



# **AGENDA**

## **REGULAR MEETING**

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## **CLAYTON CITY COUNCIL**

\* \* \*

**TUESDAY, May 2, 2017**

**7:00 P.M.**

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

**Mayor:** Jim Diaz

**Vice Mayor:** Keith Haydon

### **Council Members**

Julie K. Pierce

David T. Shuey

Tuija Catalano

- 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](http://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 \***

**May 2, 2017**

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

2. **PRESENTATION OF THE COLORS AND PLEDGE OF ALLEGIANCE**

Led by Boy Scouts from BSA Troop No. 262

Mt. Diablo Silverado Council, Boy Scouts of America (BSA)

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) **Information Only** – No action required.

1. Notification to Clayton real property owners of a City of Concord annual sewer service charge increase effective July 1, 2017 (8.96% increase to \$547/year for a single-family dwelling) for real property sewer services and maintenance, repair and operation of Clayton's municipal sewer system. ([View Here](#))

(b) Approve the minutes of the City Council's regular meeting of April 18, 2017. ([View Here](#))

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

(d) Adopt a Resolution directing the preparation of an Engineer's Report for calculation of the annual real property tax assessments in FY 2017-18 for the Diablo Estates at Clayton Benefit Assessment District (BAD). ([View Here](#))

(e) Approve a one-year low-bid award of contract to Waraner Brothers Tree Service in the amount of \$49,000 for performance of the 2017 Annual Weed Abatement Program for fire hazards on City-owned real properties (funded by the Citywide Landscape Maintenance District, CFD 2007-1), and allocate \$4,000 from the District's reserve to underwrite the service contract. ([View Here](#))

(f) Approve a Second Amendment to a Tolling Agreement extending the limitations period to November 8, 2017 for the filing of a legal challenge by West Coast Homebuilders, Inc., regarding a final map for the Oak Creek Canyon residential subdivision project (SUBD.6826). ([View Here](#))

(g) Accept the City's Investment Portfolio Report for the Third Quarter of FY 2016-17 ending March 31, 2017. ([View Here](#))

#### **4. RECOGNITIONS AND PRESENTATIONS**

- (a) Oath of Office by newly-appointed Clayton City Treasurer, Ross “Hank” Stratford.
- (b) Presentation by the Mt. Diablo Silverado Council, Boy Scouts of America, regarding the status of Scouting in Clayton (Arnel Jaime, District Executive).
- (c) Certificates of Recognition to public school students selected for exemplifying the “Do the Right Thing” character trait of “Integrity” during March - April 2017.  
([View Here](#))
- (d) Report by Peggie Howell, President of the Board of Trustees of the Contra Costa Mosquito Vector Control District and the City of Clayton’s representative.  
([View Here](#))
- (e) Kickoff of Clayton’s Certified Farmers’ Market for 2017  
“Opening Day” is Saturday, May 13<sup>th</sup>  
(9:00 am – 1:00 pm, each Saturday in the Main Street public and KinderCare’s parking lots)  
(Lynnette Miscione, Clayton Market Manager, PCFMA  
Shawn Lipetzky, Regional Manager, Pacific Coast Farmers’ Market Association)

#### **5. REPORTS**

- (a) Planning Commission – Vice Chairman Carl Wolfe.
- (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** – None.

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 May 16, 2017.

# # # # #

CITY OF CONCORD  
 1950 Parkside Drive MS/45  
 Concord, CA 94519-2578  
 Fax: (925) 680-1660



CITY COUNCIL  
 Laura M. Hoffmeister, Mayor  
 Edi E. Birsan, Vice Mayor  
 Ronald E. Leone  
 Timothy A. McGallian  
 Carlyn S. Obringer

Public Works  
 Telephone: (925) 671-3448

Patricia Barsotti, City Treasurer  
 Valerie J. Barone, City Manager

## CITY OF CONCORD NOTICE TO PROPERTY OWNERS ANNUAL SEWER SERVICE CHARGE INCREASE

The City of Concord Sewer Enterprise Fund provides for the maintenance and repair of sewer lines in both the City of Concord and the City of Clayton, as well as portions of Contra Costa County. Additionally, the City of Concord arranges for sewage treatment at the Central Contra Costa Sanitary District (CCCSD) treatment plant by paying a proportional share of the maintenance, operation and capital improvement costs of the treatment plant. The Sewer Enterprise pays these costs by levying an annual sewer service charge on each property that utilizes or has sewer service available to their property. This charge is placed on the property tax bill as a sewer service charge.

On June 2, 2015, the Concord City Council approved a four-year increase to the annual sewer service charges. The rate increase allows the cities to comply with its National Pollutant Discharge Elimination System permit and maintain required response times to sanitary sewer overflows. This increase was also necessary to fund substantial rehabilitation of the cities' aging sewer collection systems and to cover the cities' proportional share of CCCSD's expenses, which comprise over 71% of the Sewer Enterprise total projected expenditures. Fiscal Year 2017-18 annual sewer service charges for the various property classifications are listed below. For more information on the sewer service charge increase, which was adopted last year, please telephone the City of Concord Public Works Department at (925) 671-3448.

Charge Classification	Existing Charge	FY 2017-18 Charge
<b>Residential Owners</b>		
Minimum rate for any premises	\$502.00	\$547.00
Each single family dwelling unit	\$502.00	\$547.00
Each dwelling unit in a multiple dwelling structure	\$502.00 per unit	\$547.00 per unit
Mobile Home Park	\$502.00 per space	\$547.00 per space
<b>Commercial Owners – Charge Based upon quantity of water used in cubic feet:</b>		
Minimum rate for any premises	\$502.00	\$547.00
Bowling Alleys	\$4.43/100 cu. ft.	\$4.83/100 cu. ft.
Car Washes	\$4.43/100 cu. ft.	\$4.83/100 cu. ft.
Health Studios & Gymsnasiums	\$4.43/100 cu. ft.	\$4.83/100 cu. ft.
Hospitals – Convalescent	\$4.43/100 cu. ft.	\$4.83/100 cu. ft.
Multiple Unit Lodging (Hotels, Motels & Rooming Houses)	\$4.43/100 cu. ft.	\$4.83/100 cu. ft.
Laundromats & Laundries	\$4.43/100 cu. ft.	\$4.83/100 cu. ft.
Restaurants	\$8.83/100 cu. ft.	\$9.62/100 cu. ft.
Restaurants with pretreatment facilities approved annually	\$5.02/100 cu. ft.	\$5.47/100 cu. ft.
Bakeries	Determined individually	Determined individually
All others	\$5.02 /100 cu. ft	\$5.47 /100 cu. ft
<b>Institutional Owners</b>		
Minimum rate for any premises As defined in Section 110-31	\$502.00	\$547.00
Convalescent Hospitals	\$5.02/100 cu. ft.	\$5.47/100 cu. ft.
<b>Industrial Owners – Charge based upon quantity of water used and quality of effluent:</b>		
Minimum rate for any premises	\$502.00	\$547.00
Flow/Million Gallons	\$3,895.00	\$4,244.00
Biochemical Oxygen Demand (B.O.D.) per 1,000 pounds	\$915.00	\$997.00
Suspended solid (S.S.) per 1,000 pounds	\$779.00	\$894.00

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

**TUESDAY, April 18, 2017**

1. **CALL TO ORDER & ROLL CALL** – The meeting was called to order at 7:00 p.m. by Mayor Diaz in Hoyer Hall, Clayton Community Library, 6125 Clayton Road, Clayton, CA. Councilmembers present: Mayor Diaz, Vice Mayor Haydon and Councilmember Catalano. Councilmembers absent: Councilmembers Pierce and Shuey. Staff present: City Manager Gary Napper, City Attorney Mala Subramanian, and City Clerk/HR Manager Janet Brown.

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

3. **CONSENT CALENDAR**

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

- (a) Approved the minutes of the City Council's regular meeting of April 4, 2017.
- (b) Approved Financial Demands and Obligations of the City.
- (c) Adopted Resolution No 10-2017 appointing Ross E. "Hank" Stratford as the Clayton City Treasurer, effective April 19, 2017, for an indefinite term of office at the pleasure of the City Council.
- (d) Approved Mayor Diaz's request to hold seven (7) Wednesday Night Classic Car Shows with a DJ in the off-street City parking lot at 6099 Main Street during selected dates in 2017, with all costs funded by private donations.

4. **RECOGNITIONS AND PRESENTATIONS**

- (a) Presentation of its Annual Report for 2016 by Joyce Atkinson, President of the Clayton Community Library Foundation.

Joyce Atkinson presented the 2016 Annual Report of the Clayton Community Library Foundation highlighting: 4,222.25 hours of in-library service hours provided by volunteers for daily needs and special events, valued at \$116,491.87; Boy Scout Troop 484 assistance with physical tasks; Clayton Valley Garden Club maintenance of flower boxes and garden areas; the twenty-first Birthday Celebration of the Clayton Community Library; local second grade classes visited the library and 93 students received their first library cards; Clayton Community Library Foundation generated income of \$40,739.93 from a variety of sources in 2016; the Foundation provided a \$2,000.00 donation to the City to assist in funding the extra Sunday operation hours of the Library paid by the City. Ms. Atkinson also announced the Foundation meets the 3<sup>rd</sup> Wednesday of each month at 7:00 p.m. in the Library Story Room and they are always seeking members and volunteers.



Members of the City Council expressed their appreciation for the wonderful works by the Clayton Community Library Foundation supporting the operation and existence of the library.

- (b) Proclamation declaring the week of April 18 – 23, 2017 as “Clayton Community Library Volunteer Recognition Week,” and recognition of Clayton’s “Library Volunteers of the Year” for 2017.

Mayor Diaz read the Proclamation declaring the week of April 18 – 23, 2017 as “Clayton Community Library Volunteer Recognition Week” and presented it to Joyce Atkinson, Clayton Library Foundation President, and Karen Hansen-Smith, Branch Librarian, who then thanked the City Council, community and volunteers for their continued support.

Vice Mayor Keith Haydon, Karen Hansen-Smith, Branch Librarian, and Joyce Atkinson Clayton Library Foundation President, assisted mayor Diaz in the presentation of Certificates of Recognition to “Library Volunteers of the Year 2016” Tim Delony and Lisi Norris, honoring their many hours of service to the Clayton Community Library.

- (c) Proclamation declaring May 1, 2017 as “Clayton Valley Village Day” in recognition of its official operation within the Clayton community.

Mayor Diaz read the Proclamation declaring the May 1, 2017 as “Clayton Valley Village Day” and presented it to Sonja Wilkin, Clayton Valley Village President. Ms. Wilkin thanked the City Council and also acknowledged members of the Clayton Valley Village in attendance: Kathy Geddes, Clayton Valley Village Board Member; Jeanne Boyd and Christine Jeffers, Clayton Valley Village Task Force Members.

## 5. **REPORTS**

- (a) Planning Commission – Vice Chairman Carl Wolfe indicated the Commission’s agenda at its meeting of April 11, 2017 included a Site Plan Review Permit at 1567 North Mitchell Canyon Road to allow the construction of a single-story addition on an existing single-story single-family residence; it was approved by the Commission. Mr. Wolfe advised there was also one Public Comment inquiring about the process of becoming a Planning Commissioner.

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

- (c) City Manager/Staff –

City Manager Gary Napper provided details regarding the upcoming “Clayton Cleans Up!” event taking place on Saturday, April 22<sup>nd</sup> from 9:00 am to Noon; meet in the City Hall courtyard for sign-ins, area assignments and trash bags. Mr. Napper advised there will be a social BBQ sponsored by the *Clayton Pioneer* at the conclusion of the event for the volunteers.

Mr. Napper also announced several upcoming community events such as the Clayton Business and Community Association’s Annual Art and Wine Festival, and the Saturday “Concerts in The Grove” series opening in May.

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

Vice Mayor Haydon attended Contra Costa County Mayors' Conference hosted by the City of Orinda.

Councilmember Catalano attended a Clayton Business and Community Association scholarship meeting and the Clayton Business and Community Association's Art and Wine Committee meeting; she noted volunteers are still needed at this community event.

Mayor Diaz attended the Clayton Business and Community Association's Art and Wine Committee meeting, and met with the Clayton Police Chief and a security company to review the security plan for the upcoming Art and Wine Festival.

- (e) Other - None.

## 6. PUBLIC COMMENT ON NON - AGENDA ITEMS

John Matney, resident since 2003, recently read in the *Clayton Pioneer* about a License Plate Reader System in Clayton and was not sure of its status and had some questions about that program. His first question was in regard to the cost; he understands it to be around \$200,000 and inquired on other associated costs like training for the officers to use the software and equipment? Are there monthly licensing fees? Is there additional hardware or software that has to be renewed or purchased? In the *Clayton Pioneer* article, those questions were not addressed.

His second question, given that Clayton has historically had one of the lowest crime rates in the state, why now? Why is there a pressing need to purchase this type of software and hardware? Mr. Matney stated he preferred an additional police officer on staff rather than these cameras. In his research the total amount of crime detection statewide at least has been a very minimal amount, including felony convictions from License Plate Readers. Mr. Matney could not imagine a pressing need for the City Council to purchase such an expensive piece of equipment.

His last question was if the decision to get the equipment had been already approved, how long is the data been collected stored? Where is it going to be stored, and by whom will it be stored? One of the main issues Mr. Matney found in his research in some of the state court cases is an invasion of privacy, issues of arrests being made, then later it was determined the officer relied 100% on what was in the License Plate Reader, then verified that information was incorrect; such does not happen often but as far as litigation issues it is a concern. It only has to happen once and it will cost the City a lot of money.

City Manager Napper invited Mr. Matney to visit the City's website and look under the City Council Agendas at the first meeting in March 2017 where a staff report outlined details not only the details of the contracts awarded for the Automated License Plate Readers but also for the Situational Awareness Cameras that will be in place as well. The staff reports answers almost all if not all of Mr. Matney's questions that were raised tonight. At this time the deal is done because the City Council already awarded the contracts in a public meeting. There are on-going license fees and proprietary licenses which are outlined in the staff report and the total capital expense is \$132,000. Regarding the preference to buy another police officer instead: the purchase of the cameras is a one-time capital expense while a police officer is a recurring expense and a top step police officer in just salary and benefits alone is \$125,000.00 per year, which does not include a gun on their side, the uniform, the police car, giving them the safety gear protections that are necessary as well as all of the mobile computers.



Mr. Napper indicated the other reason of “why cameras now?” is the City is finding that although felony crimes are not rampant there is continuing a rash of mailbox and mail thefts, and some petty thefts occurring out of cars. The Automated License Plate Readers will not be manned on a 24/7 basis and will only be utilized after those types of incidents occur, such as nuisances, petty thefts, misdemeanors. The Police Department will then review the License Plate Reader tapes to determine if there is a likely suspect based on any descriptions by victims or observers. In addition if there is a felony crime in Clayton, the situational awareness cameras tapes can be viewed for possible suspect vehicles matching provided descriptions. The company that collects and houses the data, for obvious reasons, will not disclose where the data is being collected and stored because they do not wish to be hacked. He added the staff reports indicate how long the data is stored, which meets the Public Records Act.

Vice Mayor Haydon recommended Mr. Matney also review the minutes from those Council meetings, one of which included a presentation by the companies selected and the staff report. The Council minutes also summarize the discussions before the City Council that include questions the Council raised and were addressed at the public meeting; the minutes will provide more background on how their decision was reached.

Mr. Matney responded the City is spending a lot of money just for potential mail thefts. Was there a determination of the dollar amount that was lost on people’s mailing being stolen?

7. **PUBLIC HEARINGS** – None.

8. **ACTION ITEMS** – None.

9. **COUNCIL ITEMS** – limited to requests and directives for future meetings.  
None.

10. **CLOSED SESSION**

Mayor Diaz announced the City Council will adjourn into a closed session to discuss the subject matter listed below [7:39 p.m.]:

- (a) *Government Code Section 54956.8*, Conference with Real Property Negotiator.  
Instructions to the City’s Negotiators concerning price and terms of payment.  
Real Property: 222 Stranahan Circle (APN 119-620-012).  
Real Property Owner: Dean Wilkinson.  
City Negotiators: Gary Napper, City Manager; and  
Mindy Gentry, Community Development Director.

Report out from Closed Session (7:57 p.m.)

Mayor Diaz reported the City Council received information and gave directions to its real property negotiators regarding this matter but no reportable action was taken.

11. **ADJOURNMENT**– on call by Mayor Diaz, the City Council adjourned its meeting at 7:58 p.m.

The next regularly scheduled meeting of the City Council will be May 2, 2017.

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Respectfully submitted,

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Janet Brown, City Clerk

APPROVED BY THE CLAYTON CITY COUNCIL

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Jim Diaz, Mayor

# # # # #



Agenda Date 5/2/2017

Agenda Item: 3c

# STAFF REPORT

Approved:   
\_\_\_\_\_  
Gary A. Napper  
City Manager

**TO: HONORABLE MAYOR AND COUNCILMEMBERS**  
**FROM: Kevin Mizuno, FINANCE MANAGER**  
**DATE: 05/02/2017**  
**SUBJECT: INVOICE SUMMARY**

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## RECOMMENDATION:

Approve the following Invoices:

04/28/2017	Cash Requirements	\$ 204,816.03
04/25/2017	ADP Payroll week 17, PPE 04/23/17	\$ 81,641.55

**Total \$ 286,457.58**

Attachments:  
Cash Requirements Report dated 4/28/2017 (6 pages)  
ADP payroll report for week 17 (1 page)

# City of Dayton Cash Requirements Report

Vendor Name	Due Date	Invoice Date	Invoice Number	Invoice Description	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due
<b>Ace Sierra Tow</b>								
Ace Sierra Tow	5/2/2017	5/2/2017	54150	Towing of stolen car 17-5943 4/21/17	\$127.50	\$0.00		\$127.50
Ace Sierra Tow	5/2/2017	5/2/2017	55259	Towing, Car 1736, flat tire	\$25.00	\$0.00		\$25.00
				<i>Totals for Ace Sierra Tow:</i>	<u>\$152.50</u>	<u>\$0.00</u>		<u>\$152.50</u>
<b>ADP, LLC</b>								
ADP, LLC	4/21/2017	4/21/2017	491765268	Payroll fees PPE 4/9/17	\$159.00	\$0.00		\$159.00
				<i>Totals for ADP, LLC:</i>	<u>\$159.00</u>	<u>\$0.00</u>		<u>\$159.00</u>
<b>All City Management Services, Inc.</b>								
All City Management Services, Inc.	5/2/2017	5/2/2017	48378	School crossing guard services 3/26-4/8/17	\$203.64	\$0.00		\$203.64
				<i>Totals for All City Management Services, Inc.:</i>	<u>\$203.64</u>	<u>\$0.00</u>		<u>\$203.64</u>
<b>Andrew/Miller</b>								
Andrew/Miller	5/2/2017	5/2/2017	CAP0202	Deposit refund 18 Seminary Ridge Pl.	\$1,785.24	\$0.00		\$1,785.24
				<i>Totals for Andrew/Miller:</i>	<u>\$1,785.24</u>	<u>\$0.00</u>		<u>\$1,785.24</u>
<b>Bay Area Barricade Serv.</b>								
Bay Area Barricade Serv.	5/2/2017	5/2/2017	0344762-IN	Metal Street signs	\$3,333.19	\$0.00		\$3,333.19
Bay Area Barricade Serv.	5/2/2017	5/2/2017	0344999-IN	Metal Street signs	\$240.86	\$0.00		\$240.86
				<i>Totals for Bay Area Barricade Serv.:</i>	<u>\$3,574.05</u>	<u>\$0.00</u>		<u>\$3,574.05</u>
<b>Best Best &amp; Kreiger LLP</b>								
Best Best & Kreiger LLP	5/2/2017	5/2/2017	793340	Legal services for March	\$8,500.00	\$0.00		\$8,500.00
Best Best & Kreiger LLP	5/2/2017	5/2/2017	793341	Legal services for Verna Wy, March	\$225.00	\$0.00		\$225.00
Best Best & Kreiger LLP	5/2/2017	5/2/2017	793342	Library legal services, March	\$354.00	\$0.00		\$354.00
				<i>Totals for Best Best &amp; Kreiger LLP:</i>	<u>\$9,079.00</u>	<u>\$0.00</u>		<u>\$9,079.00</u>
<b>Big O Tires</b>								
Big O Tires	5/2/2017	5/2/2017	005011-126275	Flat repair for Car 1736	\$20.00	\$0.00		\$20.00
				<i>Totals for Big O Tires:</i>	<u>\$20.00</u>	<u>\$0.00</u>		<u>\$20.00</u>
<b>CalPERS Health</b>								
CalPERS Health	5/2/2017	5/2/2017	May Medical	Medical for May	\$30,641.78	\$0.00		\$30,641.78
				<i>Totals for CalPERS Health:</i>	<u>\$30,641.78</u>	<u>\$0.00</u>		<u>\$30,641.78</u>
<b>CalPERS Retirement</b>								
CalPERS Retirement	5/2/2017	5/2/2017	042317	Retirement PPE 4/23/17	\$13,708.75	\$0.00		\$13,708.75
				<i>Totals for CalPERS Retirement:</i>	<u>\$13,708.75</u>	<u>\$0.00</u>		<u>\$13,708.75</u>
<b>Caltronics Business Systems, Inc</b>								
Caltronics Business Systems, Inc	5/2/2017	5/2/2017	1648	City council meeting prod. 4/18/17	\$275.00	\$0.00		\$275.00
				<i>Totals for Caltronics Business Systems, Inc:</i>	<u>\$275.00</u>	<u>\$0.00</u>		<u>\$275.00</u>
<b>Concord Garden Equipment</b>								
Concord Garden Equipment	5/2/2017	5/2/2017	542633	Oil & filters, grinding stones	\$268.91	\$0.00		\$268.91

## 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
<i>Totals for Concord Garden Equipment:</i>					\$268.91	\$0.00		\$268.91
<b>Contra Costa County Office of the Sheriff (Training)</b>								
Contra Costa County Office of the Sheri	5/2/2017	5/2/2017	17-2451	Range use at Marsh Creek, March	\$195.00	\$0.00		\$195.00
<i>Totals for Contra Costa County Office of the Sheriff (Training):</i>					\$195.00	\$0.00		\$195.00
<b>Contra Costa County Sheriff - Forensic Svc Div (Lab)</b>								
Contra Costa County Sheriff - Forensic S	5/2/2017	5/2/2017	CLPD-1703	Toxicology for March	\$400.00	\$0.00		\$400.00
<i>Totals for Contra Costa County Sheriff - Forensic Svc Div (Lab):</i>					\$400.00	\$0.00		\$400.00
<b>Contra Costa Topsoil</b>								
Contra Costa Topsoil	5/2/2017	5/2/2017	128473	Cedar and topsoil mix	\$1,244.88	\$0.00		\$1,244.88
<i>Totals for Contra Costa Topsoil:</i>					\$1,244.88	\$0.00		\$1,244.88
<b>Covanta Stanislaus Inc</b>								
Covanta Stanislaus Inc	5/2/2017	5/2/2017	105637STANI	Evidence room disposal	\$159.75	\$0.00		\$159.75
<i>Totals for Covanta Stanislaus Inc:</i>					\$159.75	\$0.00		\$159.75
<b>CR Fireline, Inc</b>								
CR Fireline, Inc	5/2/2017	5/2/2017	108266	EH Fire Sprinkler Inspection, Quarterly	\$175.00	\$0.00		\$175.00
CR Fireline, Inc	5/2/2017	5/2/2017	108267	Library Fire Sprinkler Inspection, Quarterly	\$175.00	\$0.00		\$175.00
CR Fireline, Inc	5/2/2017	5/2/2017	108268	CH Fire Sprinkler Inspection, Quarterly	\$175.00	\$0.00		\$175.00
<i>Totals for CR Fireline, Inc:</i>					\$525.00	\$0.00		\$525.00
<b>Creative Supports Inc</b>								
Creative Supports Inc	5/2/2017	5/2/2017	18385	New furniture/installation for City Hall	\$16,314.17	\$0.00		\$16,314.17
<i>Totals for Creative Supports Inc:</i>					\$16,314.17	\$0.00		\$16,314.17
<b>De Lage Landen Financial Services, Inc.</b>								
De Lage Landen Financial Services, Inc.	5/2/2017	5/2/2017	54268237	Copier lease 4/15/17-5/14/17	\$303.69	\$0.00		\$303.69
<i>Totals for De Lage Landen Financial Services, Inc.:</i>					\$303.69	\$0.00		\$303.69
<b>Devil Mountain Wholesale Nursery</b>								
Devil Mountain Wholesale Nursery	5/2/2017	5/2/2017	152103/1	Nursery plants for The Grove Park	\$1,592.95	\$0.00		\$1,592.95
<i>Totals for Devil Mountain Wholesale Nursery:</i>					\$1,592.95	\$0.00		\$1,592.95
<b>Digital Services</b>								
Digital Services	5/2/2017	5/2/2017	10929	Website development, Inv 3 of 4	\$3,250.00	\$0.00		\$3,250.00
Digital Services	5/2/2017	5/2/2017	10938	IT services 1/19/17-4/19/17	\$3,233.05	\$0.00		\$3,233.05
<i>Totals for Digital Services:</i>					\$6,483.05	\$0.00		\$6,483.05
<b>Dillon Electric Inc</b>								
Dillon Electric Inc	5/2/2017	5/2/2017	3505	Street light repairs, poles 1368 & 543	\$598.62	\$0.00		\$598.62
<i>Totals for Dillon Electric Inc:</i>					\$598.62	\$0.00		\$598.62
<b>G.N. Henley, Inc</b>								
G.N. Henley, Inc	5/2/2017	5/2/2017	041017	GHAD subdrain repairs @ 5110 Keller Ridge	\$6,638.41	\$0.00		\$6,638.41

# City of Dayton Cash Requirements Report

Vendor Name	Due Date	Invoice Date	Invoice Number	Invoice Description	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due
<i>Totals for G.N. Henley, Inc:</i>					<u>\$6,638.41</u>	<u>\$0.00</u>		<u>\$6,638.41</u>
<b>Geoconsultants, Inc.</b>								
Geoconsultants, Inc.	5/2/2017	5/2/2017	18859	Well monitoring, March	\$1,546.50	\$0.00		\$1,546.50
<i>Totals for Geoconsultants, Inc.:</i>					<u>\$1,546.50</u>	<u>\$0.00</u>		<u>\$1,546.50</u>
<b>HdL Software, LLC</b>								
HdL Software, LLC	5/2/2017	5/2/2017	00-0007044	Prime migration project, Bus. Lic. Software	\$8,400.00	\$0.00		\$8,400.00
<i>Totals for HdL Software, LLC:</i>					<u>\$8,400.00</u>	<u>\$0.00</u>		<u>\$8,400.00</u>
<b>ICMA Retirement Corporation</b>								
ICMA Retirement Corporation	5/2/2017	5/2/2017	40120	EAP Plan 4/1/17-6/30/17	\$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>
<b>J&amp;R Floor Services</b>								
J&R Floor Services	5/2/2017	5/2/2017	Four 2017	Janitorial services for April	\$4,995.00	\$0.00		\$4,995.00
<i>Totals for J&amp;R Floor Services:</i>					<u>\$4,995.00</u>	<u>\$0.00</u>		<u>\$4,995.00</u>
<b>Johnstone Supply</b>								
Johnstone Supply	5/2/2017	5/2/2017	1049	Hats and pins for Concerts in The Grove	\$751.08	\$0.00		\$751.08
<i>Totals for Johnstone Supply:</i>					<u>\$751.08</u>	<u>\$0.00</u>		<u>\$751.08</u>
<b>Ken Joiret</b>								
Ken Joiret	5/2/2017	5/2/2017	051317	Sound for Concert 5/13/17	\$700.00	\$0.00		\$700.00
<i>Totals for Ken Joiret:</i>					<u>\$700.00</u>	<u>\$0.00</u>		<u>\$700.00</u>
<b>Thomas C King</b>								
Thomas C King	5/2/2017	5/2/2017	051317	Concert-Rockin Down the Hiway 5/13/17	\$1,500.00	\$0.00		\$1,500.00
<i>Totals for Thomas C King:</i>					<u>\$1,500.00</u>	<u>\$0.00</u>		<u>\$1,500.00</u>
<b>Rachel Kukuk</b>								
Rachel Kukuk	5/2/2017	5/2/2017	041717	Deposit refund minus insurance, EH 4/17/17	\$357.60	\$0.00		\$357.60
<i>Totals for Rachel Kukuk:</i>					<u>\$357.60</u>	<u>\$0.00</u>		<u>\$357.60</u>
<b>Rickie Leinenweaver</b>								
Rickie Leinenweaver	5/2/2017	5/2/2017	CAP0237	C&D Refund for 1330 El Camino Dr	\$2,000.00	\$0.00		\$2,000.00
<i>Totals for Rickie Leinenweaver:</i>					<u>\$2,000.00</u>	<u>\$0.00</u>		<u>\$2,000.00</u>
<b>Mark Scott Construction</b>								
Mark Scott Construction	5/2/2017	5/2/2017	CAP0226	C&D refund for 191 Mt Wilson Wy	\$2,000.00	\$0.00		\$2,000.00
<i>Totals for Mark Scott Construction:</i>					<u>\$2,000.00</u>	<u>\$0.00</u>		<u>\$2,000.00</u>
<b>Marken Mechanical Services Inc</b>								
Marken Mechanical Services Inc	5/2/2017	5/2/2017	3951	Service call for Boiler in CH	\$765.00	\$0.00		\$765.00
Marken Mechanical Services Inc	5/2/2017	5/2/2017	3949	Service call for Boiler in CH	\$402.50	\$0.00		\$402.50
<i>Totals for Marken Mechanical Services Inc:</i>					<u>\$1,167.50</u>	<u>\$0.00</u>		<u>\$1,167.50</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
<b>Miracle Play Systems, Inc</b>								
Miracle Play Systems, Inc	5/2/2017	5/2/2017	F2017-0260	Repair rubber surface @ CCP	\$1,013.00	\$0.00		\$1,013.00
				<i>Totals for Miracle Play Systems, Inc.:</i>	<u>\$1,013.00</u>	<u>\$0.00</u>		<u>\$1,013.00</u>
<b>Neopost (add postage)</b>								
Neopost (add postage)	4/18/2017	4/18/2017	041717	Postage added to machine 4/17/17	\$600.00	\$0.00		\$600.00
				<i>Totals for Neopost (add postage):</i>	<u>\$600.00</u>	<u>\$0.00</u>		<u>\$600.00</u>
<b>PERMCO, Inc.</b>								
PERMCO, Inc.	5/2/2017	5/2/2017	10748	Obtain bids for ADA Mods to CH Entry	\$549.00	\$0.00		\$549.00
PERMCO, Inc.	5/2/2017	5/2/2017	10749	Obtain bids for Oak St Demolition	\$800.63	\$0.00		\$800.63
PERMCO, Inc.	5/2/2017	5/2/2017	10747	Complete, advertise bid plans - El Portal Dr	\$5,346.25	\$0.00		\$5,346.25
PERMCO, Inc.	5/2/2017	5/2/2017	10745	Construction Inspection for crack sealing - Ar	\$1,328.00	\$0.00		\$1,328.00
PERMCO, Inc.	5/2/2017	5/2/2017	10746	Field Inspections for PG&E Veteran Power W	\$103.75	\$0.00		\$103.75
PERMCO, Inc.	5/2/2017	5/2/2017	10750	Subdrain field meeting @ 5110 Keller Ridge I	\$116.75	\$0.00		\$116.75
PERMCO, Inc.	5/2/2017	5/2/2017	10744	CAP Inspection, final, 4/14/17	\$62.25	\$0.00		\$62.25
PERMCO, Inc.	5/2/2017	5/2/2017	10743	Engineering services 4/8/17-4/21/17	\$4,057.90	\$0.00		\$4,057.90
				<i>Totals for PERMCO, Inc.:</i>	<u>\$12,364.53</u>	<u>\$0.00</u>		<u>\$12,364.53</u>
<b>PG&amp;E</b>								
PG&E	5/2/2017	5/2/2017	041717	Electricity/Gas 3/16/17-4/16/17	\$19,692.77	\$0.00		\$19,692.77
PG&E	5/2/2017	5/2/2017	041817	Electricity/Gas 3/18/17-4/18/17	\$3,103.50	\$0.00		\$3,103.50
				<i>Totals for PG&amp;E:</i>	<u>\$22,796.27</u>	<u>\$0.00</u>		<u>\$22,796.27</u>
<b>Pond M Solutions</b>								
Pond M Solutions	5/2/2017	5/2/2017	0000133	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>
<b>Raney Planning &amp; Management, Inc.</b>								
Raney Planning & Management, Inc.	5/2/2017	5/2/2017	1518E-2	Labor-Oak Creek Canyon, March	\$1,322.09	\$0.00		\$1,322.09
				<i>Totals for Raney Planning &amp; Management, Inc.:</i>	<u>\$1,322.09</u>	<u>\$0.00</u>		<u>\$1,322.09</u>
<b>Riso Products of Sacramento</b>								
Riso Products of Sacramento	5/2/2017	5/2/2017	169619	Final copier contract payment	\$90.77	\$0.00		\$90.77
Riso Products of Sacramento	5/2/2017	5/2/2017	169447	First copier lease payment of 60	\$106.09	\$0.00		\$106.09
				<i>Totals for Riso Products of Sacramento:</i>	<u>\$196.86</u>	<u>\$0.00</u>		<u>\$196.86</u>
<b>Site One Landscape Supply, LLC</b>								
Site One Landscape Supply, LLC	5/2/2017	5/2/2017	79763564	Irrigation parts	\$2,604.91	\$0.00		\$2,604.91
				<i>Totals for Site One Landscape Supply, LLC:</i>	<u>\$2,604.91</u>	<u>\$0.00</u>		<u>\$2,604.91</u>
<b>Subtronic Corp</b>								
Subtronic Corp	5/2/2017	5/2/2017	24906	Camera Inspection, El Molino Sewer	\$5,797.50	\$0.00		\$5,797.50
				<i>Totals for Subtronic Corp:</i>	<u>\$5,797.50</u>	<u>\$0.00</u>		<u>\$5,797.50</u>
<b>Uretek USA, Inc</b>								

# City of Dayton Cash Requirements Report

Vendor Name	Due Date	Invoice Date	Invoice Number	Invoice Description	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due
Uretek USA, Inc	5/2/2017	5/2/2017	18893	Street Polymer for El Portal Dr	\$4,529.70	\$0.00		\$4,529.70
Uretek USA, Inc	5/2/2017	5/2/2017	18824	Street Polymer for Oakhurst Dr	\$13,012.84	\$0.00		\$13,012.84
<i>Totals for Uretek USA, Inc:</i>					<u>\$17,542.54</u>	<u>\$0.00</u>		<u>\$17,542.54</u>
<b>US Bank - Corp Pmt System CalCard</b>								
US Bank - Corp Pmt System CalCard	4/14/2017	4/14/2017	Stmnt End 3/22/17	Parking for CalPERS training, Health Fair sma	\$28.67	\$0.00		\$28.67
US Bank - Corp Pmt System CalCard	4/14/2017	4/14/2017	Stmnt End 3/22/17	Ads for Seasonal Maint. workers	\$80.00	\$0.00		\$80.00
US Bank - Corp Pmt System CalCard	4/14/2017	4/14/2017	Stmnt End 3/22/17	Central Storage, rent	\$116.00	\$0.00		\$116.00
US Bank - Corp Pmt System CalCard	4/14/2017	4/14/2017	Stmnt End 3/22/17	Parking at Courthouse	\$15.50	\$0.00		\$15.50
US Bank - Corp Pmt System CalCard	4/14/2017	4/14/2017	Stmnt End 3/22/17	City Locks	\$107.93	\$0.00		\$107.93
US Bank - Corp Pmt System CalCard	4/14/2017	4/14/2017	Stmnt End 3/22/17	Drinking fountain parts, keys for CCP	\$69.57	\$0.00		\$69.57
US Bank - Corp Pmt System CalCard	4/14/2017	4/14/2017	Stmnt End 3/22/17	Trailer tires, fuses, tire scaler	\$275.30	\$0.00		\$275.30
US Bank - Corp Pmt System CalCard	4/14/2017	4/14/2017	Stmnt End 3/22/17	Cold Patch	\$90.70	\$0.00		\$90.70
US Bank - Corp Pmt System CalCard	4/14/2017	4/14/2017	Stmnt End 3/22/17	LED Bulbs for EH	\$28.24	\$0.00		\$28.24
US Bank - Corp Pmt System CalCard	4/14/2017	4/14/2017	Stmnt End 3/22/17	Ballast, light bulbs	\$402.10	\$0.00		\$402.10
US Bank - Corp Pmt System CalCard	4/14/2017	4/14/2017	Stmnt End 3/22/17	Fuel	\$315.80	\$0.00		\$315.80
US Bank - Corp Pmt System CalCard	4/14/2017	4/14/2017	Stmnt End 3/22/17	Fuel	\$950.51	\$0.00		\$950.51
US Bank - Corp Pmt System CalCard	4/14/2017	4/14/2017	Stmnt End 3/22/17	Latex gloves	\$344.41	\$0.00		\$344.41
US Bank - Corp Pmt System CalCard	4/14/2017	4/14/2017	Stmnt End 3/22/17	Office supplies	\$256.63	\$0.00		\$256.63
US Bank - Corp Pmt System CalCard	4/14/2017	4/14/2017	Stmnt End 3/22/17	Monthly billing for search engine	\$25.00	\$0.00		\$25.00
US Bank - Corp Pmt System CalCard	4/14/2017	4/14/2017	Stmnt End 3/22/17	Fuel	\$2,178.54	\$0.00		\$2,178.54
US Bank - Corp Pmt System CalCard	4/14/2017	4/14/2017	Stmnt End 3/22/17	Car washes	\$51.96	\$0.00		\$51.96
US Bank - Corp Pmt System CalCard	4/14/2017	4/14/2017	Stmnt End 3/22/17	Training meals	\$305.46	\$0.00		\$305.46
<i>Totals for US Bank - Corp Pmt System CalCard:</i>					<u>\$5,642.32</u>	<u>\$0.00</u>		<u>\$5,642.32</u>
<b>Wally's Rental Center, Inc.</b>								
Wally's Rental Center, Inc.	5/2/2017	5/2/2017	174794-3	Landscape equipment rental	\$269.94	\$0.00		\$269.94
<i>Totals for Wally's Rental Center, Inc.:</i>					<u>\$269.94</u>	<u>\$0.00</u>		<u>\$269.94</u>
<b>Waraner Brothers Tree Service</b>								
Waraner Brothers Tree Service	5/2/2017	5/2/2017	13629	Emergency tree work, Indian Wells	\$690.00	\$0.00		\$690.00
Waraner Brothers Tree Service	5/2/2017	5/2/2017	13639	Storm damage work, Oak St near Center St	\$960.00	\$0.00		\$960.00
Waraner Brothers Tree Service	5/2/2017	5/2/2017	13644	Elevate Chinese Elms in The Grove Park	\$720.00	\$0.00		\$720.00
Waraner Brothers Tree Service	5/2/2017	5/2/2017	13641	Remove dead fir tree at Petar Ct	\$360.00	\$0.00		\$360.00
Waraner Brothers Tree Service	5/2/2017	5/2/2017	13631	Storm damage cleanup 4/11/17	\$960.00	\$0.00		\$960.00
Waraner Brothers Tree Service	5/2/2017	5/2/2017	13638	Storm damage tree work 4/18 & 19	\$1,800.00	\$0.00		\$1,800.00
Waraner Brothers Tree Service	5/2/2017	5/2/2017	13645	Storm damage tree work 4/11/17	\$1,920.00	\$0.00		\$1,920.00
Waraner Brothers Tree Service	5/2/2017	5/2/2017	13637	Tree work at Stranahan Circle	\$1,260.00	\$0.00		\$1,260.00
Waraner Brothers Tree Service	5/2/2017	5/2/2017	13636	Remove 2 sycamore trees at Keller Ridge Dr	\$720.00	\$0.00		\$720.00
Waraner Brothers Tree Service	5/2/2017	5/2/2017	13640	Remove pear tree in meridian at Peacock Cre	\$180.00	\$0.00		\$180.00
Waraner Brothers Tree Service	5/2/2017	5/2/2017	13635	Remove tulip and plum trees at Marsh Creek	\$540.00	\$0.00		\$540.00
Waraner Brothers Tree Service	5/2/2017	5/2/2017	13634	Remove falling buckeye trees at Creek Trail	\$540.00	\$0.00		\$540.00
Waraner Brothers Tree Service	5/2/2017	5/2/2017	13633	Prune/remove trees at Indian Head Wy	\$1,200.00	\$0.00		\$1,200.00
Waraner Brothers Tree Service	5/2/2017	5/2/2017	13632	Storm damage cleaup at Diablo Creek Trail	\$360.00	\$0.00		\$360.00
Waraner Brothers Tree Service	5/2/2017	5/2/2017	13630	Emergency tree work 4/8/17	\$1,920.00	\$0.00		\$1,920.00
Waraner Brothers Tree Service	5/2/2017	5/2/2017	13628	Emergency tree work 4/6 & 4/7/17	\$940.00	\$0.00		\$940.00

## City of Clayton Cash Requirements Report

Vendor Name	Due Date	Invoice Date	Invoice Number	Invoice Description	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due
Warner Brothers Tree Service	5/2/2017	5/2/2017	13643	Prune trees at El Portal Dr	\$720.00	\$0.00		\$720.00
Warner Brothers Tree Service	5/2/2017	5/2/2017	13642	Remove dead tulip trees in meridian strip	\$360.00	\$0.00		\$360.00
<i>Totals for Warner Brothers Tree Service:</i>					<i>\$16,150.00</i>	<i>\$0.00</i>		<i>\$16,150.00</i>
<b>GRAND TOTALS:</b>					<b>\$204,816.03</b>	<b>\$0.00</b>		<b>\$204,816.03</b>





Agenda Date: 5-02-2017

Agenda Item: 3d

# STAFF REPORT



**TO: HONORABLE MAYOR AND COUNCILMEMBERS**

**FROM: RICK ANGRISANI, CITY ENGINEER**

**DATE: MAY 2, 2017**

**SUBJECT: RESOLUTION DIRECTING THE PREPARATION OF AN ENGINEER'S REPORT FOR THE DIABLO ESTATES BENEFIT ASSESSMENT DISTRICT.**

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## RECOMMENDATION

Adopt the attached Resolution.

## BACKGROUND

At the request of Toll Bros., Inc., the developer of the Diablo Estates residential project, the City Council, by passage of Resolution 04-2012 on February 7, 2012, formed the Diablo Estates Benefit Assessment District (BAD), in accordance with the requirements of Landscaping & Lighting Act of 1972 and the Benefit Assessment Act of 1982. The purpose of the District is for the private property owners to collectively provide sufficient funds each year for the proper maintenance of its various subdivision improvements constructed as part of the residential project. The Engineer of Work for the preparation of the initial Engineer's Report was the Developer's consultant, SCI Consulting Group. The initial assessment was approved via a Proposition 218 ballot election by the property owner and its authorization included an annual CPI increase in the assessment amount.

Although the Benefit Assessment Act of 1982 does not require further action prior to levying the annual assessment if the assessments are not increased (other than any authorized adjustment due to a CPI increase), the Landscaping & Lighting Act of 1972 does require the filing and approval of an annual Engineer's Report prior to levying an annual assessment.

For the purpose of continuing to levy annual assessments for the property owners to maintain its improvements, the process must be initiated by the City Council officially calling for such an annual report. After enactment of this Resolution, the next step will be for the Engineer of Work (City Engineer) to submit, and the City Council to review and then accept, the Engineer's Report for this District. Following that submittal will be a single public hearing (with property owners' advance notification) prior to formally setting next year's assessments in sufficient time to be collected via the property tax bills issued by the County in 2017-2018.

Subject: Diablo Estates BAD – Call for Engineer's Report

Date: May 2, 2017

Page 2 of 2

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This Resolution does not commit the City Council to any action but is just the first administrative step required by the Landscaping & Lighting Act of 1972.

**FISCAL IMPACT**

None to the City. As designed and approved, all expenses of the BAD are borne by the private property owners as the beneficiaries of its subdivision improvements, maintenance, operation and repair.

Attachment: Resolution [2 pp.]



**RESOLUTION NO. - 2017**

**A RESOLUTION DIRECTING THE FILING OF AN ANNUAL REPORT  
FOR THE DIABLO ESTATES BENEFIT ASSESSMENT DISTRICT (PURSUANT TO THE  
LANDSCAPING AND LIGHTING ACT OF 1972)**

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

**WHEREAS**, as requested by the development project's property owner and by Resolution No. 04-2012 adopted February 7, 2012, the Clayton City Council formed the Diablo Estates Benefit Assessment District pursuant to both the Landscaping & Lighting Act of 1972 and the Benefit Assessment Act of 1982; and

**WHEREAS**, an initial Engineer's Report was prepared by the project developer's own consultant, SCI Consulting Group; and

**WHEREAS**, an initial annual assessment, along with an allowable rate increase in accordance with annual increases in the San Francisco-Bay Area Consumer Price Index ("CPI"), was approved by the affected property owner(s) in a Proposition 218 ballot election; and

**WHEREAS**, although the Benefit Assessment Act of 1982 requires no further action to continue levying the annual assessment, the Landscaping & Lighting Act of 1972 does require that the City Council direct the Engineer of Work to prepare an Annual Engineer's Report prior to the levying of an assessment; and

**WHEREAS**, it is expedient for the City Council to commence said proceedings to ensure sufficient funds be assessed, levied, collected and expended each fiscal year to fulfill the property owner's intent and fiscal obligation to properly maintain, operate and repair the associated Diablo Estates subdivision improvements as private property owner beneficiaries;

**NOW, THEREFORE**, the City Council of Clayton, California does hereby resolve as follows:

1. The City Engineer is hereby directed to file an Annual Engineer's Report in accordance with the provisions of the Landscaping & Lighting Act of 1972.

2. This Resolution is adopted pursuant to Section 23622 of the Streets and Highways Code.

**PASSED, APPROVED AND ADOPTED** by the City Council of Clayton, California at a regular public meeting thereof held on the 2<sup>nd</sup> day of May 2017 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

THE CITY COUNCIL OF CLAYTON, CA

\_\_\_\_\_  
Jim Diaz, Mayor

ATTEST:

\_\_\_\_\_  
Janet Brown, City Clerk

# # # # #

I hereby certify that the foregoing Resolution was duly and regularly passed by the City Council of the City of Clayton, California at a regular public meeting held on May 2, 2017.

\_\_\_\_\_  
Janet Brown, City Clerk



Agenda Date: 5-02-2017

Agenda Item: 3e

# STAFF REPORT

Approved:   
\_\_\_\_\_  
Gary A. Napper  
City Manager

**TO: HONORABLE MAYOR AND COUNCILMEMBERS**

**FROM: MAINTENANCE SUPERVISOR**

**DATE: MAY 2, 2017**

**SUBJECT: AWARD OF A ONE-YEAR CONTRACT FOR WEED ABATEMENT  
ANNUAL CITYWIDE WEED ABATEMENT SERVICES ON PUBLIC PROPERTIES**

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## **RECOMMENDATION**

Approve a one-year contract for annual weed abatement services on City-owned public properties to Waraner Brothers Tree Service (Clayton) as the lowest and only responsible bidder for a one-year contract in the amount of \$49,000, and allocate an additional \$4,000.00 from the Landscape Maintenance Assessment District(CFD2007-1) reserve fund balance to underwrite the program expense.

## **BACKGROUND**

For the past seventeen years the Clayton Maintenance Department has contracted out the majority of its annual weed abatement work within the Citywide Landscape Maintenance Assessment District (CFD 2007-1). The contract work includes all mechanical mowing, hand work, and discing within the Landscape District. The standard of work is for a thirty-foot wide firebreak from fence lines made around homes that border on the City's open space. This weed abatement work is separate and distinct from the annual noxious/exotic weed abatement services performed on various Oakhurst hill slopes by a different contractor, per the Conditions of Approval for the Oakhurst Development (expense also paid by the Citywide Landscape Maintenance District).

The Maintenance Department has determined the vast majority of weed abatement work is done most cost efficiently using an outside contractor. Over the last seventeen years this work has been performed once a year. The contractor performing this work in the Landscape District over the past 8 years has been Waraner Brothers Tree Service. During past years this work usually started in the middle of May with the work completed by mid-June or earlier. Ballot Measure B's Landscape District standards (approved by public vote in November 2007 and renewed by voters in June 2016) continued this once-per-year weed abatement/firebreak service in the large open areas but do augment weed abatement

Date: May 2, 2017

Page 2 of 2

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services to twice a year for a single-pass mow strip immediately abutting certain public trails near residential areas.

This year starting in January, Maintenance staff solicited bids from multiple contractors that appeared on the Contra Costa County Fire Protection District's list of weed abatement contractors. We received only 1 bid for an initial year weed abatement contract with options for three additional years (for a contract total of four years). This bid was from Waraner Brothers Tree Service with a first year cost of \$60,000 and a total four year cost of \$251,017.62. When Maintenance staff realized this was the only bid the City was going to receive, with the deadline for award of contract fast approaching, plus the startling fact the first year cost of \$60,000 was well over the \$45,000 budgeted (budget based on prior year's actual cost of \$38,415), staff asked Ed Waraner (owner of Waraner Brothers Tree Service) if he would consider a price for just a one year contract, which he agreed to do. The price provided by Ed Waraner for a one year contract is \$49,000.00. This bid is the lowest and only responsible bid received by the City with a one year cost of \$49,000.

The Maintenance Department has worked with Waraner Brothers Tree Service for the past twenty-four years doing all of the City's major public tree work, and over the last eight years doing the annual weed abatement for the Clayton Landscape District. Staff has worked closely with the owner, Ed Waraner, and has found him very responsive to our service needs when it comes to public tree work within the City and over the past eight years with the weed abatement program. Maintenance staff has full confidence that Mr. Waraner will continue to be just as responsive as he has been in past years when doing the annual weed abatement work. The company is properly licensed to professionally perform such services.

During the summer months Maintenance staff will continue to try and find additional companies willing to submit bids to the City for weed abatement on a multi-year contract. If successful, staff will submit these competitive bids to the Clayton City Council for award of a new multi-year contract.

### **FISCAL IMPACT**

Based on last year's actual cost of \$38,415, \$45,000 for this service was budgeted in the approved Landscape Maintenance Assessment District budget for Fiscal Year 2016-17 (restricted-use monies). However, even that 17% budget increase (\$45,000) for the weed abatement contract is still \$4,000 below this single-year bid amount of \$49,000 from Waraner Brothers Tree Service. The Landscape Assessment District has a reserve amount forecasted at the end of the 2016/17 budget year of \$1,103,561; after a necessary transfer of \$4,000 from the District's reserves, the forecasted reserve amount will be \$1,099,561.

Attachments: 1 pg. bid  
1 pg map  
1 pg scope of work



**Warner Bros. Tree Service**

P.O. Box 142  
Clayton, Ca. 94517  
(925) 831-2323 Fax 925-673-1567

**Estimate**

Date	Estimate #
3/30/2017	4075

Project

Name / Address
CITY OF CLAYTON 6000 Heritage Trail Clayton, Ca 94517

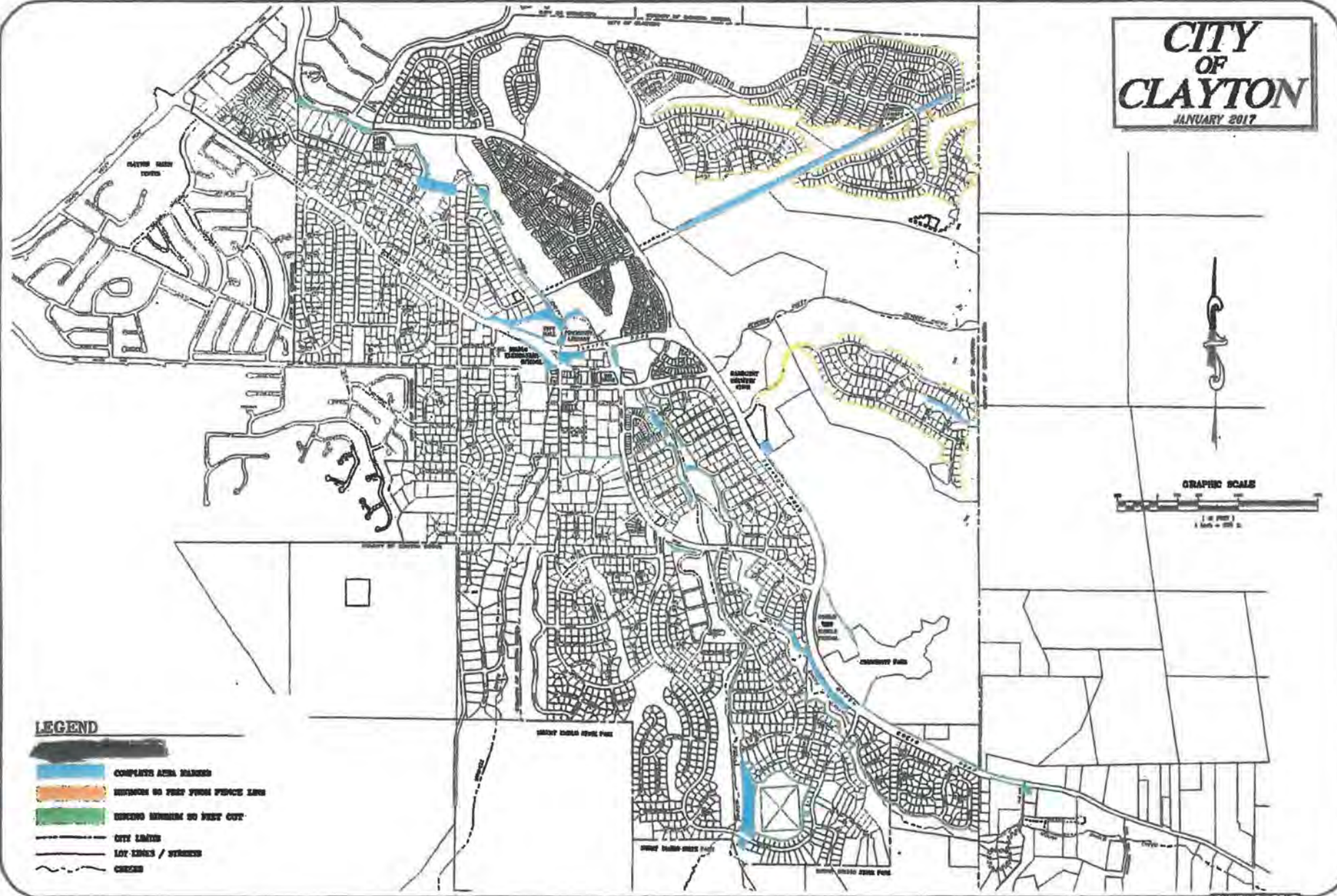
**ED WARANER (925) 250-0335**  
**ARBORIST LICENSE #WE3386A**  
**CONTRACTORS LICENSE #642272**  
**BONDED, LICENSED AND FULLY INSURED**  
**ALL WORK DONE ACCORDING TO L.S.A.**  
**STANDARDS**  
 whiree2000@yahoo.com  
 www.warnerbrostree.com

Billing Information
FIRE ABATEMENT

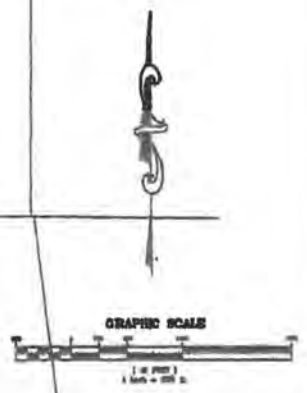
Description	Qty	Cost	Total
AS ACCORDING TO CONTRA COSTA SPECIFICATIONS FOR FIRE ABATEMENT THE FOLLOWING ESTIMATE TO CREATE WEED ABATEMENT AND DISCING FOR FIRE SAFETY LIMITS ON THE MAP APPROVED BY CITY OF CLAYTON  LOCATION: CITY OF CLAYTON  FIRE ABATEMENT 2017  ALL WORK SHALL BE DONE AS ACCORING TO CONTRA COSTA COUNTY FIRE STANDARDS AND REGULATIONS		49,000.00	49,000.00
<b>Total</b>			<b>\$49,000.00</b>

# CITY OF CLAYTON

JANUARY 2017



- LEGEND**
-  CITY LIMITS
  -  LOT LINES / STREETS
  -  CURVES
  -  COMPLETE AREA SHADED
  -  NO FIRST STREET FENCE LINE
  -  NO FIRST STREET FENCE LINE



ALL RIGHTS RESERVED BY THE CITY OF CLAYTON, MISSOURI. THIS MAP IS THE PROPERTY OF THE CITY OF CLAYTON, MISSOURI. NO PART OF THIS MAP MAY BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF THE CITY OF CLAYTON, MISSOURI.



## **Scope of Work For Weed Abatement**

1. To perform weed abatement throughout the City of Clayton for fire protection using any type of mechanical equipment to perform this work including but not limited to weed eaters and flail mowers
2. All weeds are to be cut to a maximum of 2 1/2 inches from grade and meet the Contra Costa County Fire Protection District minimum weed abatement standards.
3. All areas that abut streets, sidewalks, and drainage ditches will be clean of all debris that is produced by the abatement.
4. This work will not start any later than May 14 of each year (unless agree upon by the City for a later start date) and will not start any earlier than May 1 of each year. Start date is approved yearly by the City of Clayton Maintenance Supervisor.
5. This work will be completed and pass the Cities inspection no later than June 21 working days from the start date in any given year
6. Work crews will be on site everyday once work has started (by May 14 unless agreement is made by the City for a later start date)
7. Contractor must have work crews consisting of a minimum of 5 workers on site once work starts.
8. Work will be performed Monday through Friday during normal business hours (7am-5pm) excluding City Holidays unless given prior permission by the City of Clayton.
9. All work will be performed in areas marked on City map and work will be consisted to the map legend (please read map carefully)
10. This contract is for one year (2017)
11. Any question on the work to be performed can be sent to Mark Janney with the City of Clayton Maintenance Department call at 925-673-7327 or e-mail at [mjanney@ci.clayton.ca.us](mailto:mjanney@ci.clayton.ca.us)

**SECOND AMENDMENT  
TO  
TOLLING AGREEMENT EXTENDING  
THE LIMITATIONS PERIOD TO FILE A LEGAL CHALLENGE  
BY WEST COAST HOMEBUILDERS, INC.**

THIS SECOND AMENDMENT TO TOLLING AGREEMENT ("**Second Amendment**") is entered into on this 3rd day of May, 2017 ("**Effective Date**"), by and between the **CITY OF CLAYTON**, a municipal corporation ("**City**"), and **WEST COAST HOME BUILDERS, INC.**, a California corporation ("**WCHB**"), with reference to the following facts:

**RECITALS**

**WHEREAS**, on May 11, 2016, City and WCHB entered into a Tolling Agreement Extending the Limitations Period to File a Legal Challenge, under which the parties agreed to toll the applicable statute of limitations in which WCHB was required to file an action challenging City's disapproval of the Final Map. On November 16, 2016, City and WCHB entered into a First Amendment extending the Waiver Period an additional one hundred eighty (180) days with such Waiver Period expiring on May 8, 2017 (collectively, the "**Agreement**").

**WHEREAS**, City and WCHB desire to amend the Agreement on each and all of the terms, provisions, and conditions contained herein.

**AGREEMENT**

**NOW, THEREFORE**, in consideration of the foregoing Recitals, as well as other good and valuable consideration, the receipt of which is hereby acknowledged, the parties hereby agree as follows:

1. All capitalized terms used herein, but not otherwise defined herein, shall have the meanings set forth in the Agreement.
2. The parties hereto agree that the Recitals set forth above are true and correct and are incorporated into this Second Amendment.
3. The parties hereto agree that the Waiver Period shall be extended an additional six (6) months from May 8, 2017. The Waiver Period shall now expire on November 8, 2017.
4. The Agreement, as modified by this Second Amendment, is hereby reaffirmed, ratified, and confirmed in its entirety. Except as modified by this Second Amendment, the terms and provisions of the Agreement shall remain unchanged. If there is any conflict between the terms of the Agreement and this Second Amendment, the terms and provisions of this Second Amendment shall control and prevail.
5. This Second Amendment, and the terms, covenants and conditions herein contained, shall be binding upon and inure to the benefit of the parties hereto and their respective successors, heirs, and assigns.

**IN WITNESS WHEREOF**, the parties have executed this Second Amendment as of the Effective Date.


**CITY OF CLAYTON,**  
a municipal corporation

**WEST COAST HOME BUILDERS, INC.,**  
a California corporation

By: \_\_\_\_\_  
Mayor

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_

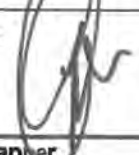
APPROVED AS TO FORM:

By:  \_\_\_\_\_  
City Attorney

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_



Agenda Date: 5-02-2017  
Agenda Item: 39

Approved:   
\_\_\_\_\_  
Gary A. Napper  
City Manager

# STAFF REPORT

**TO: HONORABLE MAYOR AND COUNCILMEMBERS**

**FROM: KEVIN MIZUNO, FINANCE MANAGER**

**DATE: May 2, 2017**

**SUBJECT: INVESTMENT PORTFOLIO REPORT – THIRD QUARTER FY 2016-17**

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## RECOMMENDATION

It is recommended the City Council accept the City Investment Portfolio Report for the third quarter of fiscal year 2016-17 ending March 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 third quarter 2016-17 fiscal year report is provided herein.

## DISCUSSION

With the second quarter of the fiscal year completed, interest earnings for the General Fund is \$63,404 to-date, or 105.67% of forecasted General Fund interest revenues per the 2016-17 fiscal year adopted budget of \$60,000. 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 2016-17 totaled \$137,197. Approximately 3.88% of the current City Investment Pool (the Pool) is invested in Local Agency Investment Funds (LAIF). The LAIF quarterly apportionment rate was 0.78%, which is an increase (0.10%) from a rate of 0.68% in the preceding quarter. This is also a modest improvement compared to the LAIF apportionment rate of 0.46% one year ago on March 31, 2016. Investments in certificates of deposit comprised approximately 85.55% of the City investment portfolio as of the quarter ended March 31, 2017 and were the highest yielding investment type with a collective weighted average interest rate of 1.58%. Approximately 5.15% of the pool is made up of cash deposits and low (0.01%) interest bearing money market mutual funds, available for normal operating cash flow purposes. Federal Agency Notes, authorized by the revised April 21, 2015



investment policy, were the second highest yielding investment type making up approximately 5.42% of the portfolio with a weighted average interest rate of 1.50%. This relatively small proportion of government agency notes is due to government agency note investments being called earlier this fiscal year following prior Fed announcements that “long-postponed interest rate growth will be addressed cautiously with any increases to come slowly, if at all”. The pool’s proportional share of federal agency notes is expected to increase assuming federal interest rates continue to climb.

The market value of the total investment portfolio was approximately \$12,899,881, which is \$6,361 (or 0.05%) higher than total carrying value as of March 31, 2017. 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 accordance with Section XVI of the City Investment Policy, the policy shall be reviewed at least annually by the City Treasurer and the City Council to ensure its consistency with the overall objectives of preservation of principal, liquidity, and return on investments, along with its relevance to current law, financial and economic trends, and meets the needs of the City. Upon the City Treasurer’s review and authorization of the third quarter investment portfolio on April 26, 2017, the current status of the investment policy was also considered. At this time the City Treasurer is not recommending any change to the current Investment Policy.

In conclusion, for the third quarter ending March 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. The attached City of Clayton Investment Holdings Summary – Third Quarter of Fiscal Year 2016-17 (Attachment 1) provides additional analysis and the specific investment reporting criteria required by *California Government Code* section 53646.

### **FISCAL IMPACT**

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

Respectively submitted,



T. Kevin Mizuno, CPA  
Finance Manager

Attachment 1: City of Clayton Investment Holdings Summary – Third Quarter of Fiscal Year 2016-17  
(January 1, 2017 – March 31, 2017)

City of /ton  
Investment Holdings Summary  
Quarter Ending: March 31, 2017

ATTACH NT 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	LAIF	n/a	501,109.49	0.78%	0.78%	n/a	n/a	500,696.53
UBS Financial Services Inc.	Cash	BS Bank Sa Deposit Account	n/a	-	0.00%	0.00%	n/a	n/a	-
	Money Market Fund	RMA Government Portfolio	n/a	5,999.11	0.01%	0.01%	n/a	n/a	5,999.11
	Certificate of Deposit	BMW Bk Na Salt Lak, UT	05568PV95	198,000.00	1.75%	1.75%	4/13/12	4/13/17	198,065.34
	Certificate of Deposit	Comenity Cap Bk, UT	20033ABN5	245,000.00	1.20%	1.20%	7/5/13	7/5/17	245,286.65
	Certificate of Deposit	Midwest Bk, IL	59828PBT6	245,000.00	1.15%	1.15%	7/15/13	7/17/17	245,504.70
	Certificate of Deposit	Santander Bank NA, DE	80280JLP4	100,000.00	1.00%	1.00%	2/10/16	8/17/17	100,096.00
	Certificate of Deposit	First Bk Highland, IL	319141CG0	247,000.00	1.10%	1.10%	8/21/14	8/28/17	247,276.64
	Certificate of Deposit	Capital One Bank, VA	140420PP9	99,000.00	1.35%	1.35%	10/1/14	10/2/17	99,139.59
	Certificate of Deposit	Dollar Bk, PA	25665QAM7	198,000.00	1.20%	1.20%	11/17/14	11/17/17	198,409.86
	Certificate of Deposit	Banco Santander, PR	059646RZ4	245,000.00	1.20%	1.20%	1/23/15	1/23/18	245,994.70
	Certificate of Deposit	Oriental B&T, PR	686184WU2	200,000.00	1.15%	1.15%	2/10/16	2/20/18	200,306.00
	Certificate of Deposit	First Bus Bk, WI	31938QK78	200,000.00	1.15%	1.15%	3/31/15	4/2/18	200,012.00
	Certificate of Deposit	American Exp Cent, UT	02587DPT9	100,000.00	1.70%	1.70%	7/5/13	7/5/18	100,171.00
	Certificate of Deposit	Compass Bank, AL	20451PAU0	150,000.00	1.55%	1.54%	7/10/13	7/10/18	150,552.00
	Certificate of Deposit	Goldman Sachs Bank, NY	38147JHW5	100,000.00	1.75%	1.74%	7/10/13	7/10/18	100,619.00
	Certificate of Deposit	Cit Bank, UT	17284CHW7	146,000.00	1.80%	1.79%	7/17/13	7/17/18	146,996.72
	Certificate of Deposit	First Financial NW, WA	32022MAG3	100,000.00	1.14%	1.15%	1/28/16	8/20/18	99,789.00
	Certificate of Deposit	Bank Baroda New York, NY	06062ASQ2	247,000.00	2.05%	2.03%	10/18/13	10/18/18	249,168.66
	Certificate of Deposit	Sallie Mae Bank, UT	795450QS7	147,000.00	2.05%	2.05%	10/23/13	10/23/18	148,402.38
	Certificate of Deposit	American Express C, UT	02587DWW3	110,000.00	2.00%	1.98%	11/28/14	11/28/18	100,880.00
	Certificate of Deposit	Sallie Mae Bank, UT	795450RT4	100,000.00	2.00%	1.98%	12/11/13	12/11/18	100,943.00
	Certificate of Deposit	Keybank NA, IN	49306SVY9	100,000.00	1.53%	1.54%	1/20/16	1/22/19	100,728.00
	Certificate of Deposit	Discover Bank, DE	254672CC6	150,000.00	1.60%	1.60%	1/28/15	1/28/19	150,300.00
	Certificate of Deposit	Preferred Bank, CA	740367ER4	197,000.00	1.20%	1.20%	3/9/16	3/29/19	196,550.84
	Certificate of Deposit	First Savings Bank, IN	33621LBV4	99,000.00	1.15%	1.16%	5/4/16	5/24/19	98,172.36
	Certificate of Deposit	UBS Bank, UT	90348JAS9	200,000.00	1.20%	1.21%	6/9/16	6/17/19	198,224.00
	Certificate of Deposit	Discover Bank, DE	2546712E9	100,000.00	2.00%	1.98%	7/9/14	7/9/19	100,838.00
	Certificate of Deposit	Synchrony Bank, UT	87164XBQ8	100,000.00	2.05%	2.03%	7/11/14	7/11/19	100,837.00
	Certificate of Deposit	First Financial NW, WA	32022MAJ7	147,000.00	1.45%	1.46%	2/10/16	8/19/19	146,372.31
	Certificate of Deposit	Third Fed S&L Assn, OH	88413QAY4	200,000.00	1.50%	1.48%	2/19/15	8/19/19	202,096.00
	Certificate of Deposit	Park Natl Bk Newar, OH	700654AT3	240,000.00	2.15%	2.13%	9/12/14	9/12/19	242,025.60
	Certificate of Deposit	Gulf Coast B&T, LA	402194FB5	99,000.00	1.25%	1.27%	10/14/16	10/15/19	97,595.19
	Certificate of Deposit	GE Capital Bank UT	36162YF24	145,000.00	1.80%	1.78%	1/16/15	1/16/20	146,847.30
	Certificate of Deposit	Wells Fargo Bk Na Sd Us	94986TTT4	197,000.00	1.25%	1.25%	4/30/15	4/30/20	197,130.02
	Certificate of Deposit	Washington Trust, RI	940637HX2	99,000.00	1.45%	1.46%	11/18/16	5/18/20	98,019.90
	Certificate of Deposit	Comenity Bank, DE	981996XS5	100,000.00	2.30%	2.31%	6/30/15	7/1/20	99,631.00
	Certificate of Deposit	World's Foremost B, NE	9159919E5	200,000.00	2.30%	2.32%	8/6/15	8/6/20	198,612.00
	Certificate of Deposit	Merrick Bk, UT	59013JHS2	149,000.00	1.90%	1.90%	8/20/15	8/20/20	149,365.05
	Certificate of Deposit	JP Morgan Chase, OH	48125YZB3	200,000.00	1.25%	1.25%	1/26/16	2/10/21	199,958.00
	Certificate of Deposit	Synchrony Bank, UT	87164XLH7	94,000.00	1.70%	1.70%	2/25/16	3/4/21	93,867.46
	Certificate of Deposit	UBS Bank, UT	90348JAU4	50,000.00	1.50%	1.54%	7/20/16	7/20/21	48,792.00
	Certificate of Deposit	Synchrony Bank, UT	87164XNA0	50,000.00	1.45%	1.49%	7/22/16	7/22/21	48,769.00
	Certificate of Deposit	Medallion Bank, UT	58403BSQ5	196,000.00	2.05%	2.06%	12/20/16	12/16/21	196,948.62
	Certificate of Deposit	Mercantile Comm Bank	58733ADT3	150,000.00	2.10%	2.11%	1/27/17	1/27/22	149,275.50
	Certificate of Deposit	Texas Exchange Bank, TX	88241TBD1	150,000.00	2.25%	2.25%	3/28/17	3/28/22	149,943.00
	Government Agency	FHLMC	3134C8VZ9	250,000.00	1.25%	1.27%	3/29/16	4/28/21	246,055.00
	<b>Total UBS Financial Services Inc.</b>			<b>6,836,999.11</b>					<b>6,840,564.50</b>



City of Clayton  
Investment Holdings Summary  
Quarter Ending: March 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	55,758.25	0.01%	0.01%	n/a	n/a	55,758.25
	Certificate of Deposit	CIT Salt Lake City, UT	17284CBL7	48,000.00	0.90%	0.44%	4/10/13	4/10/17	48,002.40
	Certificate of Deposit	Citizens National, Putnam, CT	176252AQ7	100,000.00	1.20%	0.29%	7/13/13	7/13/17	100,197.00
	Certificate of Deposit	Whitney Bank, MS	966594AM5	157,000.00	1.20%	0.59%	8/12/15	8/14/17	157,194.68
	Certificate of Deposit	Investors Savings Bank, NJ	46176FDY8	100,000.00	1.20%	1.19%	3/26/15	3/26/18	100,068.00
	Certificate of Deposit	Bank of North Carolina, NC	06414QUC1	200,000.00	1.50%	1.49%	1/16/15	4/16/18	200,700.00
	Certificate of Deposit	Bank Leumi, NY	053248FQ6	100,000.00	1.05%	1.05%	6/23/16	6/15/18	99,763.00
	Certificate of Deposit	BMO Harris, IL	05581WHF5	197,000.00	1.05%	1.05%	6/23/16	6/22/18	196,503.56
	Certificate of Deposit	Compass Bank, AL	20451PMD5	100,000.00	1.50%	1.49%	6/30/15	7/2/18	100,311.00
	Certificate of Deposit	Mercantile Bank of Grand Rapids, MI	58740XYT1	147,000.00	1.65%	1.63%	8/14/13	8/14/18	148,300.95
	Certificate of Deposit	First Bank FR Santurce, PR	33767AUJ8	50,000.00	1.45%	1.45%	1/20/16	1/22/19	49,972.00
	Certificate of Deposit	Webster Bank, CT	94768NKJ2	100,000.00	1.35%	1.34%	1/20/16	1/28/19	100,525.00
	Certificate of Deposit	Homebank, NA	43738APU5	200,000.00	1.50%	1.49%	3/30/15	3/29/19	201,034.00
	Certificate of Deposit	Ally Bank, UT	02006LZR7	100,000.00	1.20%	1.20%	4/14/16	4/15/19	99,626.00
	Certificate of Deposit	State Bank of India, ILL	856283YN0	198,000.00	1.65%	1.64%	5/28/15	5/28/19	198,207.90
	Certificate of Deposit	First Business Bank, WI	31938QL85	50,000.00	1.50%	1.50%	6/11/15	6/11/19	49,895.50
	Certificate of Deposit	Ally Bank, UT	02006LE66	148,000.00	1.25%	1.26%	6/23/16	6/24/19	146,632.48
	Certificate of Deposit	Barclays Bank, DE	06740KHK6	149,000.00	2.10%	2.08%	7/23/14	7/23/19	150,242.66
	Certificate of Deposit	American Express Bank FSB, UT	02587CAJ9	247,000.00	2.00%	1.98%	7/24/14	7/24/19	249,119.26
	Certificate of Deposit	BMW, UT	05580afa7	50,000.00	1.20%	1.21%	8/26/16	8/26/19	49,347.00
	Certificate of Deposit	Comenity Bank, DE	20X99A7A9	100,000.00	2.10%	2.06%	8/27/14	8/27/19	101,473.00
	Certificate of Deposit	JPM, OH	48126XCP8	48,000.00	1.25%	1.26%	8/31/16	8/31/19	47,389.92
	Certificate of Deposit	Capital One Bank, VA	14042QF0	130,000.00	2.15%	2.12%	10/16/14	10/16/19	131,367.60
	Certificate of Deposit	State Bk India, NY	8562842P8	50,000.00	2.25%	2.21%	8/27/14	10/17/19	50,724.50
	Certificate of Deposit	The Privatebank & Trust Co., IL	74267GUU9	100,000.00	1.90%	1.87%	1/23/15	1/23/20	101,215.00
	Certificate of Deposit	American Express Centurion Bank, UT	02587DXE3	47,000.00	1.95%	1.93%	1/30/15	1/30/20	47,322.42
	Certificate of Deposit	Peoples United Bank, CT	71270QML7	151,000.00	1.75%	1.73%	3/4/15	3/4/20	152,303.13
	Certificate of Deposit	Everbank, FL	29976DVV7	200,000.00	1.75%	1.75%	3/30/15	3/30/20	199,992.00
	Certificate of Deposit	HSBC Bank, VA	40434ASZ3	247,000.00	1.24%	1.24%	3/30/15	3/30/20	247,148.20
	Certificate of Deposit	CIT Bank, UT	17284DBM3	50,000.00	1.98%	1.98%	6/3/15	6/3/20	50,329.50
	Certificate of Deposit	Capital One NA USA, VA (4297)	14042E4Y3	245,000.00	2.22%	1.98%	7/22/15	7/22/20	248,042.90
	Certificate of Deposit	Beneficial Mut. PA	08173QBT2	200,000.00	1.37%	1.37%	10/7/16	10/7/20	196,080.00
	Certificate of Deposit	Wells Fargo, SD	9497485W3	50,000.00	1.77%	1.77%	6/17/16	6/17/21	49,178.00
	Certificate of Deposit	Enerbank USA, UT	29266N3H8	50,000.00	1.48%	1.48%	8/26/16	8/26/21	48,696.50
	Certificate of Deposit	Privatebank, IL	74267CVM6	147,000.00	1.53%	1.53%	8/30/16	8/30/21	143,208.87
	Certificate of Deposit	Franklin Syn Bank, TN	35471TCV2	204,000.00	2.00%	2.01%	1/12/17	1/31/22	202,047.72
	Government Agency	Federal Farm Credit Bank	3133ECEX9	200,000.00	1.67%	1.71%	6/9/16	6/14/21	194,970.00
	Government Agency	Federal Home Loan Bank	3130A8HH9	250,000.00	1.62%	1.66%	6/16/16	6/23/21	243,355.00
	<b>Total Morgan Stanley</b>			<b>4,965,758.25</b>					<b>4,956,244.90</b>
Bank of America (book balance)	Cash (checking account)	Bank of America		602,375.11	0.00%	0.00%	n/a	n/a	602,375.11

Broker/ Institution	Carrying Value	Percentage of Portfolio	Weighted Average Yield to Maturity	W.A.M. (yrs)	Market Value
Local Agency Investment Fund (LAIF)	501,109	3.88%	0.78%	0.64	500,697
UBS Financial Services Inc.	6,836,999	52.97%	1.56%	2.08	6,840,565
Morgan Stanley	4,965,758	38.48%	1.59%	2.52	4,956,245
Bank of America (book balance)	602,375	4.67%	0.00%	0.00	602,375
<b>Total investment Portfolio</b>	<b>12,906,242</b>	<b>100.00%</b>			<b>12,899,881</b>
2016-17 Budgeted Interest - General Fund	\$				60,000
2016-17 Actual Interest Revenue to date (7/1/16 - 3/31/17)	\$				63,404
Percent of General Fund Budget Realized					105.67%
Quarterly Weighted Average Annual Yield*					1.47%
2016-17 Total Pooled Investment Income To Date (7/1/16 - 3/31/17)	\$				137,197

\*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.

*T. Kevin Mizuno*  
Kevin Mizuno, Finance Manager  
Date: 4/24/17

*Merle Hufford*  
Merle Hufford, City Treasurer  
Date: 4/26/17

**GRADY ROSE**  
for  
"Doing the Right Thing"  
at  
Mt. Diablo Elementary School  
by exemplifying great "Integrity"  
March and April 2017

Agenda Date: 5-02-2017

Agenda Item: 4C

LILIAN RYAN  
for  
"Doing the Right Thing"  
at  
Diablo View Middle School  
by exemplifying great "Integrity"  
March and April 2017

**ALYSON SPITZER**  
for  
"Doing the Right Thing"  
at  
Diablo View Middle School  
by exemplifying great "Integrity"  
March and April 2017

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# Contra Costa Mosquito and Vector Control District

Report to Clayton City Council

May 2, 2017

Agenda Date: 5-02-2017

Agenda Item: 4d



ContraCostaMosquito.com



# Overview

- **Contra Costa Mosquito and Vector Control District established in 1927.**
  - **Governed by 22 Trustees, 19 appointed by the city councils of Contra Costa County and 3 appointed by the Board of Supervisors**
  - **33 permanent employees and 5 – 10 seasonal employees**
  - **\$6,980,000 budget funded through property tax revenues and benefit assessment charges.**
  - **Services include controlling the vectors of microbial diseases, such as mosquitoes, rats, ticks and skunks.**
-

## Board of Trustees

### **Responsibilities**

1. Oversees the hiring, evaluation and salary of the General Manager
2. Establishes salary ranges for the employee positions, provides direction for General Manager and professional negotiator on employee benefits
3. Reviews and approves the annual budget
4. Hires the Audit firm, Engineering firm, Attorney, and professional negotiator
5. Advanced planning

### **Profile**

1. Volunteer with no benefits. \$100 on months of meeting attendance, in lieu of travel expenses.
2. President and vice-president are rotated annually based on tenure

## Current Financial

- Fiscal year ends June 30. The District is on track for 2016-2017 to end the year over budget on revenue and under budget on expenses
  - Prior to the downturn in 2008, the District set aside a healthy reserve and has been able to continue vital services without increasing the benefit assessment paid by taxpayers.
  - The reserve is still healthy and a careful budget forecast for 10 years still maintains a positive cash flow. All excess funds are invested in LAIF, the Local Agency Investment Fund.
-

## Current status of vector control

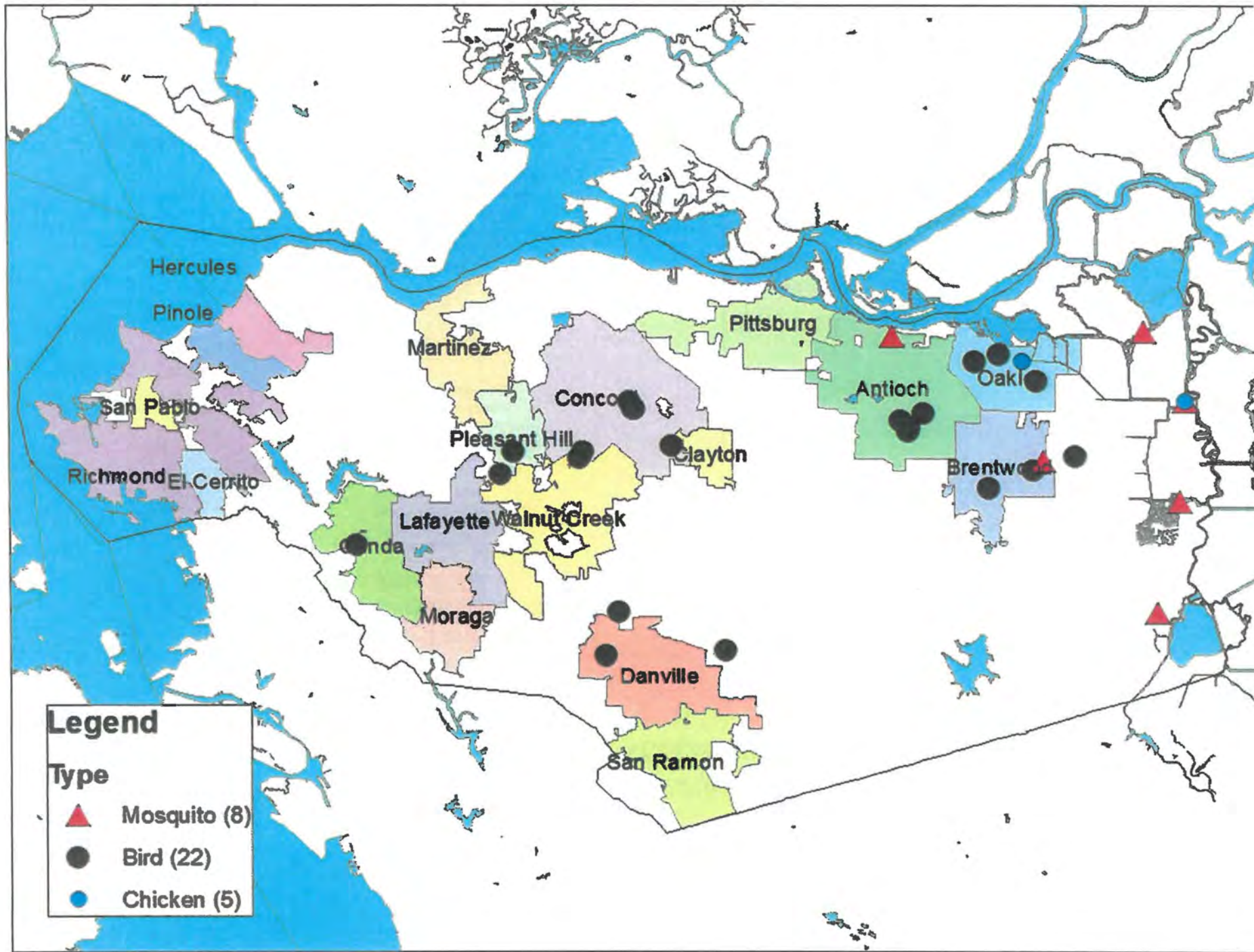
2 Species of mosquito which carry West Nile virus are found in the county

The District has traps placed around the county, collects the mosquitoes weekly, identifies the species, and tests for viruses. The District maintains sentry chickens, tracks and collects dead birds (ravens and blue jays) for testing.

### Control methods:

- Public Education
- Mosquito fish
- Larvacides spread on bodies of water
- Adulticides applied by fogging and rare instances by air





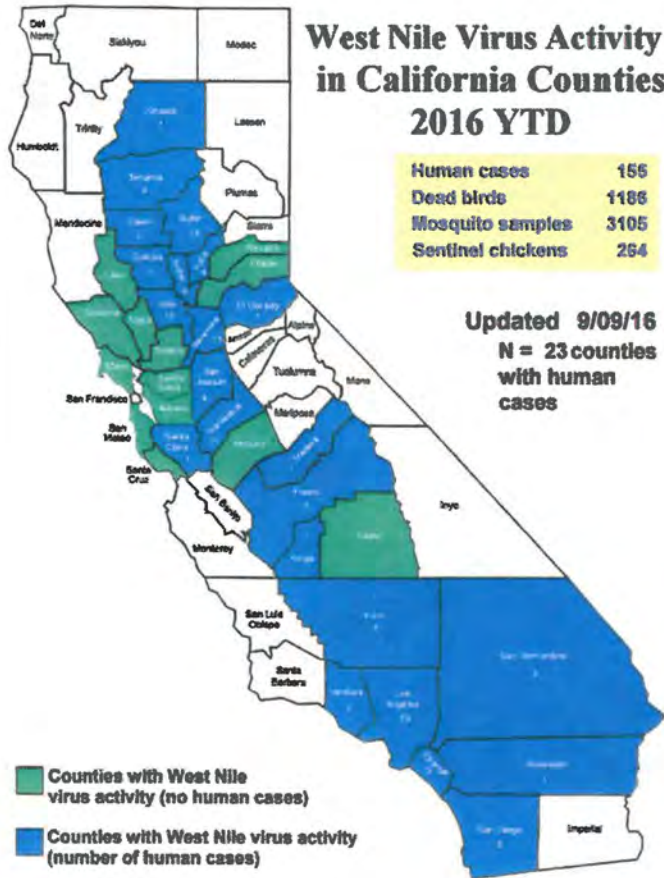
### Legend

#### Type

- ▲ Mosquito (8)
- Bird (22)
- Chicken (5)

# 2016

Final numbers for 2016 – 442 human cases in California and 4 cases in Contra Costa County



**COMPARED TO PREVIOUS YEAR AND PREVIOUS FIVE-YEAR AVERAGE TO DATE**

As of Sep 09, 2016	2016	2015	5Y AVG
Counties	36	40	36
Human cases	155	147	117
Dead birds	1186	763	1011
Mosquito samples	3105	2445	2142
Sentinel chickens	264	235	246

YTD - Year to date corresponds to the same time last year or last five years.

## Current Challenge

- After 16 years, the current General Manager is retiring in August
- I am the chairperson of the Search committee. The Committee has hired Ralph Andersen and Associates to conduct an executive search.
- The search is underway and we expect screened candidates to interview in June, with a presentation to the full board at the July 10 meeting.