



AGENDA

REGULAR MEETING

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CLAYTON CITY COUNCIL

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TUESDAY, February 6, 2018

7:00 P.M.

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

Mayor: Keith Haydon

Vice Mayor: David T. Shuey

Council Members

Tuija Catalano

Jim Diaz

Julie K. Pierce

- A complete packet of information containing staff reports and exhibits related to each public item is available for public review in City Hall located at 6000 Heritage Trail and on the City's Website at least 72 hours prior to the Council meeting.
- Agendas are posted at: 1) City Hall, 6000 Heritage Trail; 2) Library, 6125 Clayton Road; 3) Ohm's Bulletin Board, 1028 Diablo Street, Clayton; and 4) City Website at www.ci.clayton.ca.us
- Any writings or documents provided to a majority of the City Council after distribution of the Agenda Packet and regarding any public item on this Agenda will be made available for public inspection in the City Clerk's office located at 6000 Heritage Trail during normal business hours.
- If you have a physical impairment that requires special accommodations to participate, please call the City Clerk's office at least 72 hours in advance of the meeting at (925) 673-7304.

*** CITY COUNCIL ***

February 6, 2018

7:00 P.M.

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

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

3. **CONSENT CALENDAR**

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

(a) Approve the minutes of the City Council’s regular meeting of January 16, 2018 and special meeting of January 30, 2018. ([View Here](#))

(b) Approve the Financial Demands and Obligations of the City. ([View Here](#))

(c) Accept with regret the resignation of Joyce Atkinson as Clayton’s representative on the Contra Costa County Library Commission. ([View Here](#))

(d) Acceptance of City Investment Portfolio Report for the 2nd Quarter of FY 2017-18 ending December 31, 2017. ([View Here](#))

4. **RECOGNITIONS AND PRESENTATIONS**

(a) Recognition to outgoing Contra Costa County Library Commissioner Joyce Atkinson in appreciation for her valued civic service to the Clayton community.

(b) Certificates of Recognition to public school students for exemplifying the “Do the Right Thing” character trait of “Kindness” during the months of November and December 2017. ([View Here](#))

(c) Presentation on the Contra Costa Senior Policy Platform 2020 (4 years) by Debbie Toth, President and CEO of Choice in Aging (Pleasant Hill). ([View Here](#))

5. **REPORTS**

(a) Planning Commission – No meeting held.

(b) Trails and Landscaping Committee – No meeting held.

(c) City Manager/Staff

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

(e) Other

6. PUBLIC COMMENT ON NON - AGENDA ITEMS

Members of the public may address the City Council on items within the Council's jurisdiction, (which are not on the agenda) at this time. To facilitate the recordation of comments, it is requested each speaker complete a speaker card available on the Lobby table and submit it in advance to the City Clerk. To assure an orderly meeting and an equal opportunity for everyone, each speaker is limited to 3 minutes, enforced at the Mayor's discretion. When one's name is called or you are recognized by the Mayor as wishing to speak, the speaker shall approach the public podium and adhere to the time limit. In accordance with State Law, no action may take place on any item not appearing on the posted agenda. The Council may respond to statements made or questions asked, or may at its discretion request Staff to report back at a future meeting concerning the matter.

Public comment and input on Public Hearing, Action Items and other Agenda Items will be allowed when each item is considered by the City Council.

7. PUBLIC HEARINGS – None.

8. ACTION ITEMS

- (a) Consider the approval of a Resolution affirming and clarifying Committee Guidelines regarding the role of the Trails and Landscaping Committee in Landscape District maintenance, operations, and capital improvement projects. (Assistant to the City Manager) ([View Here](#))

Staff recommendation: Following staff report and opportunity for public comment, that Council adopt the Resolution affirming and clarifying Committee Guidelines for the Trails and Landscape Maintenance District.

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

10. CLOSED SESSION – None.

11. ADJOURNMENT

The next regularly scheduled meeting of the City Council will be Tuesday, February 20, 2018.

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MINUTES
OF THE
REGULAR MEETING
CLAYTON CITY COUNCIL

Agenda Date: 2-16-2018

Agenda Item: 3a

TUESDAY, January 16, 2018

1. **CALL TO ORDER & ROLL CALL** – The meeting was called to order at 7:00 p.m. by Mayor Haydon in Hoyer Hall, Clayton Community Library, 6125 Clayton Road, Clayton, CA. Councilmembers present: Mayor Haydon, Vice Mayor Shuey and Councilmembers Catalano, Diaz and Pierce (arrived at 7:02 p.m.). Councilmembers absent: None. Staff present: City Manager Gary Napper, City Attorney Mala Subramanian, Maintenance Supervisor Mark Janney, Finance Manager Kevin Mizuno, Assistant to the City Manager Laura Hoffmeister, Interim Chief of Police Joseph Kreins, and City Clerk/HR Manager Janet Brown.

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

3. **CONSENT CALENDAR**

It was moved by Vice Mayor Shuey, seconded by Councilmember Catalano, to approve the Consent Calendar as submitted. (Passed; 4-0 vote).

- (a) Information Only – No Action.
1. Notification by Contra Costa County Library of Clayton Community Library holiday operational closures from January 1, 2018 through January 1, 2019.
- (b) Approved the minutes of the City Council's regular meeting of December 5, 2017.
- (c) Approved the Financial Demands and Obligations of the City.
- (d) Approved a Fourth Addendum to the Exclusive Sales Listing Agreement with Transwestern Property Company West, Inc. to extend the existing terms and conditions to January 2, 2020 for the list and market for sale and development certain City-owned real properties in the Clayton Town Center (APN 118-560-010, vacant 1.67 acre parcel off Main Street; and APNs 119-050-034, 119-050-008, and 119-050-009 located at 1005 and 1007 Oak Street).

4. **RECOGNITIONS AND PRESENTATIONS**

- (a) Recognition to former Trails and Landscape Committee Member Carol Herington in appreciation for her valued civic service to the Clayton community.

Mayor Haydon presented Trails and Landscape Committee Member Carol Herington a plaque in recognition of her valued civic service to the Clayton community.

5. REPORTS

- (a) Planning Commission – Commissioner A.J. Chippero indicated at its meeting of January 9, 2018 the Planning Commission agenda included the consideration of the development plan and vesting map one-year time extensions for the Creekside Terrace Mixed Use project. This item was unanimously approved.
- (b) Trails and Landscaping Committee – Committee Member Carin Kaplan indicated at its meeting of December 4, 2017 the Committee's agenda included discussion of the Citizens Oversight Committee's role, and an update on the Landscape Maintenance District Projects.
- (c) City Manager/Staff
City Manager Gary Napper reported the McGuire family, owners of the land and building housing CVS/Pharmacy, had previously pledged \$100,000.00 donation to The Grove Park in downtown Clayton; their final payment on that donation was approximately one year ago. He noted this week the McGuire family met recently and decided to make yet another monetary donation to The Grove Park in the amount of \$1,000.00, to be used strictly for continued maintenance or improvement of The Grove Park.
Mr. Napper also officially reported all pre-employment conditions have been satisfied for the hiring of Clayton's next Chief of Police. She will be starting on February 12, 2018.
- (d) City Council - Reports from Council liaisons to Regional Committees, Commissions and Boards.

Councilmember Catalano attended the City Council Budget Sub-Committee meeting on January 3rd.

Vice Mayor Shuey indicated he met with Pastor Shawn Robinson regarding reciprocal parking arrangements that have yet to be accomplished with the School District on the church's proposed plan to build a church next to the Mt. Diablo Elementary School.

Councilmember Pierce attended the Regional Planning Association of Bay Area Governments meeting, two Association of Bay Area Governments meetings, four Contra Costa Transportation Authority meetings, the Contra Costa County Mayors' Conference hosted by the City of Pleasant Hill, several Metropolitan Transportation Commission meetings, the Bay Area Economic Institute meeting, the Transportation Partnership and Cooperation for Central Contra Costa board meeting, and the Contra Costa Board of Supervisors' reorganization luncheon.

She requested this evening's meeting be adjourned in memory of Valentin Alexeeff, a former Clayton city manager who passed away recently on December 11, 2017.

Councilmember Diaz attended the Contra Costa County Mayors' Conference hosted by the City of Pleasant Hill.

Mayor Haydon attended County Supervisor Karen Mitchoff's Open House, the East Contra Costa Habitat Conservancy meeting where he was selected to serve as Chair for 2018, the Annual Clayton-Concord Hospice Tree Lighting event, an Eagle Scout Court of Honor for Jack Simpkins, the City Council Budget Sub-committee meeting, the Contra Costa Board of Supervisors' reorganization luncheon, and the Contra Costa County Mayors' Conference hosted by the City of Pinole.

He also recognized the Clayton Theatre Company's receipt of two awards at the 39th Annual Shellie Awards for its production of "Moon Over Buffalo," with awards for Outstanding Best Actress Teresa Grosserode and for Outstanding Best Director La Tonya Watts.

- (e) Other – None.

6. PUBLIC COMMENT ON NON - AGENDA ITEMS

Ann Stanaway, 1553 Haviland Place, asked for support of the dedicated professionals who daily protect and serve Clayton's families, Clayton's commerce often in impossible conditions. Clayton's website boasts of an iconic family friendly small town environment; in fact danger lurks in the shadows of Clayton's public spaces increasingly attractive to the criminal element. Moreover, Code Enforcement's diversion by political agendas undermines the value of the efforts of police, firefighters, and health care professionals. Still, Clayton's website continues to boast some grand partnership with business leaders. Actually the City does little to encourage commercial development; why would businesses locate proximate to neighborhoods where fire lanes have become community parking lots instead of open access to first responders? Fire lane protocols guarantee our first line of defense against sweeping destruction and loss of life. Our first responders depend upon the City for enforcement of public safety protocols. City Council: "Do The Right Thing" and demonstrate a real commitment to public safety; maintain a safe access to the first responders. Our lives depend on it.

Barbara Weil, 1543 O'Hara Court. She remarked recently, Mayor Haydon in his letter to the residents of Clayton stated, "that Clayton remains a comfortable small town atmosphere." She completely agrees, as it is a wonderful place to live. As a retired middle school principal, she has also been impressed with the City's adoption of "Do the Right Thing", sending a positive message for our young people. When the local high school was struggling, the entire community led by Pat Middendorf created the highly successful Clayton Valley Charter High School. These actions demonstrate Clayton is a community that cares about the welfare of our children.

This is why she is here to address a situation that puts our young people at risk. Westwood Community Park is part of a series of trails and parks that connect the Clayton center to the Clayton Station. The west end of the park leads to a road behind the Safeway store. The road borders a creek that shows evidence of campfires, sleeping bags, backpacks, abandoned shopping carts, graffiti and other garbage. Both the park and this road are dark at night. Recently a Westwood resident was beaten and robbed in the park in the early evening. Many young people use the park and the path as a shortcut to the stores in Clayton Station. This is not a safe situation for anyone. She requests the City consider installation of solar lights in the park to increase visibility, improve signage indicating the park is open from dawn until dusk, and posting of other park rules is also necessary.

Finally, the City Council might use its influence to request Safeway to install more lighting at and near the store. Due to the assault, Mayor Haydon did alert Westwood residents to use caution when walking at night. However the park is open and used by all that live nearby, especially our teenagers. As a grandmother, she has two teenagers living in Clayton. She asked the Council give serious consideration to her request and to "Do the Right Thing".

7. PUBLIC HEARINGS – None.

8. ACTION ITEMS

- (a) Presentation and acceptance of the FY 2016-17 Annual Citizens' Oversight Committee Report by the Trails and Landscaping Committee (TLC) for Measure B, Citywide Landscape Maintenance District; and discussion and clarification of the TLC's role as an "oversight" body for the Landscape Maintenance District.
(TLC Chair Howard Kaplan)

1. TLC Committee Member Carin Kaplan advised the TLC Committee is seeking approval of its Annual Citizens Oversight Committee Report, and the Report is in the Agenda Packet.

Mayor Haydon opened the item for public comment; no comments were offered.

Councilmember Pierce complimented the Trails and Landscaping Committee on its report and staff on its accomplishments by maximizing the limited funds available, especially during the recent drought as there was a larger reduction impact on non-residential water usage.

Mayor Haydon noted there is still quite a bit of landscaping that required maintenance during the drought which required priority setting and a lot of work by the Maintenance Department.

It was moved by Councilmember Pierce, seconded by Councilmember Catalano, to accept the Trails and Landscaping Committee's Annual Report for FY 2016-17. (Passed; 5-0 vote).

2. Assistant to the City Manager Laura Hoffmeister advised she did not have anything else to add other than what is in the staff report but did note the Resolution approved by the City Council is attached outlining the responsibilities and objectives of TLC when it was formed. Also included were documents where staff researched other communities having "oversight" advisory committees which distinguished what they are allowed to do and not do in oversight capacity. Clayton's Resolution indicates what can be done by the Oversight Advisory Committee.

TLC Committee Member Kaplan advised it seemed there was some misunderstanding about what the committee was trying to address in its position and if the use of funds were appropriate. Mrs. Kaplan read the following comments from Chair Howard Kaplan as he was unable to attend this evening:

"The Clayton Landscape Maintenance District supporting Measure H approved by voters collects taxes to provide for maintenance of landscaped road medians, trails and open space. The Measure stipulates the oversight by Citizens Committee known as the Trails and Landscaping Committee, upon review of the language in the measure and passed Resolutions of City Council, there is not a clear meaning regarding the extent of oversight necessary to fulfill the intent of the voters. The dictionary definition of oversight is "supervision or watchful care". Narrow interpretation of oversight is the TLC is to opine whether the funds are used solely LMD purposes. A broader interpretation would include TLC participation in defining a project scope of work by working with staff to help prioritize allocations of limited funds and supporting staff on use of funds in a way that maximizes utility and enjoyment by the citizens of Clayton. The narrow definition seems to be only an audit function while the broader definition seems to capture a real role in the funds allocation process intended by a citizens' oversight committee. The real question here is what voters expected when voting for the Measure and what were citizens expecting in oversight. The Committee

is asking the City Council to clarify this misunderstanding of what voters intended and expect from the TLC.”

Mayor Haydon indicated the staff report presented this evening answered the questions by citing examples of how jurisdictions in neighboring communities address this same question. The City Council, when we review a project allocation of funding available, it is approved and appropriate for the betterment of Clayton. Once approved the City Council does not manage the construction or monitor the performance of that project, and relies on its staff to manage projects within the City.

Ms. Kaplan reiterated there was a lack of understanding with the Committee members when a project was brought to Committee and then to the City Council, that it was automatically approved and there was a gap in understanding in actually giving approval on the Committee level for the project to proceed. The primary project in question is the planter boxes in the downtown; with the concern if funds will be available to maintain the project once completed to the extent intended.

Councilmember Pierce advised approximately twenty (20) years ago the original intent when approving Landscape Maintenance projects was an oversight of the dollars to ensure they are being spent as directed by the Council. The TLC was also asked to look within the community for improvements that needed attention and prioritize projects. It was not the intent for the Committee to get into the design aspect, as that is not a role for the City Council, whereas that is for City staff to manage. As far as the downtown planter boxes project, an enhancement would be adding irrigation and lighting along with the appropriate size for the trees.

Vice Mayor Shuey added the intent was for the TLC to be stewards of the funds to assure citizens it would be looking at the funds and ensuring they are being spent strictly for Landscape Maintenance projects.

Councilmember Catalano also added with her experience in the Planning Commission their role is to review projects with high detail; once approved, they do not get into the professional level of detail with construction contracts.

City Manager Napper provided an example early in its formation there was an influx of monies into the District, the TLC met with staff and was asked if we should start on landscaping or trails within the community. That TLC decided most of the community uses the trails and it wanted to start priorities there. The City Council then agreed with that recommendation and for several years improvements were made to the trail system such as the asphalt surfaces. Similarly, when it comes to the landscaping, the TLC's consideration would be the priorities to improve the medians or planter boxes or subdivision entryway improvements. Mr. Napper noted initially the planter box proposed budget was \$27,000 but jumped to \$270,000 when irrigation and electrical was included for each box; when staff initially designates funds into the District Budget the preliminary expense is without any professional quotes or estimates. The former city engineer started evaluating the project with enhancements such as irrigation and lighting and the project estimate rose to \$270,000. Still, it is only a placeholder of monies; the project's actual cost could increase or decrease once the project is put to bid.

Councilmember Pierce added advice that may be requested from the TLC is do you see a need for something or do you think it is worthwhile? To go super simple with the downtown planter boxes the trees and plants would have to be hand watered, or is it advisable to add the irrigation and potential lighting as suggested by staff? Consider all the potential uses, provide an opinion, including level of the maintenance required to be included in a bid package.

Ms. Kaplan summarized the expectation of the TLC oversight committee is to receive ideas for proposed projects, offer its opinion if it is a good idea, and maintain oversight of the funds being spent only on trails and landscaping projects.

Mayor Haydon wished to provide more clarity for new members of the TLC by asking staff to prepare additional clarifying language to the original Resolution defining the level of oversight.

Councilmember Pierce suggested either a new Resolution or establish a separate document establishing guidelines as to the expectation of the TLC.

TLC Committee Member Maryann Carroll-Moser added when the TLC came across this project, there should have been more time to visualize this project rather than merely reviewing the projected cost. A little more notification with the sufficient time to review the TLC agenda materials would have been appreciated.

City Attorney Mala Subramanian clarified an amendment could be done to the original Resolution; however the creation of guidelines would be best and keep the original resolution as is.

Mayor Haydon opened the item for public comment; no comments were offered.

By general consensus, the City Council instructed staff to draft a Resolution to establish guidelines of the role and Council's expectations of the Trails and Landscaping Committee.

- (b) Consider project concept designs for the North Valley Park Playground Rehabilitation Project (CIP No. 10442) to include replacement of the resilient play surface, new playground apparatus, sheltered picnic canopies, and shade trees.
(Maintenance Supervisor)

Maintenance Supervisor Mark Janney presented the staff report noting the playground and play surfaces were installed at North Valley Park approximately twenty (20) years ago and are in need of replacement. Mr. Janney presented three (3) design options for Council consideration; Option 1: NSP3 is a larger play structure than the existing structure, approximately \$105,000; Option 2: Replaces the existing play structure, approximately \$73,000; Option 3: A natural rock formation with one slide and a platform, approximately \$114,000.

He noted within the last five (5) years two (2) picnic benches were replaced at the park and are in need shade structures. The trees that were planted at North Valley Park should also be replaced to add further natural shade. The City Council's approved FY 2017-18 Budgets included monies for the replacement and installation of new park equipment for \$165,800, which amount should cover the equipment improvements to the park. There is also \$59,000 available for tree plantings within the City that came from developer in-lieu fees.

Vice Mayor Shuey inquired on the how the costs were determined, as no breakdown was provided in the staff report. Mr. Janney advised the cost estimates are from last fiscal year and were obtained last April/May; staff intends to access CMAS or another governmental bidding service.

Vice Mayor Shuey inquired on how much it is anticipated to just replace the resilient surfacing under the existing play structure? Mr. Janney responded without knowing the

condition of the sub-base, it could be \$45,000 to \$50,000 for replacement of the resilient surface.

Mayor Haydon walked the area and saw the surface is coming up creating a safety hazard and inquired about cutting the surface around the existing play structure footing which may interfere with the integrity. Mr. Janney explained when the resilient play surface was recently replaced at The Grove Park, the surface is torn back, the sub surface is inspected, and if needed re-compacted to get back to the standard or 90-95% compaction which is unknown until it is exposed; then the resilient surface is poured around the equipment. Mayor Haydon saw all of the joints and top section of the play structure is showing signs of erosion and rust. It looks as though the entire play structure is in need of replacement and this seems to be the time to do it.

Mayor Haydon opened the item to public comment.

Maryann Carroll-Moser, added she frequents this park and the grass is down to total weeds filled with stickers, which may have been caused by some of the sprinklers not working. Ms. Carroll-Moser suggested replanting some of the grass. She also indicated the upper park level seems to have drainage coming down from the street above and has formed a slippery slimy area that becomes a safety hazard.

Vice Mayor Shuey noted he got involved with Clayton politics when he resided near North Valley Park and petitioned the City Council for this park to be improved. At that time he joined the Clayton Community Services Committee to shepherd this project through. He absolutely believes the structure has a longer life expectancy and may only be in need of replacement parts and along with the resilient surface it could be resurfaced in a similar way The Grove Park tot lot was recently done. Vice Mayor Shuey also acknowledged the trees are not growing the way it was intended to provide shade. His priority is to resurface the area around the play structure, replace the trees, and install sail shade structures prior to replacement of the play structure.

Councilmember Pierce added her preference of replacing the resilient play surface yet requested an evaluation of the integrity of the structure and if possible replacement parts could be purchased, if they are still available. If it is found the play structure needs total replacement, she prefers Option 2 or Option 3. Councilmember Pierce also prefers the picnic table shade structure be designed like the ones installed at Clayton Community Park, and of course replacement of the trees.

Councilmember Catalano inquired on the manufactures specifications to the life expectancy of the resilient surface? Mr. Janney advised the life expectancy is determined on how the surface is maintained; if they are re-coated with epoxy every few years, it could last 8-15 years. For example, at Clayton Community Park, the surface was evaluated about a year and a half ago and it was determined that tot lot play surface should be good for another 3-4 years.

Councilmember Catalano understands the current play structure is about 20 years old and was wondering what the life expectancy is on it and the availability of replacements parts? Mr. Janney remarked this play equipment is older and it may be difficult to find replacement parts as the brand of the play structure is unknown. As with anything, it is getting harder to find replacement parts for existing equipment throughout the City. Mr. Janney suggested we hire a playground expert to come out and provide an opinion of what our next steps should be.

Vice Mayor Shuey would like to explore the option to install anchors for removable sunshade sails over the play structure before the resilient play surface is re-poured.

City Manager Napper noted there are playground safety inspectors available that are not associated with manufacturers and can provide an independent professional opinion.

Ann Stanaway requested the City not consider the placement of rocks in the park as they retain heat in the summer. She suggested by mulching around the trees that are suffering could help retain moisture.

Mayor Haydon closed public comments.

No action was taken; staff was instructed to return to City Council with a professional report on the integrity of the playground apparatus and availability of current apparatus replacement parts.

- (c) City Council discussion of proposed uses for a portion or all of its \$299,222 in General Fund excess monies from FY 2016-17 on one-time unmet priority-need expenditures, equipment or capital projects.
(Finance Manager, City Manager, and Council Budget Sub-Committee)

Finance Manager Kevin Mizuno presented the staff report noting the City's audited Comprehensive Annual Financial Report (CAFR) General Fund closed last Fiscal Year (16-17) with an excess General Fund balance of \$299,222. The same CAFR reported a total positive fund balance of \$5,917,281 of which \$5,429,524 is reported as "unassigned" and available for appropriation. A city of this size should maintain operation costs for one fiscal year in its reserves.

In previous fiscal years the City Council addressed one-time specific needs of the City with excess General Funds from close out of Fiscal Years 2014-15 and 2015-16. Past one-time needs were an excavator for the Maintenance Department; exterior painting of City Hall; exterior/interior painting, flooring improvements of Endeavor Hall; replacement of grills at Clayton Community Park; replacement of the HVAC and Boiler System at City Hall; and several other pressing needs of City operations. There are still some outstanding items from the excess funds earmarked in Fiscal Year 2014-15 that should reach completion in about one (1) year.

Mr. Mizuno then outlined the proposed one-time needs recommended at this time consisting of replacement of mobile data terminals in all nine (9) patrol vehicles (\$96,000); installation of a new AT&T business line to the Police Department for DOJ security requirements (\$25,000); consultant studies to set affordable housing in-lieu fees and re-evaluate existing open space developer impact fees (each estimated at \$25,000); development of a Green Infrastructure Plan (estimated \$50,000); update to the City's Local Hazard Mitigation Plan (estimated \$45,000); and augment the Pension Rate Stabilization Fund (\$58,000). The total requests amount to \$299,000, and was reviewed with the Council Budget Sub-Committee and received its support.

Mayor Haydon requested an explanation of the difference of "excess" and "surplus" as he found that distinction helpful at the Budget Sub-Committee meeting. Mr. Mizuno explained "surplus" is an accounting term which implies an increase in fund balance or decrease in fund balance; however the budgetary definition of "surplus" is a little different as it implies an agency has no unmet needs. "Excess" is the term used when actual expenditures are a little less than budgeted and actual revenues came in higher than the budget anticipated.

Mayor Haydon clarified after the use of \$299,000 there is still an appropriate amount of funds left in the General Fund, including the \$58,000.00 for the Pension Rate Stabilization Fund. City Manager Napper noted the Pension Rate Stabilization Fund remarking at any given time the CalPERS Board could put any member city in a

negative by recalculating its rate methodologies or constricting amortization time period, and staff wanted to build up a buffer to help with possible fiscal impacts that may come in the near future to CalPERS member agencies. Mr. Napper advised other unmet items are still needed by the City, such as body cameras for law enforcement; however, that particular item needs community and officer input policies in place and he did not feel it rose to a priority at this time.

Councilmember Pierce thanked the budget sub-committee for their work, and very glad to finally get some items on the list funded such as update Local Hazard Mitigation Plan the City would not qualify for Federal funding after a disaster.

Mayor Haydon opened the item to public comment.

Mark Ventura, 1505 Tara Court, inquired on what number would be good for the buffer against CalPERS actuary actions? Mr. Napper advised it is difficult to say as CalPERS is a moving target and each time a city pre-funds its unfunded liabilities, CalPERS typically makes changes to its methodologies. Perhaps the answer is tens of millions of dollars for the City of Clayton.

Mr. Mizuno added CalPERS publishes actuarial reports every year between August and October, publicly available, where each city has its own page showing its actuarial called "termination liability"; it is substantial for each pension plan.

Mr. Napper added he received an email of a Policy Center Study that was just performed looking at public pension systems in California, and which cities in California are in the riskiest position in terms of being able to fund its unfunded pension liabilities. Of 427 cities contained in the study, Clayton ranked 400, or in reverse we were rated as the 27th best city in a financial position to handle its CalPERS exposures. This ranking does not mean everything is fine, just that Clayton is in a better position than most other cities in California.

Mayor Haydon closed public comments.

It was moved by Councilmember Pierce, seconded by Councilmember Catalano, to authorize the recommended assignment of \$299,000 regarding use of Fiscal Year 2016-17 excess General Fund monies for the identified one-time unmet priority needs of the City. (Passed; 5-0 vote).

- (d) Consider the adoption of a Resolution approving various percentage adjustments to and establishing new salary ranges for four (4) management job classifications of the City: chief of police, community development director, finance manager, and assistant to the city manager.
(City Manager)

City Manager Napper presented the staff report noting over the last ten years at all levels at City Hall there has been a turnstile approach to employee recruitment and retentions. In 2002 when he started the City Manager's recognition of the outstanding employee award, of the fifteen (15) people who have been given the award only four (4) remain on staff; not all left for other employment, some retired. He referenced Clayton Municipal Code Section 2.10.070 F wherein states the City Manager shall "*Conduct studies and effect such administrative organization and reorganization of offices, positions and units under his/her direction as are in the interest of efficient, effective, and economical conduct of the City's business*".

In August 2016, a reorganization plan was presented to the City Council for the Maintenance Department where an additional employee was added along with additional reorganizations in that department due to retirement. At this time there is a pressing concern to recruit, attract, and retain individuals at the management level. As the City is stabilizing itself, there is a concern some current management personnel may leave the City; they are capable, marketable, and employable by other agencies. He wondered if there was perhaps a way to delay that inevitable, where the City can further benefit from their experiences and professionalism each brings.

Based on the fact that key management positions that are most difficult to fill in Clayton, if individuals leave, are we competitive enough in the marketplace to continue to attract candidates that will want to stay here for an extended periods of time. The four positions reviewed were the Chief of Police, Community Development Director, Finance Manager and Assistant to the City Manager; for three of those positions a 5% increase is proposed which bump still puts each job classification well below market rates in other cities. In the absence of performing a comprehensive salary survey, since it is expensive and the City simply could not afford the outcomes of that survey as all positions fall behind prevailing salary rates. As the smallest city in the county, we are expectantly at the low end salary in all positions.

The outcome of his proposal was a simple comparison of management salaries in the next smallest cities of Moraga and Orinda. As a result, the Finance Manager position has the greatest recommended movement (19%) then the other positions as Mr. Mizuno has provided organizational value to the City with his professionalism, expertise, and being a CPA; in his professional judgement, Mr. Napper considers the position as the equivalent value to the City organization as Community Development Director, with different job disciplines, different roles in the entity and organization. Even with that proposed classification increase, Clayton's pay scale is still below Moraga, although that director is also handling Personnel Management functions. As a side note, of the proposed salary range increases three (3) incumbents of the positions are female and one (1) incumbent is male.

Mr. Napper added the remaining Fiscal Year impact of his proposal is \$10,302.48, and Fiscal Year 2018-19 impact will be \$29,168.10 including the 3% COLA increase to occur July 1, 2018.

Councilmember Diaz inquired if the Finance Manager should receive a title change to Finance Director to be comparable? Mr. Napper advised he finds Finance Director is typically used in a larger organization or entity, and he remains comfortable with the current title.

Councilmember Pierce commented TRANSPAC has gone through an expensive salary survey for its small staff and has found it can be difficult to find job classifications that match and may not have the same duties. Ms. Pierce feels these are excellent recommendations and makes Clayton a little more competitive for a little while longer.

Councilmember Catalano inquired when the last time the salary ranges were reviewed other than then annual cost of living adjustment? Mr. Napper advised since he has been here in 2001, a salary comparison survey has not been conducted. Firstly, it is extremely expensive; secondly, it is not always equally compared and creates employee expectations, hopes and promises that greater things are coming; while optimism of the organization goes up during the survey, often times it sinks below starting morale when the study produces results such as lowering existing salaries or insufficient increases; and thirdly, salary comparison survey can affect collective bargaining negotiations and it offers a "King's X" approach that all salary losses during negotiations will be trued-up during a salary comparison survey.

Councilmember Catalano considers it is a great recommendation and is in full support of it and hopes it is received as a message of appreciation towards some of those key positions in our City.

Vice Mayor Shuey added Gary has always done a great job with the small city needs and feels this is an excellent idea.

Mayor Haydon added this is what we need to do to remain competitive, attractive, and retain existing excellent staff and acknowledge the level of expertise.

Mayor Haydon opened the item to public comment.

Mark Ventura, Tara Court, understands the need to attract and retain staff for the reasons discussed. Mr. Ventura asked when the last salary survey was conducted and the special pay increase? Mr. Ventura also inquired if the \$39,000 for the 18-month period included CalPERS, liabilities, salary and benefits?

City Manager Napper responded the City has not done special pay adjustments with the exception of the city manager's compensation. Secondly, the fiscal years' impacts of \$39,000 do include benefits that are prorated or impacted by salary rate increases, such as current CalPERS pension rates and the CalPERS employer rates known for next Fiscal Year.

Mayor Haydon added the lapse of time since a salary comparison study was done is overdue and its absence further raises the significance of the need for us to look at this now and the timing is appropriate.

Mayor Haydon closed public comments.

It was moved by Councilmember Pierce, seconded by Councilmember Diaz, to adopt Resolution No. 01-2018 approving various percentage adjustments to and establishing new salary ranges for four (4) management job classifications of the City. (Passed; 5-0 vote).

- (e) Review and approve the Mayoral determinations for City Council ad-hoc, committee, inter-governmental and regional board assignments in 2018.
(Mayor Haydon)

Mayor Haydon presented the staff report noting after review of the City Council ad-hoc, committee, inter-governmental and regional board assignments, it was time to look at other assignments as well. Mayor Haydon thought it would be good for Councilmembers to take on different assignments and provide input to those committees. A number of recommendations were made in the packet and he hoped his colleagues would agree to approve.

Mayor Haydon opened the item to public comment; no comments were offered.

It was moved by Councilmember Diaz, seconded by Councilmember Pierce, to approve Mayor Haydon's proposed City Council member assignments for calendar year 2018. (Passed; 5-0 vote).

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

Councilmember Pierce suggested Tuesday, January 30th at 6:30 p.m. Councilmembers reviewed their individual calendars and discussed options and availability.

Mayor Haydon opened the item to public comment; no comments were offered.

It was moved by Councilmember Pierce, seconded by Vice Mayor Shuey, to call a City Council special meeting for Tuesday, February 30th, at 6:30 p.m. in the 3rd Floor Conference Room at City Hall for this purpose. (Passed; 5-0 vote).

9. **COUNCIL ITEMS**

Councilmember Diaz presented a proposed Memorandum of Understanding from Travis Credit Union he received regarding a request for a formal relationship with the City of Clayton in support of Travis Credit Union's Free ID Theft Prevention and free on-site shredding event to the Community.

10. **CLOSED SESSION** – None.

11. **ADJOURNMENT**– on call by Mayor Haydon, the City Council adjourned its meeting at 9:31 p.m. in memory of Dr. Valentin Victorovich Alexeeff, former Clayton City Manager, who passed away on December 11 in Santa Clara.

The next regularly scheduled meeting of the City Council will be February 6, 2018.

#

Respectfully submitted,

Janet Brown, City Clerk

APPROVED BY THE CLAYTON CITY COUNCIL

Keith Haydon, Mayor

#

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

TUESDAY, January 30, 2018

1. **CALL TO ORDER & ROLL CALL** – The meeting was called to order at 6:30 p.m. by Mayor Haydon in the 3rd Floor Conference Room, Clayton City Hall, 6000 Heritage Trail, Clayton, CA. Councilmembers present: Mayor Haydon, Councilmembers Catalano, Diaz and Pierce. Councilmembers absent: Vice Mayor Shuey. Staff present: City Manager Gary Napper.

2. **CLOSED SESSION** – None.

3. **PUBLIC COMMENTS** – None.

4. **ACTION ITEM**

Discussion and establishment of Council – Manager Goals and Objectives for Calendar Year 2018.

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

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

- Presentation at a Council meeting by Republic Services concerning the low rate of curbside recycling by Clayton residents and businesses, and recommendations for programs to improve local recycling efforts.
- Request All Out Sports League to provide report on comparative rental rates, facility usage, and program participation at the Clayton Community Gym.
- Preparation of an Accessory Dwelling Unit (ADUs) Ordinance.
- Preparation and adoption of a new Lease Agreement between the City and the Clayton Historical Society for the historical home and improved grounds on City property.
- Discussion and policy direction regarding recent state law (AB1505) and Below Market Rate housing.
- Report and discussion of state laws and current Municipal Code provisions on manufactured housing and accommodation of “tiny houses”.

5. **ADJOURNMENT**– on call by Mayor Haydon the meeting adjourned at 8:48 p.m.

#

Respectfully submitted,

Janet Brown, City Clerk

APPROVED BY CLAYTON CITY COUNCIL

Keith Haydon, Mayor


#



Agenda Date: 2/6/18

Agenda Item: 3b

STAFF REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS
FROM: Kevin Mizuno, FINANCE MANAGER 
DATE: 2/6/18
SUBJECT: INVOICE SUMMARY

Approved: 
Gary A. Napper
City Manager

RECOMMENDATION:

Approve the following Invoices:

Cash Requirements Report dated 2/2/18	\$323,433.08
Cash Requirements Report dated 1/26/18	\$1,590.92
ADP Payroll, week 03, PPE 1/14/18	\$84,923.82
ADP Payroll, week 05, PPE 1/28/18	\$84,653.51
Total	\$494,601.33

Attachments:

Cash Requirements reports, dated 1/26/18, 2/2/18 (7 pages)
ADP Payroll reports, weeks 03, 05 (2 pages)

City of Clayton Cash Requirements Report

Vendor Name	Due Date	Invoice Date	Invoice Number	Invoice Description	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due
ADP, LLC								
ADP, LLC	2/6/2018	2/6/2018	507761175	Payroll fees PPE 1/14/18	\$157.28	\$0.00		\$157.28
				<i>Totals for ADP, LLC:</i>	<i>\$157.28</i>	<i>\$0.00</i>		<i>\$157.28</i>
All City Management Services, Inc.								
All City Management Services, Inc.	2/6/2018	2/6/2018	52510	School crossing guard 12/31/17-1/13/18	\$498.69	\$0.00		\$498.69
				<i>Totals for All City Management Services, Inc.:</i>	<i>\$498.69</i>	<i>\$0.00</i>		<i>\$498.69</i>
American Fidelity Assurance Company								
American Fidelity Assurance Company	2/6/2018	2/6/2018	B690534	Supplemental Insurance for January	\$392.16	\$0.00		\$392.16
American Fidelity Assurance Company	2/6/2018	2/6/2018	1725396	FSA PPE 1/14/18	\$511.14	\$0.00		\$511.14
American Fidelity Assurance Company	2/6/2018	2/6/2018	1725397	FSA PPE 1/28/18	\$511.14	\$0.00		\$511.14
				<i>Totals for American Fidelity Assurance Company:</i>	<i>\$1,414.44</i>	<i>\$0.00</i>		<i>\$1,414.44</i>
AT&T (CalNet3)								
AT&T (CalNet3)	2/6/2018	2/6/2018	10827752	Phone 12/22/17-1/21/18	\$1,611.45	\$0.00		\$1,611.45
				<i>Totals for AT&T (CalNet3):</i>	<i>\$1,611.45</i>	<i>\$0.00</i>		<i>\$1,611.45</i>
Bay Area Barricade Serv.								
Bay Area Barricade Serv.	2/6/2018	2/6/2018	0351886-IN	White marking paint	\$46.77	\$0.00		\$46.77
				<i>Totals for Bay Area Barricade Serv.:</i>	<i>\$46.77</i>	<i>\$0.00</i>		<i>\$46.77</i>
Best Best & Kreiger LLP								
Best Best & Kreiger LLP	2/6/2018	2/6/2018	813121	Legal services for December	\$8,500.00	\$0.00		\$8,500.00
Best Best & Kreiger LLP	2/6/2018	2/6/2018	813123	Legal services for December	\$2,301.00	\$0.00		\$2,301.00
Best Best & Kreiger LLP	2/6/2018	2/6/2018	813124	Legal services for December	\$1,209.50	\$0.00		\$1,209.50
				<i>Totals for Best Best & Kreiger LLP:</i>	<i>\$12,010.50</i>	<i>\$0.00</i>		<i>\$12,010.50</i>
CalPERS Health								
CalPERS Health	2/6/2018	2/6/2018	15173732	Medical for February	\$31,807.37	\$0.00		\$31,807.37
				<i>Totals for CalPERS Health:</i>	<i>\$31,807.37</i>	<i>\$0.00</i>		<i>\$31,807.37</i>
CalPERS Retirement								
CalPERS Retirement	2/6/2018	2/6/2018	CC012418	City council retirement ending 01/24/18	\$146.78	\$0.00		\$146.78
CalPERS Retirement	2/6/2018	2/6/2018	011418	Retirement PPE 1/14/18	\$13,741.06	\$0.00		\$13,741.06
CalPERS Retirement	2/6/2018	2/6/2018	012818	Retirement PPE 1/28/18	\$14,161.53	\$0.00		\$14,161.53
				<i>Totals for CalPERS Retirement:</i>	<i>\$28,049.37</i>	<i>\$0.00</i>		<i>\$28,049.37</i>
Caltronics Business Systems, Inc								
Caltronics Business Systems, Inc	2/6/2018	2/6/2018	451890	Staples for copier	\$181.42	\$0.00		\$181.42
				<i>Totals for Caltronics Business Systems, Inc:</i>	<i>\$181.42</i>	<i>\$0.00</i>		<i>\$181.42</i>
CCWD								
CCWD	2/6/2018	2/6/2018	G Series	Water 11/8/17-1/10/18	\$14,354.90	\$0.00		\$14,354.90
				<i>Totals for CCWD:</i>	<i>\$14,354.90</i>	<i>\$0.00</i>		<i>\$14,354.90</i>

City of Clayton Cash Requirements Report

Vendor Name	Due Date	Invoice Date	Invoice Number	Invoice Description	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due
City of Concord	2/6/2018	2/6/2018	63280	Dispatch services for December	\$20,089.50	\$0.00		\$20,089.50
City of Concord	2/6/2018	2/6/2018	63268	Vehicle maintenance for December	\$1,624.52	\$0.00		\$1,624.52
City of Concord	2/6/2018	2/6/2018	63471	Live scan for PD	\$76.00	\$0.00		\$76.00
City of Concord	2/6/2018	2/6/2018	63494	Business cards for Borman	\$65.68	\$0.00		\$65.68
City of Concord	2/6/2018	2/6/2018	63485	Live scan for PD	\$110.00	\$0.00		\$110.00
<i>Totals for City of Concord:</i>					<i>\$21,965.70</i>	<i>\$0.00</i>		<i>\$21,965.70</i>
Concord Uniforms								
Concord Uniforms	2/6/2018	2/6/2018	13326	PD uniform shirt	\$141.27	\$0.00		\$141.27
<i>Totals for Concord Uniforms:</i>					<i>\$141.27</i>	<i>\$0.00</i>		<i>\$141.27</i>
Contra Costa County Department of Conservation & Development								
Contra Costa County Department of Co	12/31/2017	12/31/2017	Q2FY18	Remainder of business license fee for Q2 FY 1	\$31.15	\$0.00		\$31.15
<i>Totals for Contra Costa County Department of Conservation & Development:</i>					<i>\$31.15</i>	<i>\$0.00</i>		<i>\$31.15</i>
Contra Costa County Public Works Dept								
Contra Costa County Public Works Dept	2/6/2018	2/6/2018	701498	Traffic signal maintenance for December	\$1,583.01	\$0.00		\$1,583.01
<i>Totals for Contra Costa County Public Works Dept:</i>					<i>\$1,583.01</i>	<i>\$0.00</i>		<i>\$1,583.01</i>
Contra Costa County Republican Party								
Contra Costa County Republican Party	2/6/2018	2/6/2018	010818	Deposit refund for Hoyer Hall	\$200.00	\$0.00		\$200.00
<i>Totals for Contra Costa County Republican Party:</i>					<i>\$200.00</i>	<i>\$0.00</i>		<i>\$200.00</i>
De Lage Landen Financial Services, Inc.								
De Lage Landen Financial Services, Inc.	2/6/2018	2/6/2018	57936939	Copier contract 2/15/18-3/14/18	\$319.82	\$0.00		\$319.82
<i>Totals for De Lage Landen Financial Services, Inc.:</i>					<i>\$319.82</i>	<i>\$0.00</i>		<i>\$319.82</i>
Dependable Roofing								
Dependable Roofing	2/6/2018	2/6/2018	CAP0279	Deposit refund for 23 Eastbrook Ct	\$2,500.00	\$0.00		\$2,500.00
<i>Totals for Dependable Roofing:</i>					<i>\$2,500.00</i>	<i>\$0.00</i>		<i>\$2,500.00</i>
Digital Services								
Digital Services	2/6/2018	2/6/2018	11079	IT Services 9/30/17-1/11/18	\$4,618.05	\$0.00		\$4,618.05
<i>Totals for Digital Services:</i>					<i>\$4,618.05</i>	<i>\$0.00</i>		<i>\$4,618.05</i>
Dillon Electric Inc								
Dillon Electric Inc	2/6/2018	2/6/2018	3621	Light pole maintenance	\$335.40	\$0.00		\$335.40
Dillon Electric Inc	2/6/2018	2/6/2018	3630	Replace stage lights @ EH	\$4,265.00	\$0.00		\$4,265.00
Dillon Electric Inc	2/6/2018	2/6/2018	3602	Light pole maintenance	\$1,018.84	\$0.00		\$1,018.84
<i>Totals for Dillon Electric Inc:</i>					<i>\$5,619.24</i>	<i>\$0.00</i>		<i>\$5,619.24</i>
Environtech Enterprises								
Environtech Enterprises	2/6/2018	2/6/2018	A001A-3A-17	Herbicide, May through August	\$5,707.98	\$0.00		\$5,707.98
Environtech Enterprises	2/6/2018	2/6/2018	A001B-4B-17	Herbicide, May through August	\$6,164.62	\$0.00		\$6,164.62
<i>Totals for Environtech Enterprises:</i>					<i>\$11,872.60</i>	<i>\$0.00</i>		<i>\$11,872.60</i>
Express Servi 'nc								

City of Clayton Cash Requirements Report

Vendor Name	Due Date	Invoice Date	Invoice Number	Invoice Description	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due
Express Services, Inc	2/6/2018	2/6/2018	20082853	PD office temp week end 1/21/18	\$422.08	\$0.00		\$422.08
Express Services, Inc	2/6/2018	2/6/2018	20022508	PD office temp week end 1/7/18	\$422.08	\$0.00		\$422.08
Express Services, Inc	2/6/2018	2/6/2018	20052586	PD office temp week end 1/14/18	\$623.89	\$0.00		\$623.89
<i>Totals for Express Services, Inc:</i>					<u>\$1,468.05</u>	<u>\$0.00</u>		<u>\$1,468.05</u>
Flint Trading Inc								
Flint Trading Inc	2/6/2018	2/6/2018	218718	Signs "No dumping, drains to creek"	\$2,457.30	\$0.00		\$2,457.30
<i>Totals for Flint Trading Inc:</i>					<u>\$2,457.30</u>	<u>\$0.00</u>		<u>\$2,457.30</u>
Geoconsultants, Inc.								
Geoconsultants, Inc.	2/6/2018	2/6/2018	18913	Well monitoring for December	\$1,546.50	\$0.00		\$1,546.50
Geoconsultants, Inc.	2/6/2018	2/6/2018	18916	Well monitoring for November	\$1,546.50	\$0.00		\$1,546.50
<i>Totals for Geoconsultants, Inc.:</i>					<u>\$3,093.00</u>	<u>\$0.00</u>		<u>\$3,093.00</u>
GFWC Clayton Valley Woman's Club								
GFWC Clayton Valley Woman's Club	2/6/2018	2/6/2018	011118	Deposit refund for EH 1/11/18	\$500.00	\$0.00		\$500.00
<i>Totals for GFWC Clayton Valley Woman's Club:</i>					<u>\$500.00</u>	<u>\$0.00</u>		<u>\$500.00</u>
Globalstar LLC								
Globalstar LLC	2/6/2018	2/6/2018	9042022	Sat phone 1/16/18-2/15/18	\$86.88	\$0.00		\$86.88
<i>Totals for Globalstar LLC:</i>					<u>\$86.88</u>	<u>\$0.00</u>		<u>\$86.88</u>
Paul Gwizdak								
Paul Gwizdak	2/6/2018	2/6/2018	011918	Deposit refund for EH 1/19/18	\$500.00	\$0.00		\$500.00
<i>Totals for Paul Gwizdak:</i>					<u>\$500.00</u>	<u>\$0.00</u>		<u>\$500.00</u>
Melissa Hagerstrand								
Melissa Hagerstrand	2/6/2018	2/6/2018	010618	Deposit refund for Hoyer Hall 1/6/18	\$200.00	\$0.00		\$200.00
<i>Totals for Melissa Hagerstrand:</i>					<u>\$200.00</u>	<u>\$0.00</u>		<u>\$200.00</u>
Hammons Supply Company								
Hammons Supply Company	2/6/2018	2/6/2018	100709	The Grove janitorial supplies	\$55.19	\$0.00		\$55.19
Hammons Supply Company	2/6/2018	2/6/2018	100708	EH janitorial supplies	\$93.44	\$0.00		\$93.44
Hammons Supply Company	2/6/2018	2/6/2018	100707	CCP janitorial supplies	\$156.49	\$0.00		\$156.49
<i>Totals for Hammons Supply Company:</i>					<u>\$305.12</u>	<u>\$0.00</u>		<u>\$305.12</u>
Health Care Dental Trust								
Health Care Dental Trust	2/6/2018	2/6/2018	238130	Dental for February	\$1,804.11	\$0.00		\$1,804.11
<i>Totals for Health Care Dental Trust:</i>					<u>\$1,804.11</u>	<u>\$0.00</u>		<u>\$1,804.11</u>
ICMA Retirement Corporation								
ICMA Retirement Corporation	2/6/2018	2/6/2018	41019	Annual plan fee 1/1/18-3/31/18	\$125.00	\$0.00		\$125.00
<i>Totals for ICMA Retirement Corporation:</i>					<u>\$125.00</u>	<u>\$0.00</u>		<u>\$125.00</u>
J&R Floor Services								
J&R Floor Services	2/6/2018	2/6/2018	One 2018	Janitorial services for January	\$5,034.86	\$0.00		\$5,034.86
<i>Totals for J&R Floor Services:</i>					<u>\$5,034.86</u>	<u>\$0.00</u>		<u>\$5,034.86</u>

City of Clayton Cash Requirements Report

Vendor Name	Due Date	Invoice Date	Invoice Number	Invoice Description	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due
J.O Groschwitz								
J.O Groschwitz	2/6/2018	2/6/2018	CAP0256	Deposit refund for 5920 Clayton Rd	\$1,114.50	\$0.00		\$1,114.50
				<i>Totals for J.O Groschwitz:</i>	<u>\$1,114.50</u>	<u>\$0.00</u>		<u>\$1,114.50</u>
Kim Johnston								
Kim Johnston	2/6/2018	2/6/2018	CAP0112	Deposit refund for 1519 N Mitchell Canyon R	\$500.00	\$0.00		\$500.00
Kim Johnston	2/6/2018	2/6/2018	0569	C&D refund for 1519 N Mitchell Canyon Rd	\$2,000.00	\$0.00		\$2,000.00
				<i>Totals for Kim Johnston:</i>	<u>\$2,500.00</u>	<u>\$0.00</u>		<u>\$2,500.00</u>
Julie Parodi								
Julie Parodi	2/6/2018	2/6/2018	2018-007	Full background check, Chief	\$1,500.00	\$0.00		\$1,500.00
				<i>Totals for Julie Parodi:</i>	<u>\$1,500.00</u>	<u>\$0.00</u>		<u>\$1,500.00</u>
LarryLogic Productions								
LarryLogic Productions	2/6/2018	2/6/2018	1705	City council meeting production 1/16/18	\$450.00	\$0.00		\$450.00
				<i>Totals for LarryLogic Productions:</i>	<u>\$450.00</u>	<u>\$0.00</u>		<u>\$450.00</u>
League of CA cities								
League of CA cities	2/6/2018	2/6/2018	179081	Membership dues for 2018	\$5,844.00	\$0.00		\$5,844.00
				<i>Totals for League of CA cities:</i>	<u>\$5,844.00</u>	<u>\$0.00</u>		<u>\$5,844.00</u>
Local Government Consultants								
Local Government Consultants	2/6/2018	2/6/2018	407	SB90 Claims Prep FY 18	\$1,050.00	\$0.00		\$1,050.00
				<i>Totals for Local Government Consultants:</i>	<u>\$1,050.00</u>	<u>\$0.00</u>		<u>\$1,050.00</u>
Metropolitan Transportation Commission								
Metropolitan Transportation Commission	2/6/2018	2/6/2018	AR016216	4902-P-Tap	\$3,000.00	\$0.00		\$3,000.00
				<i>Totals for Metropolitan Transportation Commission:</i>	<u>\$3,000.00</u>	<u>\$0.00</u>		<u>\$3,000.00</u>
MPA								
MPA	2/6/2018	2/6/2018	Feb 18	Life/LTD for February	\$2,052.26	\$0.00		\$2,052.26
				<i>Totals for MPA:</i>	<u>\$2,052.26</u>	<u>\$0.00</u>		<u>\$2,052.26</u>
Neopost (add postage)								
Neopost (add postage)	2/6/2018	2/6/2018	013018	Postage added 1/30/18	\$300.00	\$0.00		\$300.00
				<i>Totals for Neopost (add postage):</i>	<u>\$300.00</u>	<u>\$0.00</u>		<u>\$300.00</u>
Neopost Northwest								
Neopost Northwest	2/6/2018	2/6/2018	N6950627	Postage meter contract 11/16/17-2/15/18	\$510.81	\$0.00		\$510.81
				<i>Totals for Neopost Northwest:</i>	<u>\$510.81</u>	<u>\$0.00</u>		<u>\$510.81</u>
Pacific Telemanagement Svc								
Pacific Telemanagement Svc	2/6/2018	2/6/2018	968148	Courtyard payphone for February	\$73.00	\$0.00		\$73.00
				<i>Totals for Pacific Telemanagement Svc:</i>	<u>\$73.00</u>	<u>\$0.00</u>		<u>\$73.00</u>
PG&E								
PG&E	2/6/2018	2/6/2018	012118	Energy 12/20/ 8/18	\$3,311.79	\$0.00		\$3,311.79

City of Clayton Cash Requirements Report

Vendor Name	Due Date	Invoice Date	Invoice Number	Invoice Description	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due
PG&E	2/6/2018	2/6/2018	011218	Energy 11/19/17-12/20/17	\$2,356.30	\$0.00		\$2,356.30
PG&E	2/6/2018	2/6/2018	011218	Energy 12/24/17-1/11/18	\$15,976.21	\$0.00		\$15,976.21
<i>Totals for PG&E:</i>					<u>\$21,644.30</u>	<u>\$0.00</u>		<u>\$21,644.30</u>
Pond M Solutions								
Pond M Solutions	2/6/2018	2/6/2018	281	Fountain maintenance	\$650.00	\$0.00		\$650.00
<i>Totals for Pond M Solutions:</i>					<u>\$650.00</u>	<u>\$0.00</u>		<u>\$650.00</u>
Professional Convergence Solutions, Inc								
Professional Convergence Solutions, Inc	2/6/2018	2/6/2018	PCS0113181	Troubleshoot PD phones	\$295.00	\$0.00		\$295.00
<i>Totals for Professional Convergence Solutions, Inc:</i>					<u>\$295.00</u>	<u>\$0.00</u>		<u>\$295.00</u>
Reliable Automotive, LLC								
Reliable Automotive, LLC	2/6/2018	2/6/2018	24136	Maintenance to '99 F-450	\$3,456.24	\$0.00		\$3,456.24
Reliable Automotive, LLC	2/6/2018	2/6/2018	24523	Maintenance to '99 F-450	\$839.03	\$0.00		\$839.03
<i>Totals for Reliable Automotive, LLC:</i>					<u>\$4,295.27</u>	<u>\$0.00</u>		<u>\$4,295.27</u>
Riso Products of Sacramento								
Riso Products of Sacramento	2/6/2018	2/6/2018	179143	Copier contract coverage 12/20/17-1/19/18	\$15.21	\$0.00		\$15.21
<i>Totals for Riso Products of Sacramento:</i>					<u>\$15.21</u>	<u>\$0.00</u>		<u>\$15.21</u>
Schwaab, Inc								
Schwaab, Inc	2/6/2018	2/6/2018	B062589	Rubber stamp	\$47.90	\$0.00		\$47.90
<i>Totals for Schwaab, Inc:</i>					<u>\$47.90</u>	<u>\$0.00</u>		<u>\$47.90</u>
Servi-Tech Controls, Inc								
Servi-Tech Controls, Inc	2/6/2018	2/6/2018	33231	HVAC Replacement - 100 % completion-r	\$51,494.40	\$0.00		\$51,494.40
<i>Totals for Servi-Tech Controls, Inc:</i>					<u>\$51,494.40</u>	<u>\$0.00</u>		<u>\$51,494.40</u>
Jim Simpson								
Jim Simpson	2/6/2018	2/6/2018	012718	Deposit refund for EH 1/27/18	\$500.00	\$0.00		\$500.00
<i>Totals for Jim Simpson:</i>					<u>\$500.00</u>	<u>\$0.00</u>		<u>\$500.00</u>
Sprint Comm (PD)								
Sprint Comm (PD)	2/6/2018	2/6/2018	703335311-194	Cell phones 12/26/17-1/25/18	\$933.23	\$0.00		\$933.23
<i>Totals for Sprint Comm (PD):</i>					<u>\$933.23</u>	<u>\$0.00</u>		<u>\$933.23</u>
St Agnes School								
St Agnes School	2/6/2018	2/6/2018	012618	Deposit refund for EH 01/26/18	\$500.00	\$0.00		\$500.00
<i>Totals for St Agnes School:</i>					<u>\$500.00</u>	<u>\$0.00</u>		<u>\$500.00</u>
Stericycle Inc								
Stericycle Inc	2/6/2018	2/6/2018	3004130994	Medical waste disposal	\$106.18	\$0.00		\$106.18
<i>Totals for Stericycle Inc:</i>					<u>\$106.18</u>	<u>\$0.00</u>		<u>\$106.18</u>
U S Healthworks Medical Group, PC								
U S Healthworks Medical Group, PC	2/6/2018	2/6/2018	3258155-CA	Pre-employment exam, PD	\$451.00	\$0.00		\$451.00

City of Clayton Cash Requirements Report

<u>Vendor Name</u>	<u>Due Date</u>	<u>Invoice Date</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Balance</u>	<u>Potential Discount</u>	<u>Discount Expires On</u>	<u>Net Amount Due</u>
<i>Totals for U S Healthworks Medical Group, PC:</i>					\$451.00	\$0.00		\$451.00
US Bank Ops Center								
US Bank Ops Center	2/6/2018	2/6/2018	871810	Interest for 1990-1 Bonds	\$66,915.88	\$0.00		\$66,915.88
<i>Totals for US Bank Ops Center:</i>					\$66,915.88	\$0.00		\$66,915.88
Workers.com								
Workers.com	2/6/2018	2/6/2018	121071	Seasonal workers week end 1/7/18	\$1,025.25	\$0.00		\$1,025.25
Workers.com	2/6/2018	2/6/2018	121134	Seasonal workers week end 1/14/18	\$1,384.10	\$0.00		\$1,384.10
<i>Totals for Workers.com:</i>					\$2,409.35	\$0.00		\$2,409.35
YP (Advertising)								
YP (Advertising)	2/6/2018	2/6/2018	EH YP	EH Advertising 2018	\$223.44	\$0.00		\$223.44
<i>Totals for YP (Advertising):</i>					\$223.44	\$0.00		\$223.44
GRAND TOTALS:					\$323,433.08	\$0.00		\$323,433.08

City of Clayton Cash Requirements Report

<u>Vendor Name</u>	<u>Due Date</u>	<u>Invoice Date</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Balance</u>	<u>Potential Discount</u>	<u>Discount Expires On</u>	<u>Net Amount Due</u>
Merrilln Ruiz								
Merrilln Ruiz	2/6/2018	2/6/2018	COBRA	Refund of COBRA Payments	\$1,590.92	\$0.00		\$1,590.92
				<i>Totals for Merrilln Ruiz:</i>	<u>\$1,590.92</u>	<u>\$0.00</u>		<u>\$1,590.92</u>
				GRAND TOTALS:	\$1,590.92	\$0.00		\$1,590.92



Approved:

Gary A. Napper
City Manager

AGENDA REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: JANET BROWN, CITY CLERK

DATE: February 6, 2018

SUBJECT: Accept the resignation of Joyce Atkinson on the Citizens Advisory Contra Costa Library Commission.

RECOMMENDATION

Accept the resignation of Joyce Atkinson as Clayton's representative on the Contra Costa Library Commission.

DISCUSSION

On January 15, 2018, Joyce Atkinson submitted her written resignation from the Citizens Advisory Contra Costa Library Commission.

Staff reached out to the alternate representative, Jeanne Boyd on January 15, 2018 to see if she would be interested in being the delegate on this Citizens' Advisory Commission; unfortunately, she declined.

This resignation results in one (1) vacant Clayton representative seat. Mrs. Atkinson has served on the Contra Costa Library Commission since July 1, 2003.

Attachments: Resignation letter from Ms. Atkinson (1 page)

RECEIVED

JAN 16 2018

City of Clayton

January 15, 2018

To: Mayor Haydon and Clayton City Council
C/O City Clerk, Janet Brown

From: Joyce Atkinson, Clayton Library Commissioner

With regret I am resigning effective January 15, 2018 as Library Commissioner. I have decided that I need to spend more time with my husband, Dave.

It has been an honor to represent Clayton. I know the next commissioner will find the commission to be an interesting experience and a chance to support the Contra Costa County Library System.

Joyce Atkinson



STAFF REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: KEVIN MIZUNO, FINANCE MANAGER

DATE: FEBRUARY 6, 2018

SUBJECT: INVESTMENT PORTFOLIO REPORT – SECOND QUARTER FY 2017-18

RECOMMENDATION

It is recommended the City Council accept the City Investment Portfolio Report for the second quarter of fiscal year 2017-18 ending December 31, 2017.

BACKGROUND

Pursuant to the section XIII of the City of Clayton Investment Policy, last revised on April 21, 2015, the Finance Manager is required to submit a quarterly investment report to the City Council. This quarterly report is also designed to meet the local agency reporting requirements outlined in *California Government Code* section 53646. The second quarter 2017-18 fiscal year report is provided herein.

DISCUSSION

With the second quarter of the fiscal year completed, interest earnings for the General Fund is \$42,459, or 53.07% of forecasted interest revenues per the 2017-18 fiscal year adopted budget of \$80,000. City-wide investment earnings solely attributable to pooled investments (i.e. not related to cash with fiscal agents such as bond proceeds) through the second quarter of fiscal year 2017-18 totaled \$95,729. Less than 1.0% of the current City Investment Portfolio is invested in Local Agency Investment Funds (LAIF) as property tax proceeds were just received from the Contra Costa County Auditor-Controller's Office in mid-December 2017 and are still being managed in the City's checking account as of the quarter ended December 31, 2017 for operational liquidity purposes. The LAIF quarterly apportionment rate was 1.20%, which is a noteworthy improvement over recent years. This quarter's LAIF apportionment rate represents an increase of 0.13% from a rate of 1.07% in the preceding quarter. Investments in certificates of deposit comprised approximately 83.19% of the City investment portfolio as of the quarter ended December 31, 2017 and were the highest yielding investment type with a collective weighted average interest rate of 1.73%. Approximately 11.52% of the Portfolio is

made up of cash deposits and low interest bearing money market mutual funds available for normal operating cash flow purposes. As noted previously, this larger than normal proportion is due to the City's first installment of property taxes (representing 55% of the annual tax levy) being received from the County in mid-December 2017. Federal Agency Notes, authorized by the revised April 21, 2015 investment policy, were the second highest yielding investment type making up approximately 5.25% of the portfolio with a weighted average interest rate of 1.50%. This continued small proportion of government agency notes in the Portfolio is due to several government agency note investments being called over the past few years following Fed announcements that "long-postponed interest rate growth will be addressed cautiously with any increases to come slowly, if at all". Since then, the City's investment strategy shifted more heavily to non-callable certificates of deposit, where interest rates and other terms have been more favorable to the City. Given the current market scenario of rising interest rates, the Portfolio's proportional share of federal agency notes is expected to gradually increase as the rates become more competitive with certificates of deposit and their call risk decreases.

The market value of the total investment portfolio was approximately \$13,265,859, which is \$65,296 (or 0.49%) lower than total carrying value as of December 31, 2017. The fair value is lower than the carrying value given the current rising interest rate environment paired with the City's Portfolio being primarily comprised of fixed income investment instruments which the City generally expects to hold to maturity. This consistent marginal difference demonstrates how the conservative nature of the City's investment strategy mitigates the risk of the City incurring large unrealized losses in market declines. Simultaneously, given less risk being incurred, more predictable and modest investment returns will be realized following this same strategy.

In conclusion, for the second quarter ending December 31, 2017, the City of Clayton Investment Portfolio is being managed in accordance with the City's investment policy. In addition, the City's cash management program provides sufficient liquidity to meet the next six month's expenditures. Furthermore, the City Treasurer, Mr. Hank Stratford, has reviewed and approved the attached City of Clayton Investment Holdings Summary – Second Quarter of Fiscal Year 2017-2018 (Attachment 1) in accordance with the investment policy. Attachment 1 provides additional analysis and the specific investment reporting criteria required by *California Government Code* section 53646.

FISCAL IMPACT

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

City of Cayton
Investment Holdings Summary
Quarter Ending: December 31, 2017

ATTACHMENT 1

Investment Account	Investment Type	Institution	CUSIP	Carrying Value	Rate	Current Yield	Settlement Date	Maturity Date	Market Value
Local Agency Investment Fund (LAIF)	Local Agency Pool	Local Agency Investment Fund	n/a	4,896.92	1.20%	1.20%	n/a	n/a	4,797.76
UBS Financial Services Inc.	Cash	BS Bank Sa Deposit Account	n/a	---	0.00%	0.00%	n/a	n/a	---
	Money Market Fund	RMA Government Portfolio	n/a	6,000.22	0.60%	0.60%	n/a	n/a	6,000.22
	Certificate of Deposit	Banco Santander, PR	059646RZ4	245,000.00	1.20%	1.20%	1/23/15	1/23/18	245,044.10
	Certificate of Deposit	Oriental B&T, PR	686184WU2	200,000.00	1.15%	1.15%	2/10/16	2/20/18	199,986.00
	Certificate of Deposit	First Bus Bk, WI	31998QK76	200,000.00	1.15%	1.15%	3/31/15	4/2/18	199,872.00
	Certificate of Deposit	American Exp Cent, UT	02587DP19	100,000.00	1.70%	1.70%	7/5/13	7/5/18	99,929.00
	Certificate of Deposit	Compass Bank, AL	20451PAU0	150,000.00	1.55%	1.55%	7/10/13	7/10/18	150,013.50
	Certificate of Deposit	Goldman Sachs Bank, NY	38147JHW5	100,000.00	1.75%	1.75%	7/10/13	7/10/18	100,115.00
	Certificate of Deposit	Cit Bank, UT	17284CHW7	146,000.00	1.80%	1.80%	7/17/13	7/17/18	146,210.24
	Certificate of Deposit	First Financial NW, WA	32022MAC3	100,000.00	1.14%	1.15%	1/28/16	8/20/18	99,736.00
	Certificate of Deposit	Bank Baroda New York, NY	0606249Q2	247,000.00	2.05%	2.04%	10/18/13	10/18/18	247,637.26
	Certificate of Deposit	Sallie Mae Bank, UT	795400Q57	147,000.00	2.05%	2.04%	10/23/13	10/23/18	147,435.12
	Certificate of Deposit	American Express C, UT	02587DWJ3	100,000.00	2.00%	2.00%	11/28/14	11/28/18	100,245.00
	Certificate of Deposit	Sallie Mae Bank, UT	795450K14	100,000.00	2.00%	1.99%	12/11/13	12/11/18	100,275.00
	Certificate of Deposit	Keybank NA, IN	493065VY9	100,000.00	1.53%	1.55%	1/28/16	1/22/19	100,143.00
	Certificate of Deposit	Discover Bank, DE	254672GC6	150,000.00	1.60%	1.60%	1/28/15	1/28/19	149,745.00
	Certificate of Deposit	Preferred Bank, CA	740367ER4	197,000.00	1.20%	1.21%	3/9/16	3/29/19	196,113.50
	Certificate of Deposit	First Savings Bank, IN	33621LHV4	99,000.00	1.15%	1.16%	5/4/16	5/24/19	98,098.11
	Certificate of Deposit	UBS Bank, UT	90348JAS9	200,000.00	1.20%	1.21%	6/9/16	6/17/19	198,044.00
	Certificate of Deposit	Discover Bank, DE	2546712E9	100,000.00	2.00%	2.00%	7/9/14	7/9/19	100,162.00
	Certificate of Deposit	Synchrony Bank, UT	87164XBQ8	100,000.00	2.05%	2.05%	7/11/14	7/11/19	100,161.00
	Certificate of Deposit	First Financial NW, WA	32022MAJ7	147,000.00	1.45%	1.46%	2/10/16	8/19/19	145,901.91
	Certificate of Deposit	Third Fed S&L Assn, OH	88413QAY4	200,000.00	1.50%	1.50%	2/19/15	8/19/19	200,542.00
	Certificate of Deposit	Park Natl Bk Newar, OH	700654AT3	240,000.00	2.15%	2.15%	9/12/14	9/12/19	240,276.00
	Certificate of Deposit	Gulf Coast B&T, LA	402194F85	99,000.00	1.25%	1.27%	10/14/16	10/15/19	97,489.26
	Certificate of Deposit	GE Capital Bank UT	36162YP24	145,000.00	1.80%	1.79%	1/16/15	1/16/20	145,461.10
	Certificate of Deposit	Mercantil Comm Ban, FL	58733AEJ4	100,000.00	1.90%	1.91%	8/15/17	3/2/20	99,696.00
	Certificate of Deposit	BMW Bank NA, UT	05580AHL1	198,000.00	1.80%	1.81%	4/13/17	4/21/20	196,812.00
	Certificate of Deposit	Wells Fargo Bk Na Sd Us	949867TT4	197,000.00	1.25%	1.25%	4/30/15	4/30/20	196,860.13
	Certificate of Deposit	Washington Trust, RI	940637HX2	99,000.00	1.45%	1.47%	11/18/16	5/18/20	97,554.60
	Certificate of Deposit	Comenity Bank, DE	981996XS5	100,000.00	2.30%	2.31%	6/30/15	7/1/20	99,363.00
	Certificate of Deposit	World's Foremost B, NE	9159919E5	200,000.00	2.30%	2.32%	8/6/15	8/6/20	198,126.00
	Certificate of Deposit	Merrick Bk, UT	59013JHE2	149,000.00	1.90%	1.91%	8/20/15	8/20/20	148,144.74
	Certificate of Deposit	JP Morgan Chase, OH	48125ZYR3	200,000.00	1.25%	1.26%	1/26/16	2/10/21	198,976.00
	Certificate of Deposit	Synchrony Bank, UT	87164XLH7	94,000.00	1.70%	1.72%	2/25/16	3/4/21	93,105.12
	Certificate of Deposit	BLC Comenity Bank, WI	05549CGN4	198,000.00	2.00%	2.01%	11/13/17	5/28/21	196,570.44
	Certificate of Deposit	Barclays Bank, DE	06740K3C0	100,000.00	2.00%	2.02%	7/12/17	7/12/21	99,220.00
	Certificate of Deposit	Comenity Cap Bank UT	20033AUX2	245,000.00	2.00%	2.02%	7/16/17	7/16/21	243,066.95
	Certificate of Deposit	UBS Bank, UT	90348JAU4	50,000.00	1.50%	2.02%	7/20/16	7/20/21	48,663.50
	Certificate of Deposit	Synchrony Bank, UT	87164XNA0	50,000.00	1.45%	1.49%	7/22/16	7/22/21	48,648.50
	Certificate of Deposit	Medallion Bank, UT	58403BSQ5	198,000.00	2.05%	2.07%	12/16/17	12/16/21	196,372.44
	Certificate of Deposit	Mercantile Comm Bank	58733ADT3	150,000.00	2.10%	2.12%	1/27/17	1/27/22	148,894.50
	Certificate of Deposit	Texas Exchange Bank, TX	88241TBD1	150,000.00	2.25%	2.26%	3/28/17	3/28/22	149,520.00
	Certificate of Deposit	First National Bank of McGregor, TX	36A99U934	145,000.00	2.35%	2.35%	12/20/18	6/20/22	145,000.00
	Certificate of Deposit	First Bank Highland, IL	319141HN0	247,000.00	2.20%	2.22%	9/7/17	9/7/22	244,408.97
	Certificate of Deposit	Capital One Bank	1404205H9	99,000.00	2.30%	2.32%	10/4/17	10/4/22	98,308.98
	Government Agency	FHLMC	3154G8V29	250,000.00	1.25%	1.40%	3/29/16	4/28/21	245,730.00
	Total UBS Financial Services Inc.			6,837,000.22					6,807,677.19

City of Clayton
Investment Holdings Summary
Quarter Ending: December 31, 2017

ATTACHMENT 1

Investment Account	Investment Type	Institution	CUSIP	Carrying Value	Rate	Current Yield	Settlement Date	Maturity Date	Market Value
Morgan Stanley	Money Market Fund	Morgan Stanley	n/a	8,651.18	0.03%	0.01%	n/a	n/a	8,651.18
	Certificate of Deposit	Investors Savings Bank, NJ	46176PDY8	100,000.00	1.20%	0.60%	3/26/15	3/26/18	99,957.00
	Certificate of Deposit	Bank of North Carolina, NC	06414QUC1	200,000.00	1.16%	0.49%	1/16/15	4/16/18	200,052.00
	Certificate of Deposit	Bank Leumi, NY	063248FQ6	100,000.00	1.05%	0.52%	6/23/16	6/15/18	99,780.00
	Certificate of Deposit	BMO Harris, IL	05581WHF5	197,000.00	1.05%		6/23/16	6/22/18	196,339.02
	Certificate of Deposit	Compass Bank, AL	20451PMD5	100,000.00	1.50%	1.50%	6/30/15	7/2/18	99,987.00
	Certificate of Deposit	Mercantile Bank of Grand Rapids, MI	58740XYT1	147,000.00	1.65%	1.64%	8/14/13	8/14/18	147,360.15
	Certificate of Deposit	First Bank PR Santurce, PR	33767AUJ8	50,000.00	1.45%	1.45%	1/20/16	1/22/19	49,839.50
	Certificate of Deposit	Webster Bank, CT	94768NKJ2	100,000.00	1.35%	1.34%	1/20/16	1/28/19	100,022.00
	Certificate of Deposit	Homebank, NA	43738AFU5	200,000.00	1.50%	1.49%	3/30/15	3/29/19	200,040.00
	Certificate of Deposit	Ally Bank, UT	02006LZR7	100,000.00	1.20%	1.20%	4/14/16	4/15/19	99,441.00
	Certificate of Deposit	State Bank of India, ILL	856283YN0	198,000.00	1.65%	1.65%	5/28/13	5/28/19	197,419.86
	Certificate of Deposit	First Business Bank, WI	31938QLJ5	50,000.00	1.50%	1.50%	6/11/15	6/11/19	49,742.00
	Certificate of Deposit	Ally Bank, UT	02006LE66	148,000.00	1.25%	1.26%	6/23/16	6/24/19	146,305.20
	Certificate of Deposit	Barclays Bank, DE	06740KHK6	149,000.00	2.10%	2.09%	7/23/14	7/23/19	149,223.50
	Certificate of Deposit	American Express Bank FSB, UT	02587CAJ9	247,000.00	2.00%	1.99%	7/24/14	7/24/19	247,081.51
	Certificate of Deposit	BMW, UT	05580afa7	50,000.00	1.20%	1.21%	8/26/16	8/26/19	49,317.50
	Certificate of Deposit	Comenity Bank, DE	20099A7A9	100,000.00	2.10%	2.10%	8/27/14	8/27/19	99,950.00
	Certificate of Deposit	JPM, OH	48126XCP8	48,000.00	1.25%	1.26%	8/31/16	8/31/19	47,352.96
	Certificate of Deposit	Capital One Bank, VA	140420QF0	130,000.00	2.15%	2.14%	10/16/14	10/16/19	130,302.90
	Certificate of Deposit	State Bk India, NY	856284ZP8	50,000.00	2.25%	2.23%	8/27/14	10/17/19	50,257.00
	Certificate of Deposit	The Privatebank & Trust Co., IL	74267GUU9	100,000.00	1.90%	1.89%	1/23/15	1/23/20	100,273.00
	Certificate of Deposit	American Express Centurion Bank, UT	02587DXE3	47,000.00	1.95%	1.95%	1/30/15	1/30/20	46,800.72
	Certificate of Deposit	Peoples United Bank, CT	71270QML7	151,000.00	1.75%	1.75%	3/4/15	3/4/20	150,966.41
	Certificate of Deposit	Everbank, FL	29976DVW7	200,000.00	1.75%	1.76%	3/30/15	3/30/20	198,652.00
	Certificate of Deposit	CIT Bank, UT	17284DRM3	50,000.00	1.98%	2.00%	6/3/15	6/3/20	49,897.00
	Certificate of Deposit	Capital One NA McLean, VA	14042B4Y3	245,000.00	2.22%	2.24%	7/22/15	7/22/20	245,546.35
	Certificate of Deposit	Beneficial Mut, PA	08173QB12	200,000.00	1.37%	1.38%	10/7/16	10/7/20	195,308.00
	Certificate of Deposit	Wells Fargo, SD	9497485W3	30,000.00	1.77%	1.78%	6/17/16	6/17/21	48,961.00
	Certificate of Deposit	1st Internet Bank Indianapolis, IN	32056GCP3	100,000.00	1.95%	1.96%	7/14/17	7/14/21	99,044.00
	Certificate of Deposit	First Bank PR Santurce, PR	33767A4K4	157,000.00	2.05%	2.06%	8/25/17	8/25/21	155,949.67
	Certificate of Deposit	Enerbank USA, UT	29266N3H8	50,000.00	1.48%	1.49%	8/26/16	8/26/21	48,611.50
	Certificate of Deposit	Privatebank, IL	74267GVM6	147,000.00	1.53%	1.54%	8/30/16	8/30/21	142,973.67
	Certificate of Deposit	Franklin Syn Bank, TN	35471TCV2	204,000.00	2.00%	2.02%	1/12/17	1/31/22	201,676.44
	Certificate of Deposit	Live Oak Banking, NC	538036CM4	97,000.00	2.25%	2.25%	4/7/17	4/7/22	96,661.47
	Certificate of Deposit	Commercial Savings Bank, IA	202291AD2	247,000.00	2.10%	2.13%	10/18/17	10/18/22	242,934.38
	Government Agency	Federal Farm Credit Bank	3133EGEX9	200,000.00	1.67%	1.71%	6/9/16	6/14/21	194,330.00
	Government Agency	Federal Home Loan Bank	3130A8HH9	250,000.00	1.62%	1.65%	6/16/16	6/23/21	244,260.00
	Total Morgan Stanley			4,967,651.18					4,931,686.89
Bank of America (book balance)	Cash (checking account)	Bank of America		1,521,697.00	0.00%	0.00%	n/a	n/a	1,521,697.00

Broker/Institution	Carrying Value	Percentage of Portfolio	Weighted Average Yield to Maturity	W.A.M. (yrs)	Market Value
Local Agency Investment Fund (LAIF)	4,807	0.04%	1.20%	0.64	4,798
UBS Financial Services Inc.	6,837,000	51.29%	1.72%	2.12	6,807,677
Morgan Stanley	4,967,651	37.26%	1.70%	2.20	4,931,687
Bank of America (book balance)	1,521,697	11.41%	0.00%	0.00	1,521,697
Total Investment Portfolio	13,331,155	100.00%			13,265,859
2017-18 Budgeted Interest - General Fund	\$	80,000			
2017-18 Actual Interest Revenue to date (7/1/17 - 12/31/17)	\$	42,459			
Percent of General Fund Budget Realized		53.07%			
Quarterly Weighted Average Annual Yield*		1.52%			
2017-18 Total Pooled Investment Income To Date (7/1/17 - 12/31/17)	\$	95,729			

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

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


Kevin Mizuno, Finance Manager
1/26/18
Date


Hank Stratford, City Treasurer
1/26/18
Date

ALEXA FUNG
for
"Doing the Right Thing"
at
Mt. Diablo Elementary
by exemplifying great "Kindness"
November and December 2017

Agenda Date: 2-06-2018

Agenda Item: 4b

SLOANE SMITH
for
"Doing the Right Thing"
at
Mt. Diablo Elementary
by exemplifying great "Kindness"
November and December 2017

GARRETT ALTON
for
"Doing the Right Thing"
at
Diablo View Middle School
by exemplifying great "Kindness"
November and December 2017

KASEY MONTGOMERY
for
"Doing the Right Thing"
at
Diablo View Middle School
by exemplifying great "Kindness"
November and December 2017

HENRY SMITH

for

"Doing the Right Thing"

at

Clayton Valley Charter High School

by exemplifying great "Kindness"

November and December 2017

ZACK STORN
for
"Doing the Right Thing"
at
Clayton Valley Charter High School
by exemplifying great "Kindness"
November and December 2017

Contra Costa Senior Policy Platform
Policy Platform 2020
September 2016

OVERVIEW

The Contra Costa Senior Policy Platform (CCSPP) is a collaborative effort of senior service providers, healthcare agencies, advocates, public agencies and concerned individuals committed to ensuring that Contra Costa County's aging community (residents aged 65 and older) can age with dignity and receive the services and support they deserve.

In addition to the many service and support needs that aging community members living in Contra Costa County exhibit today, this need is expected to grow exponentially in the near future. By 2030, the number of community residents aged 65 and over living in Contra Costa County will grow by more than 90%. Today aging residents represent just 13% of the County population. By 2030, they will represent 27% of all Contra Costa County residents.

To pro-actively address this need, the Contra Costa Senior Policy Platform (CCSPP) has articulated a Policy Platform 2020 with specific local priorities and strategic steps to propel Contra Costa County investments and initiatives to support aging with dignity. The platform addresses four priorities:

1. **EVALUATE.** Support research that describes and assesses local service needs and gaps impacting aging residents and that proposes specific and actionable local strategies to address these needs.
2. **CONVENE.** Strengthen service delivery and coordination, including discharge planning and information exchange, by convening community-based service providers, healthcare providers, behavioral health providers, law enforcement, transportation, public guardians and other partners.
3. **EDUCATE.** Actively educate the Board of Supervisors, local city councils and Conference of Mayors, and other elected officials, County agency officials, seniors and family members, and other community leaders about the dramatic increase in the aging population, key unmet service needs and gaps, and the roles that local officials and agencies can play in supporting aging residents.
4. **ADVOCATE.** Conduct coordinated advocacy to promote County and city policies that significantly increase investment into services to support aging with dignity.

FOUR-YEAR POLICY PLATFORM

1) EVALUATE. Support research that describes and assesses local service needs and gaps impacting aging residents and that proposes specific and actionable local strategies to address these needs.

- Utilize existing data and conduct new studies to evaluate access to long-term services and support for vulnerable aging residents and to make recommendations to increase the number of vulnerable aging residents with affordable access to long-term care, services and supports.
- Using existing data and new evaluations, analyze and articulate the key issues affecting seniors, including: 1) housing affordability and economic stability, 2) transportation, 3) medical service access, 4) senior homelessness and 5) the shortage of skilled caregivers and senior service workforce with the goal of presenting key needs and recommendations to decision-makers.
- Enhance the Area Agency on Aging needs assessment to more effectively describe how many aging residents are receiving services from all providers, including public, non-profit and private providers, and the continuum of care for seniors.

2) CONVENE. Strengthen service delivery and coordination, including discharge planning and information exchange, by convening community-based service providers, healthcare providers, behavioral health providers, law enforcement, transportation, public guardians and other partners.

- Convene a multi-disciplinary and multi-agency workgroup to review best-practices and propose pilot projects that enhance care coordination and reduce care silos. Potential workgroup partners could include funders, community-based service providers, healthcare providers, behavioral health providers, law enforcement, transportation agencies, public guardians and other partners.
- Identify and leverage the work of existing workgroups addressing similar issues by educating and engaging them to collaborate in Policy Platform 2020 and linking Policy Platform 2020 participants to existing efforts in the community.
- Improve the quality of discharge planning by hospitals, nursing homes, community based organizations and County departments by providing training programs, developing practice standards and referral protocols and regularly convene discharge planners and other interested staff to discuss shared challenges and best practices.

- Convene a local workgroup to promote information exchange between community-based service providers, behavioral health providers and healthcare providers with a priority on sharing acute hospital re-admission data.

3) EDUCATE. Actively educate the Board of Supervisors, local city councils and Conference of Mayors, and other elected officials, County agency officials, seniors and family members, and other community leaders about the dramatic increase in the aging population, key unmet service needs and gaps, and the roles that local officials and agencies can play in supporting aging residents.

- Create easy to understand fact sheets, report briefs, mapping tools and other resources to educate elected officials and other key stakeholders.
- Complete public presentations and individual visits with governing bodies, individual elected officials and other stakeholder groups.
- Market the effectiveness of current programs to key stakeholders and funders by demonstrating the return on investment of successful programs.

4) ADVOCATE. Conduct coordinated advocacy to promote County and city policies that significantly increase investment into services to support aging with dignity.

- Advocate for the Board of Supervisors and all city councils to implement an “aging friendly” policy that ensures that all new policies consider the impact on Contra Costa County seniors and utilize the aging-friendly components/domains defined by the World Health Organization.¹
- Based on evaluation findings, advocate for new policies and investments related to long-term care, senior housing affordability, medical service access, transportation, isolation and other quality of life issues.
- Facilitate coordinated state-level advocacy by community stakeholders, agencies and elected officials to promote the interests of Contra Costa County aging residents.

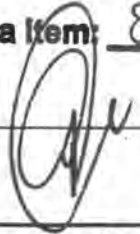
¹ World Health Organization, Aging-Friendly Practice. <https://extranet.who.int/agefriendlyworld/age-friendly-in-practice/>



Agenda Date: 2-06-2018


Agenda Item: 8a

Approved:


Gary A. Napper, City Manager

STAFF REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: Laura Hoffmeister, Asst. to the City Manager 

MEETING DATE: February 6, 2018

SUBJECT: Adopt a Resolution Affirming and Clarifying the Duties and Responsibilities of the "Trails and Landscape Committee" which serves as the Citizens Oversight Committee for the Citywide Landscape Maintenance District CFD 1997-1

RECOMMENDATION

Adopt the Attached Resolution Affirming and Clarifying the Duties and Responsibilities of the "Trails and Landscape Committee" which serves as the Citizens Oversight Committee for the Citywide Landscape Maintenance District CFD 1997-1

BACKGROUND

Measure B was passed by the voters of Clayton in June 2007 which established special district funding for the Citywide Landscape Maintenance District through June 31, 2017 (note: Measure H, passed by the voters in June 2016, extended the LMD special tax through June 31, 2027). The measure called for the preparation of an Annual Report by a Citizens Oversight Committee to be prepared and submitted to the City Council. The Trails and Landscaping Committee (TLC) is the local name approved by the City Council to refer to the Citizens Oversight Committee called for in the measure.

At its January 16, 2018 members of the current TLC is asked the City Council to review and discuss the TLC's role and responsibilities as an oversight committee.

At that meeting the City Council reviewed the prior Resolution 08-2006. The City Council confirmed its intent the TLC is a citizen's advisory committee that can provide input on overall direction (i.e.: trails maintenance versus landscape projects), to the governing body of the special district retained by and elected accountable body (the City Council). The TLC as the "Citizens Oversight Committee", is also responsible for compiling an independent Annual LMD Report regarding the revenues and expenses to verify the special tax funds were collected and used for LMD operations and projects. The City Council also clarified that as with the original intent, the committee is to be advisory, not direct managers over the Districts operations, thereby reaffirming staff management of the District's operations.

As an example, the TLC's advisory input goes to the City Council for any determination of project scope. City staff does not automatically change the scope of a project based on TLC advice. The construction drawings of the approved capital improvement are not submitted for review/critique/alternative directions to staff.

The City Council clarified the TLC role does not involve directing staff on the specifics of District operations and maintenance, including details of capital projects.

The City Council also confirmed the intent of the TLC is it may advise the City Council of its perspectives; however the City Council (as District governing board) is the ultimate authority to direct the City Manager on District operations. The Committee is an advisory body and is to focus on larger policy and project issues, not at the level of construction and bid plan review.

Following the discussion the City Council directed staff to draft a Resolution to reaffirm and clarify the role and expectations for the Trails and Landscaping Committee. Staff has prepared the attached Resolution and Exhibit A – "Affirming and Clarifying the Duties and Responsibilities of the "Trails and Landscape Committee" which serves as the Citizens Oversight Committee for the Citywide Landscape Maintenance District CFD 1997-1"

City Council Comments (at last meeting)

The City Council discussed and clarified that the intent is oversight of the dollars to ensure they are being spent as directed by the Council. The TLC could suggest and recommend landscape maintenance district improvements that needed attention and prioritize projects which is done through the budget process.

The expectation of the TLC oversight committee is to receive ideas for proposed projects, offer their opinion if it is a good idea and maintain overview that special tax funds are being spent only on trails, open space and landscaping projects.

The TLC may recommend prioritization allocations of limited funds and supporting staff on use of funds.

The TLC may review a proposed project allocation of funding available and if appropriate for the betterment of Landscape Maintenance District.

The intent of the TLC is to be stewards of the funds to assure citizens it would be looking at the funds and ensure they are being spent strictly for Landscape Maintenance projects.

Once a budget is approved the TLC does not involve itself in the design aspect or professional level of detail with construction contracts; city staff will manage the use of the allocated funds for maintenance activities and design, documents and construction of projects

Attachments:

Resolution __ - 2018: Affirming and Clarifying the Duties and Responsibilities of the "Trails and Landscape Committee" which serves as the Citizens Oversight Committee for the Citywide Landscape Maintenance District CFD 1997-1.

RESOLUTION NO. ___ -2018

**A RESOLUTION AFFIRMING AND CLARIFYING THE
DUTIES AND RESPONSIBILITIES OF THE
"TRAILS AND LANDSCAPE COMMITTEE"
WHICH SERVES AS THE CITIZENS OVERSIGHT COMMITTEE FOR THE
CITYWIDE LANDSCAPE MAINTENANCE DISTRICT CFD 1997- 1**

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

WHEREAS, in 1997 the voters of Clayton, California approved the formation of Community Facilities District 1997-1 to provide special parcel tax revenues for the maintenance of public roadway landscaping, open space and trail system improvements within the City of Clayton; and

WHEREAS, this District known as the "Citywide Landscape Maintenance District" was authorized by voters for a time period of ten (10) years to expire in 2007 unless otherwise approved or re-authorized by another affirmative vote of the local electorate; and

WHEREAS, on June 5, 2007, Measure "B" a replacement Citywide Landscape Maintenance District (CFD 2007-1) for a period of ten (10) years (July 2007 through June 2017) was passed (83%) by the voters at a special municipal election;

WHEREAS, in August 7, 2007 the Clayton City Council adopted Resolution 38-2007 which established the Trails and Landscape Committee to be comprised of up to eleven (11) citizen members, appointed by the City Council, as the citizens oversight committee for the City wide Landscape Maintenance District (CFD 2007-1) as called for in the ballot measure; and

WHEREAS, on June 7, 2017 the voters approved (79%) an extension (Measure "H") of the "Citywide Landscape Maintenance District" for a time period of ten (10) years to expire in 2027 unless otherwise approved or re-authorized by another affirmative vote of the local electorate, and included the continuation of the Citizens Oversight Committee; and

WHEREAS, on January 16, 2018, at the request of the TLC and City staff, the City Council provided clarification as to the scope and responsibilities of the Trails and Landscape Committee as it relates to oversight of the Landscape Maintenance District and directed staff to prepare this information in written form by Resolution for City Council review and approval; and

WHEREAS, this information supplements and clarifies the intent of Resolution 08-2006 which outlines the role of the TLC.

NOW, THEREFORE, BE IT RESOLVED at its February 6, 2018 public meeting the City Council did review, consider and approve the attached Exhibit A, "Affirming and Clarifying the Duties and Responsibilities of the 'Trails and Landscape Committee' which serves as the Citizen Oversight Committee for the Citywide Landscape Maintenance District 1997- 1".

PASSED, APPROVED AND ADOPTED by the City Council of Clayton, California at a regular public meeting thereof held on the 6th day of February 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Keith Haydon, Mayor

ATTEST:

Janet Brown, City Clerk

**AFFIRMING AND CLARIFYING THE DUTIES AND RESPONSIBILITIES OF THE
"TRAILS AND LANDSCAPING COMMITTEE"
WHICH SERVES AS THE CITIZENS OVERSIGHT COMMITTEE FOR THE
CITYWIDE LANDSCAPE MAINTENANCE DISTRICT CFD 1997- 1**

Background:

In 1997 the voters of Clayton, California approved the formation of Community Facilities District 1997-1 to provide special parcel tax revenues for the maintenance of public roadway landscaping, open space and trail system improvements within the City of Clayton. Tax revenue generated from Measure H is used exclusively for the District only.

This District known as the "Citywide Landscape Maintenance District" was authorized by voters for a time period of ten (10) years to expire in 2007 unless otherwise approved or re-authorized by another affirmative vote of the local electorate. On June 5, 2007, Measure "B" a replacement Citywide Landscape Maintenance District (CFD 2007-1) for a period of ten (10) years (July 2007 through June 2017) was passed (83%) by the voters at a special municipal election.

On August 7, 2007 the Clayton City Council adopted Resolution 38-2007 which established the Trails and Landscape Committee to be comprised of up to eleven (11) citizen members, appointed by the City Council, as the citizens oversight committee for the City wide Landscape Maintenance District (CFD 2007-1) as called for in the ballot measure.

On February 21, 2008 the Clayton City Council adopted Resolution 08-2006 which outlines the role of the TLC. This document serves to supplement and clarify the intent of that Resolution.

On June 7, 2017 the voters approved (79%) an extension (Measure "H") of the "Citywide Landscape Maintenance District" for a time period of ten (10) years to expire in 2027 unless otherwise approved or re-authorized by another affirmative vote of the local electorate, and included the continuation of the Citizens Oversight Committee.

What is the District:

The District covers 2 million square feet of roadway landscape area; 40,700 sq feet of lawns and flowerbeds; apx. 3,000 city trees; 515 acres of open space; 7 miles of creekside trails; 20 miles of open space trails; apx. 50 street islands and medians.

District Standards:

Standards for the District include: mandatory firebreaks one time per year; weeds trimmed along major trails and creeks twice a year; trees trimmed for safety purposes; irrigation breaks repaired as necessary; public roadway landscaping trimmed twice a year; landscape areas fertilized one a year as necessary.

Meetings:

The Committee meets as needed, typically three times a year, and is subject the public meeting laws (Brown Act). Agendas and meeting materials are publically available and public may comment at the meetings. Staff is responsible for agenda items and reports.

The purpose of the Committee:

Measure H established the continuation of the Citizens' Oversight Committee. The Citizens Oversight Committee is called the Trails and Landscape Committee, hereafter referred to as "Committee"

The Committee is comprised of up to eleven (11) citizen members, appointed by the City Council.

The Vice Mayor shall serve as the City Council ex officio liaison to the Committee.

The Committee serves in an advisory capacity to the City staff and the City Council on matters related to the operation Citywide Landscape Maintenance District CFD 1997-1, hereafter referred to as "District"

The Committee serves as the principal citizens' advisory group to the City Council and city manager (city staff) pertaining to public roadway landscaping, trails system, the Clayton Fountain, and open space weed abatement services and their related infrastructure.

The Committee is an advisory body to the City Council on matters relating to the City's Landscape Maintenance District, (roadway landscaping, open space and trails – it does not include parks). The Committee may review the conditions of the landscape, trails and open space and annually recommend to the City Council proposed operations and proposed projects that should be repaired/reconstructed within the allocated budget.

The Committee will annually review the proposed District budget revenue and expenditures to ensure the landscape maintenance district revenue collected and spent are for activities (projects and services etc.) within the Landscape Maintenance District.

Responsibilities of the Committee:

Review and recommend an annual District Budget to the City Council prior to the commencement of each fiscal year (July – June).

Confirm or make recommendations to the City Council regarding proposed budget funding priorities within the District operations and proposed projects.

Review the fiscal year end actual revenues collected and actual expenses of the Landscape Maintenance District, and ensure the landscape maintenance district revenue collected and spent were for activities within the Landscape Maintenance District.

Prepare a public Annual Report to the City Council regarding activities, maintenance and financial status of the District.

The Annual Report format and information shall be determined by the Committee and written by the Committee. City staff will provide appropriate information upon request to the Committee for its Annual Report preparation.

Advise the City Council and staff concerning budget, priorities and suggested levels of landscape care and maintenance for the District.

Review and recommend policies and practices to the City Council and city manager concerning the care, maintenance, repair, replacement and improvement of the District's assets and infrastructures.

Assist the City and its staff in the development and recommendation to the City Council of landscaping, trail and open space system improvements in the District

Seek and consider citizen and business person input regarding the daily and future operations and maintenance practices of the District.

The review of contracts, plans, specifications and documents and project implementation and project management are District responsibilities remaining under the authority of the City Manager, City Council and professional staff.

Determination of spending priorities, schedules, project details or financing plans are District responsibilities under the authority of the City Manager, City council and professional staff.

The review and/or recommending contracts, construction plan review or review/defining the scope of a project, providing direction to staff, are District responsibilities under the authority of the City Manager, City Council and professional staff.

Perform other such duties as may be assigned from time to time by the City Council.

The Vice Mayor of the Clayton City Council shall also serve as the City Council's representative to the Committee in an ex-officio liaison capacity.

The City Manager provides staffing and support services appropriate to the Committee and schedules Committee meetings as necessary to assist in and facilitate the Committee's deliberations and fulfillment of its assigned duties and responsibilities.

City staff is responsible for agenda items and preparation reports and drafting of minutes. The TLC may suggest future agenda items within the scope of the above duties and responsibilities. The TLC may review, accept or modify the draft minutes prior to action by the TLC.

Consider and make recommendations to the City Council for the renewal or extension of the Citywide Landscape Maintenance District by the local electorate prior to the District's scheduled expiration in July 2027.

Select a Chair and Vice Chair as needed.