for each assigned service area; recommends and administers policies and procedures.
- Establishes, within City policy, appropriate service and staffing levels for assigned functions; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
- Assesses and monitors workload, administrative and support systems, and internal reporting relationships for assigned areas of responsibility; identifies opportunities for improvement; direct and implement changes.
- Plans, directs, and coordinates, through management level staff, the work plan for assigned functions; assigns projects and programmatic areas of responsibility; provides direction and supervision on key projects; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Oversees and participates in the development and administration of the budget for assigned functional areas; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implement budgetary adjustments as appropriate and necessary.

As a result of this analysis, staff recommends the Council:

1. Establish the new full-time position classification of Assistant City Manager/Administrative Services Director.
2. Approve the classification specification, pay range, and benefits for the position.
3. Amend the City of Clayton Pay Schedule ("City Pay Schedule"), to include the pay range for the new position.

Salary Schedule

Finally, the City Manager and the Budget and Audit Committee recommends the Council amend the City's salary schedule for the Accountant and City Clerk/Assistant to the City Manager employees to reflect a previously agreed upon cost-of-living adjustment (COLA) consistent with the annual pay increases for administrative employees. The proposed monthly salary rates for employees would increase by 5% in FY 2024 -25; as well as a 10% increase to bring the aforementioned positions to market. In addition, the City Manager and the Finance Committee recommend establishing a salary schedule for the Assistant City Manager/Administrative Services Director. It is also recommended that a

City-wide Classification and Compensation Study is conducted in FY 2024-25 as it continues to be a priority of the Council.

FISCAL IMPACTS

The salary adjustments included in the proposed Resolution are consistent with the City's current fiscal year budget and included in the future budget plan. By combining the Human Resources Manager and Finance Director positions to an Assistant City Manager/Administrative Services Director, there is cost savings of approximately \$65,000. No budget amendments would be required. Based on the compensation survey results for similar positions here in Contra Costa County, the proposed salary range for the Assistant City Manager/Administrative Services Director position is recommended to be set at \$185,000 to \$230,000.

The results of the compensation Study for the Accountant position show the salary range should be set at \$67,000 to \$118,000. Staff is recommending budgeting the proposed Accountant position at approximately \$89,000.

The results of the compensation study for the City Clerk/Assistant to the City Manager show the minimum salary range should be \$110,000 to \$170,000. Staff is recommending budgeting the proposed City Clerk/Assistant to the City Manager at approximately \$115,000.

Based on salary savings due to vacant positions, there is no fiscal impact to the current FY 2023-24 Budget. As proposed, the impact to the FY 2024-25 Budget results in a net saving of approximately \$20,000.

ATTACHMENTS

1. Resolution Reclass Accounting Tech and City Clerk, and adding Assistant City Manager/Administrative Services Director, including Exhibit A
2. Accountant Job Description
3. City Clerk Job Description
4. Assistant City Manager/Administrative Services Director Job Description
5. Organization Chart

RESOLUTION NO. XX - 2024

ESTABLISHING THE POSITIONS AND APPROVING THE CLASSIFICATION, SALARY, AND BENEFITS FOR THE NEW POSITIONS OF ACCOUNTANT, CITY CLERK / ASSISTANT TO THE CITY MANAGER, ASSISTANT CITY MANAGER AND AMENDING THE CITY'S PAY SCHEDULE TO INCLUDE ONE NEW POSITION OF THE FOLLOWING ACCOUNTANT, CITY CLERK / ASSISTANT TO THE CITY MANAGER AND ASSISTANT CITY MANAGER

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

WHEREAS, The City Council of the City of Clayton ("City") desires to change in classification, and salary range for one new full-time Accountant; and

WHEREAS, The City desires to change in classification, and salary range for one new full-time City Clerk / Assistant to the City Manager; and

WHEREAS, The City desires to establish a new position, classification, and salary range for one new full-time Assistant City Manager – Administrative Services Director; and

WHEREAS, staff has determined that these positions are best aligned with the unrepresented employee group and exempt from overtime under the Federal Labor Standards Act, and

WHEREAS, the creation of these positions will provide additional means for accomplishment of the City's mission in an efficient and cost-effective manner.

WHEREAS, the City desires to amend the City's Pay Schedule to reflect the change in classification of one position of Accountant, one position of City Clerk / Assistant to the City Manager and one new position of Assistant City Manager / Administrative Services Manager; and

WHEREAS, it is necessary for the City Manager to have authority to adjust employee pay rates within the City's Pay Schedule, subject to satisfactory or better job performance as determined through regular evaluation, so that the City Manager can effectively and efficiently manage staff and carry out the City's goals and objectives.

WHEREAS, the City Council (Council) desires to authorize the City Manager to negotiate with a selected candidate for the Assistant City Manager position over a total compensation package which would include salary in accordance with the authorized salary schedule and other employee benefits and other fringe benefits in accordance with the above recommendation.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Clayton hereby establishes the new position of Assistant City Manager / Administrative Services Director

NOW, THEREFORE, BE IT FURTHER RESOLVED that the City Council of the City of Clayton hereby authorizes a change in classification and job title for the Accounting Technician to the Accountant and the City Clerk to the City Clerk / Assistant to the City Manager.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the City Council of the City of Clayton hereby amends the City's Pay Schedule to read as follows:

Salary Table Effective June 1, 2024:

Title	Annual Salary
Accountant	\$ 89,000
City Clerk – Assistant to the City Manager	\$115,000
Assistant City Manager	\$230,000

NOW, THEREFORE, BE IT FURTHER RESOLVED that the City Council reserves the right to alter the benefits defined herein.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Clayton at a regular meeting held on the 21st day of May, 2024 by the following roll call vote:

AYES

NOES:

ABSENT:

ABSTAIN:

THE CITY COUNCIL OF CLAYTON, CA

Jim Diaz, Mayor

ATTEST:

Stephanie Cabrera-Brown, City Clerk



City of Clayton Class Specification
FLSA Status: Exempt
Date Revised: TBD

CLASS TITLE

ACCOUNTANT

DEFINITION

Receives general supervision from the Assistant City Manager – Administrative Services Director. May provide technical and functional direction to technical and administrative support staff.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Assistant City Manager – Administrative Services Director. May provide technical and functional direction to technical and administrative support staff.

CLASS CHARACTERISTICS

This is a journey-level class capable of performing the full range of administrative, fiscal, and office support duties, including document preparation; records management; researching, compiling, and organizing information from various sources; and directing questions to the appropriate staff. 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 City. Positions at this level are distinguished from the Assistant City Manager – Administrative Services Director in that the latter has overall management responsibility for all operations and functions of the City.

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 of the duties listed, nor do the listed examples include all tasks that may be performed by positions in this class.

- Provides professional and technical assistance in the administration and implementation of the City's financial, auditing, and accounting programs.
- Prepares journal entries and reconciles general ledger and subsidiary accounts related to postings from payroll, accounts payable, cash receipts, and accounts receivable; prepares monthly financial statements, including distributing monthly revenue and expenditure

reports to management; prepares a diverse range of monthly financial reports.

- Assists in the preparation of year-end fixed asset schedules; maintains and records fixed asset inventory into the fiscal management system; generates depreciation and posts disposals/transfers; submits reports and spreadsheets to auditors.
- Provides lead direction, training, and work review to technical and administrative support staff; organizes and assigns work, sets priorities, and follows up to ensure coordination and completion of assigned work.
- Oversees and assists in the preparation and processing of payroll, special payroll payments, annual payouts, and tax payments; reviews, adjusts/corrects, balances, and verifies payroll transactions and reports; creates new payroll codes and manages accrual set-up and calculation of earning; reviews payroll workflow to identify and recommend new steps in the process and changes to the existing process.
- Oversees and assists in the preparation of quarterly reports and year-end W-2 balancing and reporting; tracks a variety of reports including payroll tax, pension, government, and payroll, and external payroll account payments.
- Interprets, analyzes, implements, and ensures adherence to the provisions of Memorandum of Understanding (MOU) and negotiated employment contracts; performs periodic financial audits of payroll accounts to ensure adherence to state and federal statutes and Board policies.
- Assists in preparing a wide variety of financial and statistical reports, including year-end reporting and budgetary reports; assists in the preparation of the Annual Comprehensive Financial Report (ACFR).
- Reviews accounting and financial documents to ensure accuracy of information and calculations and makes correcting entries.
- Reconciles bank transactions and investments on a quarterly basis.
- Interprets, explains, and applies general and governmental accounting/auditing principles and procedures, laws, and regulations.
- Participates in the development of policies and procedures for assigned programs; recommends and implements policies and procedures, including standard operating procedures for assigned operations.
- Participates in and assumes responsibility for various departmental audits, financial statements, general ledger, monthly statements, financial systems, and special projects accounting; conducts and prepares special studies and reports.
- Attends meetings, conferences, workshops, and training sessions, and reviews publications to remain current on principles, practices, and new developments in the field of accounting.
- Performs other duties as assigned.

Reasonable accommodations 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, practices, and terminology of professional accounting standards such as generally accepted accounting principles (GAAP), governmental accounting standards board (GASB), financial accounting standards boards (FASB) and other regulatory agencies and their application to city operations.
- Accounting and auditing principles as they apply to the accounting cycle, accounting records, classification of accounts, cost accounting, fund accounting, and the budget process.
- Payroll and timekeeping accounting principles and practices.
- Reporting requirements applicable to payroll and tax reporting.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles and practices of financial reporting, including statements and periodic comprehensive financial reports.
- Modern office administrative practices and procedures, including the use of standard office equipment.
- Principles and practices of data collection and report preparation.
- Microsoft Office; high proficiency in Microsoft Excel; working knowledge of computer applications related to the work, including accounting software (SAP, Blackbaud, QuickBooks, etc.) word processing, database, and spreadsheet applications.
- Record keeping principles and procedures.
- Organization and function of public agencies, including the role of a municipality and appointed boards and commissions.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Basic principles and practices of staff supervision.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Independently perform professional accounting assignments.
- Review the work of other accounting personnel in specified work areas.
- Review, analyze, record, and document a diverse range of financial transactions.
- Review and verify the accuracy of financial data.
- Analyze, post, balance, and reconcile financial ledgers, reports, and accounts.
- Ensure proper authorization and documentation for disbursements and other financial transactions.
- Audit, reconcile, and balance bank statements.
- Analyze financial data and draw sound conclusions.
- Prepare clear, complete, and concise financial statements and reports.
- Make accurate arithmetic, financial, and statistical computations.

- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate office equipment, including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of 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:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in accounting, finance, business or public administration, or a related field.

and

- Two (2) years of professional accounting and auditing experience.

Licenses and Certifications:

Must possess and maintain a valid California Class C driver license and satisfactory driving record;

PHYSICAL DEMANDS

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

Must possess the ability to work in a standard office setting and use basic office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification, although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects

up to 15 pounds.

The City makes reasonable accommodations upon request, when necessary, in order to allow qualified individuals with disabilities to perform the essential functions of their job.

ENVIRONMENTAL AND WORKING CONDITIONS

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

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing City policies and procedures.



City of Clayton Class Specification
FLSA Status: Exempt
Date Revised: January 16, 2024

CLASS TITLE

CITY CLERK

DEFINITION

Under general direction, plans, organizes, and directs the operations and activities of the City Clerk's Office; oversees and facilitates the legislative process including City Council meetings, public records functions, elections, and other administrative proceedings.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Manager or designee.

CLASS CHARACTERISTICS

The City Clerk is an official of the City who oversees and participates in technical administrative work with a high degree of accuracy and precision. The City Clerk has authority and responsibility for the City's statutory City Clerk functions.

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 of the duties listed, nor do the listed examples include all tasks that may be performed by positions in this class.

- Provides staff assistance to the City Manager; prepares and presents staff reports, agendas, and other required correspondence.
- Ensures the legislative policy for the City is adhered to by attending, recording and coordinating support for City Council meetings and other administrative proceedings.
- Prepares and processes legal documents and publications related to administrative actions and proceedings.
- Coordinates, oversees and participates in the preparation, receipt, maintenance and dissemination of public records for the City and its legislative bodies.
- Certifies documents, researches records, and retrieves information for staff members and the general public.
- Updates official records and related documents in response to administrative resolutions concerning City policies, procedures, and administrative regulations.

- Certifies official legislative documents including ordinances, resolutions, agreements, deeds, bonds, and other documents as necessary; index and file City records.
- Ensures all ordinances, resolutions and public notices are posted and published pursuant to applicable laws and regulations.
- Maintains the Municipal Code through the codification of adopted ordinances and the publication of new and revised codes.
- Plans, coordinates and administers the City's general municipal election and special elections ensuring compliance with all local, state, and federal laws including the Voting Rights Act; plans and implements activities related to voter registration.
- Serves as the local filing officer pursuant to the Political Reform Act; monitors, coordinates and administers various campaign disclosure filings and conflict of interest filings by candidates, Council and designated employees ensuring compliance.
- Monitors changes in laws and regulations regarding public records, public meetings, noticing requirements; advises the City Council and City Manager regarding related local and state legislation; implements policy and procedural changes as required.
- Oversees the processing of all appointments, resignations, and terminations for all official City boards, committees, and commissions as well as ensuring compliance with the Maddy Act.
- As part of the Executive Team, supervises staff as necessary and as delegated by the City Manager.
- Performs related duties as assigned.

Reasonable accommodations 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:

- Objectives, policies, programs and procedures of the City Clerk's Office.
- Administrative proceedings and legislative policy in City government.
- Pertinent federal, state, county and local laws, codes, and regulations.
- Procedures for administering municipal elections.
- Effective oral and written communication skills.
- Records management concepts and best practices.
- Brown Act, Public Records Act, Political Reform Act and Maddy Act.
- Terminology of ordinances and resolutions.
- Interpersonal skills using tact, patience, and courtesy.
- Modern equipment used for position functions, programs, and assignments, including computers and software applications relevant to work performed.
- The structure and content of the English language, including the meaning of words, spelling, and grammar.

Ability to:

- Plan, organize, control and direct the operations and activities of the City Clerk's Office.
- Serve as the official custodian of the City seal.
- Interpret, explain, and apply division policies and procedures as well as pertinent federal, state, county and local laws, codes and regulations.
- Coordinate, oversee and participate in the preparation and maintenance of public records for the City.
- Coordinate the process of taking and transcribing official minutes at City Council and other administrative meetings.
- Coordinate the preparation of agenda packets for legislative and administrative meetings.
- Communicate effectively both orally and in writing using proper English, spelling, grammar, and punctuation.
- Establish and maintain cooperative and effective working relationships with all levels of internal staff and with outside government officials and agencies.
- Operate a personal computer and assigned office equipment.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of 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:

High school, supplemented by college-level or university-level courses. Four-year degree preferred in public administration, business administration, political science, or a related field.

and

Three (3) years of increasingly responsible experience creating, maintaining and certifying records and information for a government or public agency.

Licenses and Certifications:

Must possess and maintain a valid California Class C driver license and satisfactory driving record;

Notary Public certification desirable;

Certification by the International Institute of Municipal Clerks (IIMC) as a Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC) is highly desirable;

Ability to obtain CMC certification within two years of employment.

PHYSICAL DEMANDS

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

- Mobility to work in a standard office setting using standard office equipment, including a computer.
- Sit for extended periods of time, continuously, at a desk and in meetings.
- Finger dexterity and strength is needed to access, enter, and retrieve data using a computer keyboard and mouse.
- Perform repetitive keystrokes on a computer keyboard.
- Reach with arms and hands including above and below desk level.
- Normal color vision to read printed materials, computer and overhead screens and adjust focus.
- Normal hearing and speech to communicate in person and over the phone.
- Lift and carry records and documents, typically weighing less than 20 pounds.

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 indoors with moderate noise levels.
- Work is performed in an office environment with controlled temperature conditions and natural and fluorescent lighting at a desk and in front of a computer.
- Work is sometimes disrupted by the need to respond to in-person and phone inquiries.

ADDITIONAL REQUIREMENTS

Must attend certain activities and meetings during off-hours as necessary and to meet deadlines and achieve objectives.

Positions in this classification require at least 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: TBD

CLASS TITLE

ASSISTANT CITY MANAGER – ADMINISTRATIVE SERVICES DIRECTOR

DEFINITION

Under general administrative direction of the City Manager, the Assistant City Manager – Administrative Services Director (ACM), assists the City Manager in coordinating and directing the activities and operations of all City departments; oversees and directs assigned programs and functions of the City, and other areas as assigned; performs responsible and complex administrative work including to direct or conduct special projects; coordinates activities with other City officials, departments, outside agencies, organizations, and the public; provides responsible and complex staff support to the City Council and City Manager; and serves as acting City Manager as required.

CLASS CHARACTERISTICS

The Assistant City Manager is the Assistant Chief Administrative Officer of the City with responsibility for assisting the City Manager in the overall management of the City and for directing the activities of assigned Departments/Offices within the City. This position serves as a member of the City's executive team and provides advice and counsel to the City Manager regarding strategic policy, City position, and problem-solving issues relating to the assigned Departments/Offices and the City overall. The Assistant City Manager is also responsible for directing and managing the City in the absence of the City Manager. A person appointed to the Assistant City Manager classification is an "at-will" employee and serves at the pleasure of the City Manager.

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 of the duties listed, nor do the listed examples include all tasks that may be performed by positions in this class.

- Assumes full management responsibility for assigned functions, services, and activities of the City; assists the City Manager in coordinating and directing the activities and operations of all City departments.
- Manages the development and implementation of goals, objectives, and priorities for each assigned service area; recommends and administers policies and procedures.

- Establishes, within City policy, appropriate service and staffing levels for assigned functions; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
- Assesses and monitors workload, administrative and support systems, and internal reporting relationships for assigned areas of responsibility; identifies opportunities for improvement; direct and implement changes.
- Plans, directs, and coordinates, through management level staff, the work plan for assigned functions; assigns projects and programmatic areas of responsibility; provides direction and supervision on key projects; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Oversees and participates in the development and administration of the budget for assigned functional areas; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implement budgetary adjustments as appropriate and necessary.
- Participates in the preparation, coordination, and presentation of the City's annual budget, capital improvement budget, and internal fiscal control measures; participates in the development and presentation of financial forecasts and historical information including reviewing expenditures and revenues.
- Participates in the development of City goals, objectives, policies, and priorities; incorporates community input into goals and objectives for the City for the City Manager's and City Council's approval; develops new policies in consultation with the City Manager; confers with Department Directors and employees regarding significant policy and procedural changes.
- Coordinates assigned activities with other City departments and divisions and with outside agencies.
- Coordinates and participates in providing responsible staff assistance and professional analysis and advice to the City Manager, City Council, and other City boards and commissions as assigned; attends City Council meetings and other public meetings to assist or represent the City Manager.
- Supervises and/or conducts studies, surveys, and the collection of information on difficult operational and administrative problems; analyzes findings and prepare reports of practical solutions for review.
- Serves as a resource for department personnel, City staff, other organizations and the public; coordinates pertinent information, resources and work teams necessary to support a positive and productive environment.
- Serves as acting City Manager as required; oversees City operations in the City Manager's absence; provides assistance to the City Council.
- Performs related duties as assigned.

Reasonable accommodations 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:

- Operations, services, and activities of a municipality.
- Advanced principles and practices of public and local government administration.
- Principles and practices of public personnel administration
- Current social, political, and economic trends and operating characteristics/problems of municipal government.
- Principles and practices of program development and administration.
- Government, council, and local and state legislative processes.
- Principles and practices of fiscal and strategic planning.
- Methods of analyzing, evaluating, and modifying administrative procedures.
- Principles and practices of municipal finance and budget preparation and administration.
- Methods and techniques for goal setting and program evaluation.
- Principles of supervision, training, and performance evaluation.
- Decision making techniques.
- Pertinent federal, state, and local laws, codes, and regulations.
- Principles of effective public relations and interrelationships with community groups and agencies, private businesses and firms, and other levels of government.
- Methods and techniques of research, statistical analysis, and report presentations.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to:

- Provide effective leadership and consultation to department directors, managers, and other City staff and coordinate a variety of program activities.
Serve as the official custodian of the City seal.
- Participate in the development and administration of City-wide goals, objectives, work standards, internal controls, and methods for evaluating achievement and performance levels.
- Analyze and define problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Identify and respond to sensitive community, organizational, and City Council issues, concerns, and needs.
- Research, analyze, interpret, summarize, and present administrative and technical information and data in an effective manner
- Plan, organize, direct, and coordinate the work of lower-level staff.
- Select, supervise, train and evaluate staff.

- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Interpret and apply federal, state and local policies, laws and regulations
- Negotiate and resolve complex issues
- Respond to inquiries or complaints and explain regulations and procedures to the general public, members of the business community, and representative of other agencies and organizations.
- Represent the City Manager to the general public and representatives of other agencies. Effectively present information to top management, public groups, and/or boards of directors.
- Delegate authority and responsibility
- Facilitate group participation and consensus building
- Deal constructively with conflict and developing consensus.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- 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 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.
- A Master's degree is highly desirable.

and

- Six years of progressively responsible administrative or staff experience in municipal government including four years of increasingly responsible management experience.

Licenses and Certifications:

Must possess and maintain a valid California Class C driver license and satisfactory driving record;

Notary Public certification desirable;

PHYSICAL DEMANDS

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

Must possess the ability to work in a standard office setting and use basic office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communication person and over the telephone. This is primarily a sedentary office classification, although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification

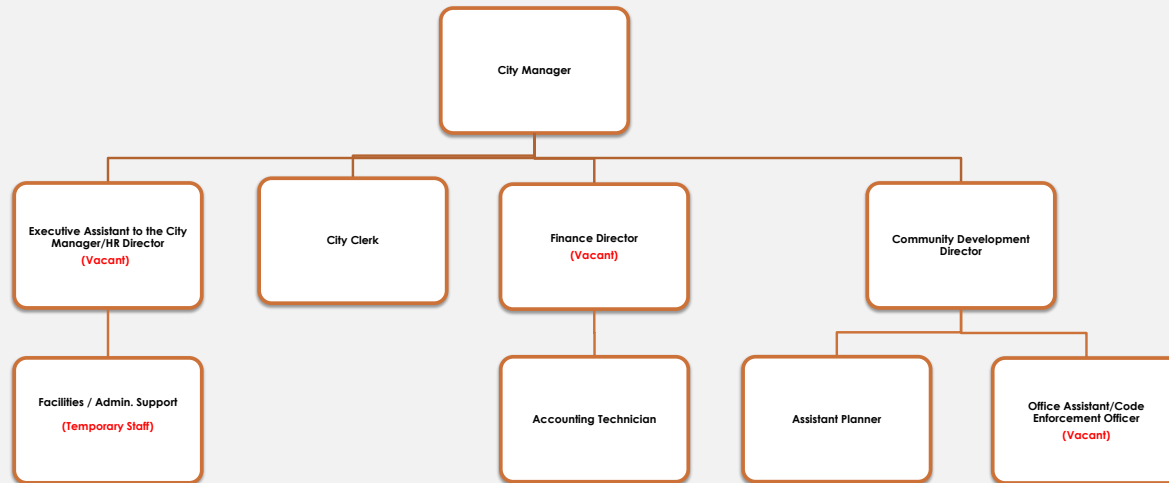
occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 15 pounds.

ENVIRONMENTAL AND WORKING CONDITIONS

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

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing City policies and procedures.

Current Administrative Services



Proposed Administrative Services

