



AGENDA

REGULAR JOINT MEETINGS

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CLAYTON CITY COUNCIL and OAKHURST GEOLOGICAL HAZARD ABATEMENT DISTRICT (GHAD)

* * *

TUESDAY, December 3, 2019

7:00 P.M.

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

Mayor: Tuija Catalano
Vice Mayor: Julie K. Pierce

Council Members

Jim Diaz
Jeff Wan
Carl Wolfe

- 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 ***
December 3, 2019

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

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

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, discussion or alternative action may request so through the Mayor.

(a) **Information Only** – No Action Requested.

Notification by Republic Services the residential and commercial solid waste/recycling collection and disposal services rates in Clayton will increase by 2.70% effective January 1, 2020 (90% of the annual October-October Bay Area Consumer Price Index (CPI) change of 3.0%) pursuant to the franchise agreement. ([View Here](#))

(b) Approve the minutes of the City Council's regular meeting of November 19, 2019. ([View Here](#))

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

4. **RECOGNITIONS AND PRESENTATIONS** – None.

5. **ANNUAL REORGANIZATION OF CLAYTON CITY COUNCIL**

(a) Election of Mayor by the City Council [Mayor Catalano to conduct the election]. ([View Here](#))

(b) Election of Vice Mayor by the City Council [Newly-elected Mayor to conduct the election].

(c) Recognitions and comments by Mayor and Council Members.

6. **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

7. 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 should 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.

8. PUBLIC HEARINGS – None.

9. ACTION ITEMS – None.

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

11. CLOSED SESSION – None.

12. ADJOURNMENT

The next regularly scheduled meeting of the City Council will be December 17, 2019.

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*** OAKHURST GEOLOGICAL HAZARD ABATEMENT DISTRICT ***
December 3, 2019

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

2. PUBLIC COMMENTS

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

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

3. CONSENT CALENDAR

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

- (a) Approve the Board of Directors' minutes for its regular meeting July 16, 2019.
([View Here](#))

4. ANNUAL REORGANIZATION OF THE BOARD OF DIRECTORS

- (a) Nominations and election of Chair (Chairman Wolfe to conduct the election).([View Here](#))
(b) Nominations and election of Vice Chair (New Chair to conduct the election).

5. PUBLIC HEARINGS - None.

6. ACTION ITEMS – None.

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

8. ADJOURNMENT – the next meeting of the GHAD Board of Directors will be scheduled as needed.

#



Agenda Date: 12-03-2019

Agenda Item: 3a

Approved:

Joseph A. Sbranti
Interim City Manager

STAFF REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: Laura Hoffmeister, Asst. to the City Manager

MEETING DATE: December 3, 2019

SUBJECT: Informational only – Notification by Republic Services the residential and commercial solid waste/recycling collection and disposal services rates in Clayton will increase 2.70% effective January 1, 2020 (90% of the CPI October – October Bay Area Consumer Price Increase (CPI) change of 3.0%) pursuant to the franchise agreement

The City has a franchise agreement with Republic Services to provide Refuse/Recycling services for the City of Clayton. Refuse and Recycling services are mandated pursuant to State and County Health and Safety codes and the California's Department of Resources Recycling and Recovery (CalRecycle).

In order to cover cost increases the hauler encounters (i.e. labor, equipment, fuel, landfill and recycling disposal costs) the franchise agreement (Amendment No 2., Section 3, allows the hauler to adjust rates annually in January by no more than 90% of the Consumer Price Index (CPI) – All Urban Consumers – for the San Francisco Bay Area. The agreement stipulates that regardless of the CPI they shall at least receive a minimum 1%, and in no case shall rates exceed a 5% annual CPI increase.

The CPI for Oct. 2018 - Oct. 2019 was posted on or about November 13, 2019 by the US Department of Labor Bureau of Labor Statistics at 3.0% (non-seasonally adjusted). [The index for all items less food and energy increased 2.6 percent over the year. Food prices rose 4.6 percent. Energy prices rose 5.5 percent, largely the result of an increase in the price of fuel – gasoline/diesel.] Therefore, 90% of 3.0% yields an increase of 2.70% over current rates. There is no action needed by the City Council as the rate increase terms are covered by the Franchise Agreement. Customers will receive notification regarding in advance of the increase. The December/January invoice is billed at the old rate, with information about the new rates effective January 1 that will apply on the February/March invoice.

Attachments:

- A). Letter dated November 25, 2019 from Republic Services regarding CPI increase.
- B). U.S. Dept. of Labor Statistics – All Urban Consumers CPI - San Francisco Bay Area (San Francisco-Oakland-Hayward) : Oct. 2018 to Oct. 2019
- C). Section 3 of Second Amendment to Franchise Agreement re: CPI increase
- D). Existing rates and rates effective January 1, 2020



441 North Buchanan Circle Pacheco, CA 94553
o 925.685.4711 f 925.685.4735 republicservices.com

November 25, 2019

Mr. Joe Sbranti
Interim City Manager
6000 Heritage Trail
Clayton, CA 94517

Dear Joe:

Republic Services is providing notification of our intention to adjust the residential and commercial refuse collection rates by the corresponding percentage change in the Consumer Price Index (CPI) - All Urban Consumers - for San Francisco-Oakland-San Jose Bay Area through October 2019. I have attached a copy of the U.S. Department of Labor Statistics CPI calculations. The CPI increase is 3.0%.

We are allowed 90% of the CPI for 2019 so the rate increase will be 2.7%. The rate adjustment will take effect on January 1, 2020.

A copy of the historic data is attached for verification purposes. A bill message will be on the December invoice.

Feel free to contact me at (925) 822-1537 if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Art Mejia", written over a horizontal line.

Art Mejia
GENERAL MANAGER

ATTACHMENT A

**CPI for All Urban Consumers (CPI-U)
12-Month Percent Change**

Series Id: CUURS49BSA0
Not Seasonally Adjusted
Series Title: All items in San Francisco-Oakland-Hayward, CA, all
Area: San Francisco-Oakland-Hayward, CA
Item: All items
Base Period: 1982-84=100
Years: 2009 to 2019

Year	Oct
2009	0.1
2010	0.9
2011	3.2
2012	3.2
2013	1.6
2014	3.2
2015	2.6
2016	3.6
2017	2.7
2018	4.4
2019	3.0

ATTACHMENT B

2. Section 4 of the Agreement is amended in its entirety effective immediately to read as follows:

Administrative Services and Franchise Fees; Community Enhancement Fee. Effective the next collector billing cycle for customer services in Clayton following approval of this amended Agreement, and as consideration for this franchise granted by City for use of its public rights of way, and to partially reimburse the City for its costs in overseeing this agreement and for services and programs pertaining thereto, Collector shall pay to the City a total annual franchise fee of ten percent (10%) of Collector's gross receipts from customer services provided under this Agreement to residential, commercial and industrial customers within the City limits of Clayton. The franchise fee shall be paid quarterly within 30 thirty (30) days after the end of each calendar quarter and shall be based upon actual gross receipts of Collector for the proceeding calendar quarter.

As further consideration for the extension of the Term of the Agreement, Collector shall, by January 15, 2013, pay to the City a Community Enhancement Fee in the amount of \$100,000.

3. Section 6 of the Agreement is amended to insert the following new paragraph at the end of 6.A.:

Effective the next collector billing cycle for customer services in Clayton following approval of this amended Agreement, Collector will charge up to the maximum service rates as set forth in Exhibit A attached hereto. Commencing effective on January 1, 2013, and every January 1st thereafter during the Term, the Collector's maximum monthly collection rates inclusive of landfill fees shall be increased automatically by an amount equal to ninety percent (90%) of the percentage increase in the Consumer Price Index for the San Francisco Bay Area- All Urban Consumers (base year: 1982-84) during the most recent twelve month period prior to the January 1 rate adjustment date for which such data is available ("CPI"), subject to the following minimum guaranteed rate increase and the maximum rate cap: regardless of the actual applicable change in the CPI, Collector shall receive at least a one percent (1%) increase in its rates every January 1st and Contractor's rates shall not increase more than five percent (5%) at any such annual CPI adjustment.

4. Section 7 of the Agreement is replaced and amended to read in its entirety:

7. Landfill Capacity. Collector agrees to reserve and provide disposal capacity at the Keller Canyon Landfill for all Solid Waste and Yard Waste collected within the franchise area during the term of this Agreement.

5. Section 9 of the Agreement shall be amended to add a new sentence at the end as follows:

Any collection vehicles that are replaced during the term of the Agreement shall be replaced with collection vehicles that use Natural Gas fuel.

Republic Service Rates one time week collection service

all include recycling 64 gal and 96 gal yardwaste and monthly street sweeping fee
 extra or upsize recycling and yardwaste carts no charge
 rate increase applied only to refuse/recycling collection cost - sweeping
 by separate contractor, Republic bills/collects on their behalf

monthly cost - invoice statements done bi monthly so double for actual billing amount

residential customer trash cart size	curent monthly rate (Inlcudes \$1 for street sweeping)	2.7% increase (to current collection cost not to street sweeping)	new monthly rate start on Feb/March bill (Includes \$1 for street sweeping)
96 gallon	\$ 46.62	\$ 1.23	\$ 47.85
64 gallon	\$ 42.81	\$ 1.13	\$ 43.94
32 gallon	\$ 29.15	\$ 1.14	\$ 30.29
20 gallon	\$ 27.90	\$ 0.73	\$ 28.63

Nov. 25 2019

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

Agenda Date: 12-03-2019

Agenda Item: 3b

TUESDAY, November 19, 2019

1. **CALL TO ORDER & ROLL CALL** – The meeting was called to order at 7:00 p.m. by Mayor Catalano in Hoyer Hall, Clayton Community Library, 6125 Clayton Road, Clayton, CA. Councilmembers present: Mayor Catalano, Vice Mayor Pierce, and Councilmembers Diaz, Wan, and Wolfe. Councilmembers absent: None. Staff present: Interim City Manager Joseph Sbranti, City Attorney Mala Subramanian, Community Development Director David Woltering, and City Clerk/HR Manager Janet Calderon.

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

3. **CONSENT CALENDAR**

It was moved by Councilmember Diaz, seconded by Vice Mayor Pierce, to approve the Consent Calendar Items 3(a) as amended, 3(b) – 3(c) as submitted;. (Passed; 5-0 vote).

 - (a) Approved the minutes of the City Council's regular meeting of November 5, 2019.
 - (b) Approved the Financial Demands and Obligations of the City.
 - (c) Adopted Ordinance No. 489 amending Sections 6.05.010, 17.16.020.B, and 17.28.060 of the Clayton Municipal Code to allow the keeping of chickens, with specified restriction, in Single-Family Residential Districts and detached Single-Family Residential neighborhoods in Planned Development (PD) Districts.

4. **RECOGNITIONS AND PRESENTATIONS** – None.

5. **REPORTS**
 - (a) Planning Commission – Commissioner Bassam Altwal indicated the Commission's agenda at its meeting of October 29, 2019, included Environmental Review, Density Bonus, Site Plan Review Permit, Tree Removal Permit for applicant William Jordan's project located at 6170 High Street, 6450 Marsh Creek Road, and 6490 Marsh Creek Road. The Planning Commission did not take action. This item will be continued on December 10.

Councilmember Diaz suggested City Attorney attendance at the Planning Commission meeting of December 10 and to provide a brief report in an effort to not delay the Public Comment.

Councilmember Wan suggested opening public comment at the beginning and again toward the end of the next Planning Commission meeting.

Community Development Director David Woltering advised staff is working on a brief presentation and answers to requests for more information that came up on this item for its next meeting of December 10.

- (b) Trails and Landscaping Committee – No meeting held.
- (c) City Manager/Staff – Mr. Sbranti advised staff is working on the Live Streaming issues that occurred during the Planning Commission meeting, and announced the vacancy on the Planning Commission for any interested citizens.
- (d) City Council - Reports from Council liaisons to Regional Committees, Commissions and Boards.

Councilmember Diaz attended the Concord Veterans Day Ceremony organized by VFW Post 1525 and the Clayton Business and Community Association 2020 Art & Wine Festival Committee meeting. Councilmember Diaz announced the Art and Wine Festival taking place April 24-26, 2020.

Councilmember Wolfe was a speaker at the Clayton/Concord 4H Club, responded to emails from citizens, and attended the weekly meeting with the Interim City Manager.

Vice Mayor Pierce attended the Contra Costa Transportation Authority Administration of Projects Committee meeting, the Association of Bay Area Governments (ABAG) joint meeting with Metropolitan Transportation Commission (MTC) Legislative Committees, the ABAG Administrative Committee joint meeting with MTC Planning Committee Plan Bay Area 2050, the ABAG Executive Board election canvassing meeting, the Legislative ad-hoc Committee meeting, the Housing Methodology Committee meeting, the Bay Area Regional Collaborative, the California Association of Councils of Government meeting, and the Focus on the Future Transportation Conference.

Councilmember Wan attended the Legislative Ad-Hoc Committee meeting, and noted problems he experienced during the live streaming of the Planning Commission meeting with multiple devices at different times.

Mayor Catalano attended the Contra Costa County Mayors' Conference in El Cerrito and provided City Councilmembers a letter signed and submitted by a number of Mayors in California to the California Public Utilities Commission regarding the PG&E bankruptcy.

- (e) Other – None.

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

7. **PUBLIC HEARINGS** – None.

8. ACTION ITEMS

- (a) Consideration of establishment of an ad-hoc committee for the Downtown Specific Plan Update and approve Request for Proposals for preparation of the Downtown Specific Plan update.

Mayor Catalano advised the agenda title of this item is incorrect; however the Staff Report is correct.

Interim City Manager Joe Sbranti provided a brief background.

Interim Community Development Director David Woltering presented the report.

Following questions by the City Council, Mayor Catalano opened the item to public comments; no comments were provided.

Direction was provided to staff.

9. COUNCIL ITEMS – None.

10. CLOSED SESSION – None.

- 11. ADJOURNMENT– on call by Mayor Catalano, the City Council adjourned its meeting at 7:52 p.m.**

The next regularly scheduled meeting of the City Council will be December 3, 2019.

#

Respectfully submitted,

Janet Calderon, City Clerk

APPROVED BY THE CLAYTON CITY COUNCIL

Tuija Catalano, Mayor

#



Agenda Date: 12/03/2019

Agenda Item: 3c

Approved:

Joe Sbranti
City Manager

STAFF REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: JENNIFER GIANTVALLEY, ACCOUNTING TECHNICIAN

DATE: 12/03/2019

SUBJECT: FINANCIAL DEMANDS AND OBLIGATIONS OF THE CITY

RECOMMENDATION:

It is recommended the City Council, by minute motion, approve the financial demands and obligations of the City for the purchase of services and goods in the ordinary course of operations.

Attached Report	Purpose	Date	Amount
Open Invoice Report	Accounts Payable	11/26/2019	\$ 360,600.68
Contra Costa Water District Irrigation	Accounts Payable	11/20/2019	\$ 47,162.36
Cash Requirements Report	Payroll, Taxes	11/20/2019	82,943.86
	Total Required		\$ 490,706.90

Attachments:

1. Open Invoice Report, dated 11/26/19 (4 pages)
2. CCWD Invoice list (1 page)
3. Cash Requirements report PPE 11/17/19 (1 page)

City of Clayton Open Invoice Report Obligations

Vendor Name	Due Date	Invoice Date	Invoice Number	Invoice Description	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due
Advanced Elevator Solutions, Inc								
Advanced Elevator Solutions, Inc	11/14/2019	11/14/2019	31703	Elevator service May 2018	\$115.00	\$0.00		\$115.00
Advanced Elevator Solutions, Inc	11/14/2019	11/14/2019	33031	Elevator service September 2018	\$115.00	\$0.00		\$115.00
Advanced Elevator Solutions, Inc	11/14/2019	11/14/2019	33642	Elevator service November 2018	\$119.00	\$0.00		\$119.00
<i>Totals for Advanced Elevator Solutions, Inc:</i>					<u>\$349.00</u>	<u>\$0.00</u>		<u>\$349.00</u>
American Fidelity Assurance Company								
American Fidelity Assurance Company	11/15/2019	11/15/2019	2054845	FSA PPE 11/17/19	\$119.22	\$0.00		\$119.22
American Fidelity Assurance Company	11/1/2019	11/1/2019	2053090	FSA PPE 11/3/19	\$119.22	\$0.00		\$119.22
American Fidelity Assurance Company	11/18/2019	11/18/2019	D081180	Supplemental insurance November 2019	\$468.84	\$0.00		\$468.84
<i>Totals for American Fidelity Assurance Company:</i>					<u>\$707.28</u>	<u>\$0.00</u>		<u>\$707.28</u>
AT&T (CalNet3)								
AT&T (CalNet3)	11/22/2019	11/22/2019	13937227	Phones 10/22/19-11/21/19	\$1,222.93	\$0.00		\$1,222.93
<i>Totals for AT&T (CalNet3):</i>					<u>\$1,222.93</u>	<u>\$0.00</u>		<u>\$1,222.93</u>
Authorize.net								
Authorize.net	10/31/2019	10/31/2019	102019	Online credit card gateway fee October 2019	\$27.15	\$0.00		\$27.15
<i>Totals for Authorize.net:</i>					<u>\$27.15</u>	<u>\$0.00</u>		<u>\$27.15</u>
Berlogar Stevens & Associates Inc.								
Berlogar Stevens & Associates Inc.	11/22/2019	11/22/2019	229598	Professional services El Molino Sewer June20	\$1,605.36	\$0.00		\$1,605.36
<i>Totals for Berlogar Stevens & Associates Inc.:</i>					<u>\$1,605.36</u>	<u>\$0.00</u>		<u>\$1,605.36</u>
Best Best & Kreiger LLP								
Best Best & Kreiger LLP	11/10/2019	11/10/2019	863063	Legal services October 2019	\$9,470.00	\$0.00		\$9,470.00
Best Best & Kreiger LLP	11/10/2019	11/10/2019	863066	Legal services October 2019	\$493.50	\$0.00		\$493.50
Best Best & Kreiger LLP	11/10/2019	11/10/2019	863064	Legal services October 2019	\$1,104.00	\$0.00		\$1,104.00
Best Best & Kreiger LLP	11/10/2019	11/10/2019	863065	Legal services October 2019.	\$5,691.70	\$0.00		\$5,691.70
<i>Totals for Best Best & Kreiger LLP:</i>					<u>\$16,759.20</u>	<u>\$0.00</u>		<u>\$16,759.20</u>
Big O Tires								
Big O Tires	11/14/2019	11/14/2019	005011-160666	Tire replacement, road hazard	\$247.64	\$0.00		\$247.64
Big O Tires	11/5/2019	11/5/2019	005011-160356	Service to '15 F250	\$1,710.89	\$0.00		\$1,710.89
<i>Totals for Big O Tires:</i>					<u>\$1,958.53</u>	<u>\$0.00</u>		<u>\$1,958.53</u>
CalPERS Health								
CalPERS Health	12/9/2019	12/9/2019	15868379	Medical December 2019	\$23,616.15	\$0.00		\$23,616.15
<i>Totals for CalPERS Health:</i>					<u>\$23,616.15</u>	<u>\$0.00</u>		<u>\$23,616.15</u>
CalPERS Retirement								
CalPERS Retirement	11/25/2019	11/25/2019	CC112419	CC retirement ending 11/24/19	\$79.33	\$0.00		\$79.33
CalPERS Retirement	11/20/2019	11/20/2019	111719	Retirement PPE 11/17/19	\$13,184.91	\$0.00		\$13,184.91
<i>Totals for CalPERS Retirement:</i>					<u>\$13,264.24</u>	<u>\$0.00</u>		<u>\$13,264.24</u>

City of Clayton Open Invoice Report Obligations

Vendor Name	Due Date	Invoice Date	Invoice Number	Invoice Description	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due
CCWD								
CCWD	11/5/2019	11/5/2019	E series	Water services 9/5/19-11/2/19	\$50,637.37	\$0.00		\$50,637.37
				<i>Totals for CCWD:</i>	<u>\$50,637.37</u>	<u>\$0.00</u>		<u>\$50,637.37</u>
Cintas Corporation								
Cintas Corporation	10/24/2019	10/24/2019	4033258448	PW uniforms through 10/24/19	\$48.88	\$0.00		\$48.88
Cintas Corporation	11/14/2019	11/14/2019	4035013887	PW uniforms through 11/14/19	\$35.00	\$0.00		\$35.00
Cintas Corporation	9/19/2019	9/19/2019	4030611686	PW uniforms through 9/19/19	\$48.88	\$0.00		\$48.88
Cintas Corporation	11/21/2019	11/21/2019	4035592838	PW uniforms through 11/21/19	\$39.90	\$0.00		\$39.90
				<i>Totals for Cintas Corporation:</i>	<u>\$172.66</u>	<u>\$0.00</u>		<u>\$172.66</u>
City of Antioch								
City of Antioch	11/18/2019	11/18/2019	1742	Service to '18 F150	\$470.08	\$0.00		\$470.08
City of Antioch	11/18/2019	11/18/2019	1734	Service to PD vehicle 1734	\$148.58	\$0.00		\$148.58
				<i>Totals for City of Antioch:</i>	<u>\$618.66</u>	<u>\$0.00</u>		<u>\$618.66</u>
City of Concord								
City of Concord	11/12/2019	11/12/2019	81539	Live scan	\$114.00	\$0.00		\$114.00
				<i>Totals for City of Concord:</i>	<u>\$114.00</u>	<u>\$0.00</u>		<u>\$114.00</u>
Clean Street								
Clean Street	11/25/2019	11/25/2019	95832	Street sweeping November 2019	\$4,500.00	\$0.00		\$4,500.00
Clean Street	9/30/2019	9/30/2019	95341	Street sweeping September 2019	\$4,500.00	\$0.00		\$4,500.00
Clean Street	10/31/2019	10/31/2019	95674	Street sweeping October 2019	\$4,500.00	\$0.00		\$4,500.00
				<i>Totals for Clean Street:</i>	<u>\$13,500.00</u>	<u>\$0.00</u>		<u>\$13,500.00</u>
CME Lighting Supply, Inc								
CME Lighting Supply, Inc	11/13/2019	11/13/2019	235986	Light ballasts	\$301.84	\$0.00		\$301.84
CME Lighting Supply, Inc	11/4/2019	11/4/2019	235966	Light bulbs, ballasts	\$185.83	\$0.00		\$185.83
				<i>Totals for CME Lighting Supply, Inc:</i>	<u>\$487.67</u>	<u>\$0.00</u>		<u>\$487.67</u>
Concord Uniforms								
Concord Uniforms	11/14/2019	11/14/2019	16190	PD uniform	\$114.08	\$0.00		\$114.08
				<i>Totals for Concord Uniforms:</i>	<u>\$114.08</u>	<u>\$0.00</u>		<u>\$114.08</u>
Contra Costa County Public Works Dept								
Contra Costa County Public Works Dept	11/18/2019	11/18/2019	702767	Traffic signal maintenance October 2019	\$3,446.32	\$0.00		\$3,446.32
				<i>Totals for Contra Costa County Public Works Dept:</i>	<u>\$3,446.32</u>	<u>\$0.00</u>		<u>\$3,446.32</u>
Diablo Tropicals								
Diablo Tropicals	11/22/2019	11/22/2019	CAP0347	C&D refund	\$1,000.00	\$0.00		\$1,000.00
				<i>Totals for Diablo Tropicals:</i>	<u>\$1,000.00</u>	<u>\$0.00</u>		<u>\$1,000.00</u>
Dillon Electric Inc								
Dillon Electric Inc	11/13/2019	11/13/2019	4034	Street light repair '19	\$582.67	\$0.00		\$582.67

City of Clayton Open Invoice Report Obligations

Vendor Name	Due Date	Invoice Date	Invoice Number	Invoice Description	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due
<i>Totals for Dillon Electric Inc:</i>					<u>\$582.67</u>	<u>\$0.00</u>		<u>\$582.67</u>
Economic & Planning Systems, Inc								
Economic & Planning Systems, Inc	10/31/2019	10/31/2019	181082-11	Affordable housing/Open Space Fee Studies 1	\$2,287.50	\$0.00		\$2,287.50
<i>Totals for Economic & Planning Systems, Inc:</i>					<u>\$2,287.50</u>	<u>\$0.00</u>		<u>\$2,287.50</u>
Harris & Associates, Inc.								
Harris & Associates, Inc.	11/18/2019	11/18/2019	43036	Engineering inspections 7/1/19-10/26/19	\$28,340.00	\$0.00		\$28,340.00
Harris & Associates, Inc.	11/18/2019	11/18/2019	43033	Engineering svcs 7/28/19-8/24/19	\$9,863.00	\$0.00		\$9,863.00
Harris & Associates, Inc.	11/18/2019	11/18/2019	43034	Engineering svcs 8/25/19-9/28/19	\$9,863.00	\$0.00		\$9,863.00
Harris & Associates, Inc.	11/18/2019	11/18/2019	43035	Engineering svcs 9/29/19-10/26/19	\$9,863.00	\$0.00		\$9,863.00
Harris & Associates, Inc.	11/18/2019	11/18/2019	43037	Engineering svcs 6/1/19-10/26/19	\$96,975.00	\$0.00		\$96,975.00
Harris & Associates, Inc.	11/18/2019	11/18/2019	43038	Engineering svcs 7/1/19-10/26/19	\$10,187.50	\$0.00		\$10,187.50
<i>Totals for Harris & Associates, Inc.:</i>					<u>\$165,091.50</u>	<u>\$0.00</u>		<u>\$165,091.50</u>
Health Care Dental Trust								
Health Care Dental Trust	11/21/2019	11/21/2019	269771	Dental December 2019	\$1,356.78	\$0.00		\$1,356.78
<i>Totals for Health Care Dental Trust:</i>					<u>\$1,356.78</u>	<u>\$0.00</u>		<u>\$1,356.78</u>
Humphrey Consulting								
Humphrey Consulting	9/30/2019	9/30/2019	CL0419	SSMP update & audit 6/1/19-9/30/19	\$2,415.00	\$0.00		\$2,415.00
<i>Totals for Humphrey Consulting:</i>					<u>\$2,415.00</u>	<u>\$0.00</u>		<u>\$2,415.00</u>
ICMA Retirement Corporation								
ICMA Retirement Corporation	11/18/2019	11/18/2019	111719	457 contributions PPE 11/17/19	\$1,261.53	\$0.00		\$1,261.53
<i>Totals for ICMA Retirement Corporation:</i>					<u>\$1,261.53</u>	<u>\$0.00</u>		<u>\$1,261.53</u>
J&R Floor Services								
J&R Floor Services	11/30/2019	11/30/2019	Eleven2019	Janitorial services November 2019	\$4,850.00	\$0.00		\$4,850.00
<i>Totals for J&R Floor Services:</i>					<u>\$4,850.00</u>	<u>\$0.00</u>		<u>\$4,850.00</u>
LarryLogic Productions								
LarryLogic Productions	11/20/2019	11/20/2019	1855	City council meeting production 11/19/19	\$360.00	\$0.00		\$360.00
<i>Totals for LarryLogic Productions:</i>					<u>\$360.00</u>	<u>\$0.00</u>		<u>\$360.00</u>
LC Action Police Supply LTD								
LC Action Police Supply LTD	11/15/2019	11/15/2019	404058	Glock pistols, PD	\$896.31	\$0.00		\$896.31
<i>Totals for LC Action Police Supply LTD:</i>					<u>\$896.31</u>	<u>\$0.00</u>		<u>\$896.31</u>
Nationwide								
Nationwide	11/18/2019	11/18/2019	111719	457 contribution PPE 11/17/19	\$500.00	\$0.00		\$500.00
<i>Totals for Nationwide:</i>					<u>\$500.00</u>	<u>\$0.00</u>		<u>\$500.00</u>
Neopost (add postage)								
Neopost (add postage)	11/22/2019	11/22/2019	112219	Postage added	\$300.00	\$0.00		\$300.00

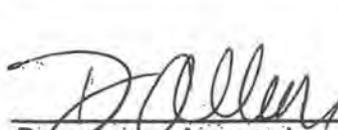
City of Clayton Open Invoice Report Obligations

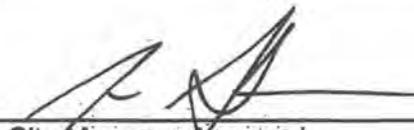
Vendor Name	Due Date	Invoice Date	Invoice Number	Invoice Description	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due
<i>Totals for Neopost (add postage):</i>					\$300.00	\$0.00		\$300.00
Paysafe Payment Processing								
Paysafe Payment Processing	11/4/2019	11/4/2019	October19	Online CC bankcard fees October 2019	\$89.45	\$0.00		\$89.45
Paysafe Payment Processing	11/4/2019	11/4/2019	October2019	Bankcard fees October 2019	\$151.48	\$0.00		\$151.48
<i>Totals for Paysafe Payment Processing:</i>					\$240.93	\$0.00		\$240.93
PG&E								
PG&E	11/25/2019	10/23/2019	102319	Energy 9/20/19-10/22/19	\$4,894.90	\$0.00		\$4,894.90
PG&E	12/4/2019	11/15/2019	111519	Energy 10/16/19-11/14/19	\$18,918.82	\$0.00		\$18,918.82
PG&E	12/9/2019	11/21/2019	112119	Energy 10/22/19-11/19/19	\$4,284.51	\$0.00		\$4,284.51
<i>Totals for PG&E:</i>					\$28,098.23	\$0.00		\$28,098.23
Roto-Rooter Sewer/Drain Service								
Roto-Rooter Sewer/Drain Service	11/1/2019	11/1/2019	50821345035	Clear drain @ CH	\$392.93	\$0.00		\$392.93
<i>Totals for Roto-Rooter Sewer/Drain Service:</i>					\$392.93	\$0.00		\$392.93
State Water Resources Control Board								
State Water Resources Control Board	11/20/2019	11/20/2019	SW-0179428	SWRCB annual permit fee 10/1/19-9/30/20	\$8,539.00	\$0.00		\$8,539.00
State Water Resources Control Board	11/6/2019	11/6/2019	WD-0164297	SWRCB annual permit fee FY20	\$2,625.00	\$0.00		\$2,625.00
<i>Totals for State Water Resources Control Board:</i>					\$11,164.00	\$0.00		\$11,164.00
Verizon Wireless								
Verizon Wireless	11/1/2019	11/1/2019	9841220475	Cell phones 10/2/19-11/1/19	\$233.29	\$0.00		\$233.29
<i>Totals for Verizon Wireless:</i>					\$233.29	\$0.00		\$233.29
Warner Brothers Tree Service								
Warner Brothers Tree Service	11/5/2019	11/5/2019	14964	Tree work @ end of Regency Dr	\$1,500.00	\$0.00		\$1,500.00
<i>Totals for Warner Brothers Tree Service:</i>					\$1,500.00	\$0.00		\$1,500.00
Western Exterminator								
Western Exterminator	10/31/2019	10/31/2019	7494827	Pest control for October 2019	\$427.00	\$0.00		\$427.00
<i>Totals for Western Exterminator:</i>					\$427.00	\$0.00		\$427.00
Workers.com								
Workers.com	11/8/2019	11/8/2019	126277	Seasonal workers week end 11/3/19	\$4,169.11	\$0.00		\$4,169.11
Workers.com	11/15/2019	11/15/2019	126348	Seasonal workers week end 11/10/19	\$3,873.30	\$0.00		\$3,873.30
<i>Totals for Workers.com:</i>					\$8,042.41	\$0.00		\$8,042.41
Yorkshire Roofing								
Yorkshire Roofing	11/20/2019	11/20/2019	BP168-19	C&D refund	\$1,000.00	\$0.00		\$1,000.00
<i>Totals for Yorkshire Roofing:</i>					\$1,000.00	\$0.00		\$1,000.00
GRAND TOTALS:					\$360,600.68	\$0.00		\$360,600.68

Check Request
 Vendor #67
 Contra Costa Water District- CCWD
 PO Box 60548
 Los Angeles, CA 90060-0548

Invoice Date: 10/8/2019
 Invoice # Series: D
 Period Covering: 8/6/19-10/3/19

Project Description	Sub Total	Total	Account #
City Irrigation	\$ 3,742.44	\$47,162.36	210-7338-00
City Irrigation	\$ 7,625.95		
City Irrigation	\$ 3,755.05		
City Irrigation	\$ 44.83		
City Irrigation	\$ 693.47		
City Irrigation	\$ 45.59		
City Irrigation	\$ 3,656.28		
City Irrigation	\$ 54.83		
City Irrigation	\$ 100.65		
City Irrigation	\$ 2,575.37		
City Irrigation	\$ 43.31		
City Irrigation	\$ 43.31		
City Irrigation	\$ 43.31		
City Irrigation	\$ 43.31		
City Irrigation	\$ 1,884.87		
City Irrigation	\$ 46.35		
City Irrigation	\$ 44.83		
City Irrigation	\$ 46.35		
City Irrigation	\$ 770.43		
City Irrigation	\$ 46.35		
City Irrigation	\$ 2,054.79		
City Irrigation	\$ 46.35		
City Irrigation	\$ 1,597.53		
City Irrigation	\$ 3,531.13		
City Irrigation	\$ 3,409.05		
City Irrigation	\$ 44.83		
City Irrigation	\$ 11,171.80		
Total		\$47,162.36	


 Department Approval


 City Manager Approval

CASH REQUIREMENTS

(Prior to Processing)

CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 11/20/19: \$82,943.86

TRANSACTION SUMMARY

SUMMARY BY TRANSACTION TYPE -		
TOTAL ELECTRONIC FUNDS TRANSFER (EFT)		82,943.86
CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR EFT		82,943.86
TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES		9,505.51
CASH REQUIRED FOR CHECK DATE 11/20/19		92,449.37

TRANSACTION DETAIL

ELECTRONIC FUNDS TRANSFER - *Your financial institution will initiate transfer to Paychex at or after 12:01 A.M. on transaction date.*

TRANS. DATE	BANK NAME	ACCOUNT NUMBER	PRODUCT	DESCRIPTION		BANK DRAFT AMOUNTS & OTHER TOTALS
11/19/19	BANK OF AMERICA, NA	xxxxxx4799	Direct Deposit	Net Pay Allocations	62,557.28	
11/19/19	BANK OF AMERICA, NA	xxxxxx4799	Direct Deposit	Deductions with Direct Deposit	603.50	63,160.78
11/19/19	BANK OF AMERICA, NA	xxxxxx4799	Readychex®	Check Amounts	247.26	247.26
11/19/19	BANK OF AMERICA, NA	xxxxxx4799	Garnishment	Employee Deductions	179.18	179.18
					EFT FOR 11/19/19	63,587.22
11/20/19	BANK OF AMERICA, NA	xxxxxx4799	Taxpay®	Employee Withholdings		
					Social Security	256.08
					Medicare	1,284.13
					Fed Income Tax	11,845.78
					CA Income Tax	4,418.92
					Total Withholdings	17,804.91
					Employer Liabilities	
					Social Security	256.08
					Medicare	1,284.13
					Fed Unemploy	1.61
					CA Unemploy	9.64
					CA Emp Train	0.27
					Total Liabilities	1,551.73
					EFT FOR 11/20/19	19,356.64
					TOTAL EFT	82,943.86

Agenda Date: 12-03-2019

Agenda Item: 5a



STAFF REPORT

Approved:

Joseph A. Sbranti
Interim City Manager

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: City Clerk 

DATE: December 3, 2019

SUBJECT: NOMINATION AND ELECTION OF MAYOR AND VICE MAYOR

RECOMMENDATION

It is recommended the City Council elect its Mayor and Vice Mayor for the one-year term of office (2020) to commence the evening of December 3, 2019.

BACKGROUND

Pursuant to Section F.4. – Mayor Selection, of the *Council Guidelines and Practices* (page 4, copy attached), the Mayorship and Vice Mayorship are one-year terms of office in the City of Clayton. The Clayton electorate does not directly elect its mayor or vice mayor. The election of its officers from within the membership of the City council commences each year at the first regularly-scheduled Council meeting each December.

Mayor Tuija Catalano and Vice Mayor Julie Pierce were elected to their current Council offices at a City Council regular public meeting held December 4, 2018. The following table lists those serving as mayor over the last eighteen (18) years:

2019	Tuija Catalano	2010	Hank Stratford
2018	Keith Haydon	2009	Julie Pierce
2017	Jim Diaz	2008	Gregory Manning
2016	Howard Geller	2007	William Walcutt
2015	David Shuey	2006	David Shuey
2014	Hank Stratford	2005	Gregory Manning
2013	Julie Pierce	2004	Julie Pierce
2012	Howard Geller	2003	Pete Laurence
2011	David Shuey	2002	Gregory Manning

NOMINATION AND ELECTION PROCEDURES

Pursuant to Chapter 2.04 – Council Meetings of the *Clayton Municipal Code*, our City use the most recent version of *Robert's Rules of Order* to govern the conduct of City business meetings.

To assist in the procedure of nominating and selecting the next mayor and vice mayor at this meeting, the following rules* have been extracted and summarized below:

1. The nomination/election of the next Mayor is to be conducted by Mayor Catalano. Once the new Mayor is elected, that member of City Council immediately presides and conducts the remainder of the business items on the agenda, including the City Council's election of its Vice Mayor to serve a 1-year term of office commencing the evening of December 3, 2019.
2. The method of nomination in this respect is an "open nomination" solely by and from within the membership of the presently-seated Clayton City Council. Nomination cannot be accepted from members of the public.
3. No "second" is required for nomination, although sometimes one or more members will "second" a nomination to indicate endorsement.
4. In no event may any one member nominate more persons than there are offices to fill in the respective selection.
5. When it appear no one else wishes to make a nomination, the chair of the meeting asks one (1) final time if there are additional nominations. If there is a no response, the chair then declares...*"the nomination for [Mayor or Vice Mayor, as applicable] is closed."*

It is unnecessary to have a motion to officially close the nomination; yet, if such a motion is made, that motion then requires an affirmative 2/3rd vote of the Council present [4 or 5]. After nominations are closed, a majority vote is required to re-open it.
6. Nominees are voted on in the order in which they are nominated. As soon as one of the nominees receives a majority vote [in this case, 3 or more votes]. The chair then declares that person elected to that respective office, and no vote is taken on the remaining nominee(s).

MAYOR SELECTION CRITERIA

In accordance with the adopted Council Guidelines and Procedures [February 2007], the City Council established six (6) guidelines pertaining to the annual selection of its Mayor. Reference is made to the attachment of this Staff Report for review of those Guidelines.

FISCAL IMPACT

No financial impact. The offices of Mayor and Vice Mayor receive the same monthly stipend as other members of the City Council.

Attachment: Page 4 of Council Guidelines and Procedures [1 pg.]

*Reference: Chapter XIV-Nominations and Elections, *Robert's Rules of Order* [RONR, 10th Edition, pp. 418-430]

2. Staff in General.

- a. Council may make reasonable requests for information directly from Department Heads.
- b. An informal system of direct communication with staff is used but not abused by Council.
- c. Staff will inform Council immediately when an unusual event occurs that the public would be concerned about [e.g., major vehicular accidents; major police activities; areas cordoned off by police or fire, etc.].
- d. The Council and staff will not intentionally blind side each other in public; if there is an issue or a question a Council Member has regarding an agenda item, that Member will contact staff prior to the meeting.

E. COUNCIL RESPONSIBILITIES FOR KEEPING INFORMED

1. Read Commission minutes and staff reports to find out issues being addressed.
2. Read documents on planning items.
3. Read City Manager "goal updates" list for Council.
4. Do homework diligently and thoroughly.

F. MAYOR SELECTION

1. Election to Vice Mayor and Mayor requires supporting votes of three (3) Council Members, but in the interest of harmony unanimous consensus is to be sought and encouraged.
2. Any Council Member wanting or not wanting a role has a responsibility to tell all other Members.
3. As far as possible and until otherwise decided, Council Members will take turns as Mayor.
4. Mayorship will be a one-year term, commencing with the first meeting in December.
5. Selection of a Mayor is not a lock-step system. The Vice Mayor is generally expected to ascend to Mayor.
6. All Council Members are peers, and the Mayor and Vice Mayor serve at the pleasure of the Council.

MINUTES
REGULAR MEETING
OAKHURST GEOLOGICAL HAZARD ABATEMENT DISTRICT (GHAD)

July 16, 2019

1. **CALL TO ORDER AND ROLL CALL** – the meeting was called to order at 8:54 p.m. by Chairperson Carl Wolfe. Board Members present: Chairperson Wolfe, Vice Chair Wan, Board Members Diaz, Catalano, and Pierce. Board Members absent: None. Staff present: Assistant to the City Manager Laura Hoffmeister, GHAD District Manager Scott Alman, General Legal Counsel Mala Subramanian, and Secretary Janet Calderon.

2. **PUBLIC COMMENTS**

Glenn Miller referred to his previous request regarding paving and potholes. Vice Chair Wan advised a separate dialogue should be opened regarding this issue and he will contact Mr. Miller.

Roy Herrera suggested follow up to the paving issue.

3. **CONSENT CALENDAR** – It was moved by Board Member Catalano, seconded by Board Member Pierce, to approve the Consent Calendar as submitted. (Passed; 5-0 vote).

- (a) Approved the Board of Directors' minutes for its regular meeting on May 21, 2019.

4. **PUBLIC HEARINGS**

- (a) Noticed Public hearing to consider the Geological Hazard Abatement District (GHAD) proposed real property tax assessments for Fiscal Year 2019-2020.

GHAD District Manager Scott Alman presented the staff report.

Following questions by the Board, Chairperson Wolfe opened the item to public comment.

Glenn Miller advised he emailed pictures and specific questions to Chairperson Wolfe and Vice Chair Wan regarding annual maintenance to swells in the Oakhurst Geological Hazard Abatement District area that have not been maintained.

Chairperson Wolfe closed public comments.

It was moved by Board Member Pierce, seconded by Vice Chair Wan, to adopt GHAD Resolution No. 02-2019 ordering Improvements and confirming Real Property Assessments for Fiscal Year 2019-20. (Passed; 5-0 vote).

5. ACTION ITEMS – None.

7. BOARD ITEMS

Vice Chair Wan requested formalizing the review process and evidence of maintenance records.

8. ADJOURNMENT - on call by Chairperson Wolfe the Board meeting adjourned at 9:16 p.m.

#

Respectfully submitted,

Janet Calderon, Secretary

Approved by the Board of Directors
Oakhurst Geological Hazard Abatement District

Carl Wolfe, Chairperson

Agenda Date: 12.03.2019

Agenda Item: 4a GHAD

GHAD REPORT

TO: HONORABLE CHAIRMAN AND BOARDMEMBERS

FROM: Secretary

DATE: December 3, 2019

SUBJECT: SELECTION OF CHAIR AND VICE CHAIR FOR 2020

RECOMMENDATION

It is recommended the Board of Directors select a new Chair and Vice Chair for next year (2020).

BACKGROUND

Similar to the Clayton City Council's annual reorganization, the Board of Directors of the Oakhurst Geological Hazard Abatement District (GHAD) annually changes its chair and vice chair.

Since its December 4, 2018 Board meeting, Board Member Carl Wolfe has served as Chairman of GHAD with Board Member Jeff Wan serving as its Vice Chair. At this time, the Board should conduct the nomination and selection of its chair and vice chair to serve for the next twelve months. In recent years the following individuals have served as officers of GHAD:

	<u>Chair</u>	<u>Vice Chair</u>
2019	Carl Wolfe	Jeff Wan
2018	Tuija Catalano	Jim Diaz
2017	David Shuey	Tuija Catalano
2016	Keith Haydon	Jim Diaz
2015	Howard Geller	Keith Haydon
2014	Jim Diaz	Howard Geller
2013	David Shuey	Jim Diaz
2012	Hank Stratford	Joe Medrano
2011	Hank Stratford	Joe Medrano
2010	Howard Geller	David Shuey

FISCAL IMPACT

None. Board Members do not receive any stipend for their time and effort expended in these offices.