

CITY COUNCIL ASSIGNMENTS STANDING/AD-HOC COMMITTEES/LIAISONS

CITY OF CLAYTON 2023

Association of Bay Area Governments (ABAG)	Jeff Wan Alternate: Jim Diaz
Budget/Audit Committee	Jeff Wan/Kim Trupiano Alternate: Jim Diaz
Citizens Corps Council (CERT)	Jim Diaz Alternate: Kim Trupiano
Ad-Hoc City Manager Recruitment Committee	Jeff Wan/Holly Tillman
Clayton Financing Authority [CFA]* *[offices automatically go to Mayor & Vice Mayor, per Bylaws]	President – Jeff Wan Vice President – Jim Diaz
Community Park Sports Fields Ad-Hoc Committee	Jeff Wan/Jim Diaz
Concerts in The Grove Committee	Jim Diaz/Kim Trupiano
Contra Costa Water District [CCWD] Liaison	Jim Diaz Alternate: Holly Tillman
Central Contra Costa Transit Authority [CCCTA]	Jim Diaz Alternate: Kim Trupiano
Do the Right Thing /Unsung Heroes Program	Peter Cloven/Holly Tillman
East Bay Division - League of California Cities	Kim Trupiano Alternate: Jim Diaz
East Contra Costa County Habitat Conservancy	Kim Trupiano Alternate: Jeff Wan

Garbage & Recycling Committee	Jeff Wan/Kim Trupiano
Interview Committees:	
a. Planning Commission applicants	City Council
b. Trails and Landscaping Committee applicants	Holly Tillman Kim Trupiano
Clayton Library Foundation Liaison	Kim Trupiano Alternate: Holly Tillman
Internship/Training Committee	Jeff Wan/Kim Trupiano
Mayors' Conference – Contra Costa County	Mayor & Council
Mt. Diablo School District Liaison Committee	Jeff Wan, Holly Tillman Alternate: Peter Cloven
Oakhurst Geological Hazard Abatement District [GHAD]	Chair – Kim Trupiano Vice Chair – Peter Cloven
Trails and Landscaping Committee (TLC) Liaison	Holly Tillman Alternate: Kim Trupiano
TRANSPAC	Peter Cloven Alternate: Kim Trupiano

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Revised: 22 December 2022
Original Adoption: 17 December 2004

CITY COUNCIL STANDING AND AD HOC COMMITTEES AND LIAISON ASSIGNMENTS

ASSOCIATION OF BAY AREA GOVERNMENTS (ABAG)

Created in 1961, ABAG is the regional council of governments for the larger Bay Area, as required by state law. It partners with local governments to provide planning and research related to land use, housing, environmental and water resource protection, disaster resilience, energy efficiency and hazardous waste mitigation, risk management, financial services and staff training. ABAG is the determiner/distributor of the Regional Housing Needs Allocation (RHNA) numbers funneled by the state of California to local governments in the Bay Area.

ABAG convenes its General Assembly once each year in April at which a voting delegate participates from each of the 9 counties and 101 members cities/towns. Clayton's representative attends that assembly and may become selected for greater involvement on ABAG's Executive Board or as one of its governing officers.

- ▶ Public meetings of the General Assembly and the Executive Board are held in San Francisco.

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City Budget/Audit Committee

Offers initial feedback to the City Manager and the Finance Manager regarding the staff recommended City Budget for each fiscal year, typically meeting in the spring. It also offers initial feedback to staff on the Mid-Year Budget Review process conducted in approximately February each year.

The Audit Committee meets with the City's contract independent auditor in the summer of each year during the field audit, and again in early fall with the City Manager and Finance Manager for initial review of the Comprehensive Annual Financial Report (CAFR).

- ▶ Meetings when called are held at Clayton City Hall during the workweek (daytime).

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Citizens Corps Council (CERT)

The City's Community Emergency Response Team (CERT) is comprised of local volunteers/residents willing and trained to render assistance during local disaster events. CERT is an adjunct to the Clayton Police Department. The Council liaison interfaces and interacts with the CERT team and the Council liaison is ideally CERT-certified [trained] as well.

- ▶ Meetings are held at the Clayton police station (infrequently).

Clayton Financing Authority (CFA)

A joint exercise of powers agency established in December 1990 by the City as a separate legal public entity. It functions as a local financing authority initially created to issue redevelopment tax allocation bonds at a more favorable negotiated basis than a public basis. The CFA has the authority to incur, issue and manage public debt.

- ▶ Public meetings are held in the City Council Chambers on an as-needed basis, normally on a 1st or 3rd Tuesday evening following a City Council meeting.

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Community Park Sports Field Ad-hoc Committee

Meets as warranted to partner with organized community sports groups (e.g. CVLL, MDSA) for mutual capital improvement and/or maintenance of the public sports fields at Clayton Community Park.

- ▶ Meetings are held in the field or at Clayton City Hall, as necessary.

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Contra Costa Water District (CCWD) Liaison

Council liaisons assigned will monitor agendas and actions of the CCWD Board of Directors, and possibly attend its public meetings to address potential financial, community or stakeholder impacts. Clayton resides in Division 3 of this independent special public district.

- ▶ CCWD Board meetings are held the 1st and 3rd Wednesdays of each month at 6:30 p.m. in Concord.

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Central Contra Costa Transit Authority (CCCTA)

Formed in 1980 as a joint powers agency (JPA), CCCTA provides fixed-route and paratransit bus services within Central Contra Costa County. Its Board consists of 11 members from each incorporated city in Central County and the county. A city's voting representative may be an elected official or other public official or a private person [per CCCTA].

- ▶ The Board meets the 3rd Thursday of each month at 9:00 a.m. at the CCCTA offices in Concord. Additional CCCTA committee meetings may be required for attendance each month.

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"Do the Right Thing" Program/"Unsung Heroes" Program

Developed in the summer of 2010 and adopted by the City Council in partnership with the Clayton Business and Community Association (CBCA) and the local MDUSD public and charter schools, members promote and coordinate the bi-monthly recognition of students exhibiting the six (6) chosen character traits of Responsibility, Respect, Kindness, Self-Discipline, Integrity, and Courage.

“Unsung Heroes” Program Committee

Created with the benevolent mission to periodically recognize community members or businesspersons who have or are performing under-the-radar acts of service to others or to the Clayton community. Its Program has yet to be defined or established.

- ▶ Meetings held at Clayton City Hall when necessary.
- ▶ Program coordination meetings with MDUSD and CBCA are held when necessary.

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East Bay Division – League of California Cities

One of the 16 regional divisions of the League of California Cities, the East Bay Division functions as a grassroots advocacy core of elected and appointed public officials to monitor and engage on state legislation impacting cities. The East Bay Division includes 33 city representatives in Alameda and Contra Costa counties.

- ▶ Meetings are held in the evening on the 4th Thursday of each month rotated at various locations within member cities.

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East Contra Costa County Habitat Conservancy

A joint exercise of powers authority (JPA) formed by the cities of Brentwood, Clayton, Oakley, Pittsburg, and Contra Costa County to implement its Habitat Conservation Plan (HCP). The HCP is designed to protect natural resources in eastern Contra Costa County while improving and streamlining the environmental permitting process for impacts on endangered species. Each city representative is a voting member of the JPA Board of Directors.

- ▶ Public meetings are usually scheduled the 4th Monday of every other month at 2:00 p.m. at host city rotation sites.

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Garbage & Recycling Committee

Serves as the initial sounding board between the City and the City’s exclusive franchise agreement operator (presently, Republic Services) regarding solid waste management and collection services terms and conditions and customer rates in Clayton.

- ▶ Meetings held at Clayton City Hall when needed.

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Interview Committees

a. Planning Commission applicants

The City Council, as a whole, interviews citizen applicants for consideration for appointment to vacancies or term of office expirations on this statutory land use body.

- ▶ Interviews are held when needed at a public meeting of the City Council.

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b. Trail and Landscaping Committee applicants

Sub-committee of the City Council interviews citizen applicants for consideration and recommendation to the City Council for appointment.

- ▶ Interview are scheduled and held when needed.

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Clayton Library Foundation Liaison

Attends, shares information, and receives issues of concern with the Foundation's Board of Directors regarding the City's ownership and maintenance of this public facility. The Council liaison is not a member of the Library Foundation Board.

- ▶ Foundation Board meetings are held the 2nd Tuesday of each month at 7:00 p.m. in the Clayton Community Library.

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Mayors' Conference – Contra Costa County

Established in 1951, the Conference provides an educational forum for local elected public officials and a place to network and exchange information. The Conference also serves as the Contra Costa City Selection Committee [state law] to appoint city representation to area-wide agencies. Each city designates its own voting delegate, usually its mayor as the name implies.

- ▶ Public meetings are held on the first Thursday of each month. The meeting location rotates among the 19 Contra Costa cities/towns.

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Mt. Diablo School District Liaison Committee

Interfaces and communicates with Mount Diablo Unified School District (MDUSD) elected officials on issues of mutual benefit or concern. Monitors public activities and actions of the school district to report on matters of public interest or impact on the community or the public school campuses.

- ▶ Meetings are held when necessary.

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Oakhurst Geological Hazard Abatement District (GHAD)

The Clayton City Council serves as the Board of Directors for this special public district. The District oversees the demarcated geological hazard abatement area overlapping portions of the incorporated city, essentially the Oakhurst Development area. It has the authority, but not the obligation, to abate or repair geological hazards or damage to public infrastructure or open space properties within the District.

- ▶ Public meetings are held in the Council Chamber as necessary, usually following a regularly scheduled City Council meetings.

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Trails and Landscaping Committee (TLC) Liaison

The Citywide Landscaping Maintenance District is a legally formed community facilities district (CFD 2007-1). The City Council functions as the District's governing body and appoints up to 11 residents to the District's citizens' advisory committee. The Council's liaison attends the TLC meetings and assists in the exchange of information, City policies, and concerns with committee members.

- ▶ Public meetings of the TLC are scheduled as needed and are generally held at Hoyer Hall/Clayton Community Library.

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TRANSPAC

The Regional Transportation Planning Committee (RTPC) for Central Contra Costa County. It is responsible for the development of transportation plans, projects and programs for the Central County areas. It also appoints two (2) of its representatives to the Central Contra Costa Transportation Authority (CCTA). Its Board is comprised of elected public officials from each of the 5 cities in Central County (Clayton, Concord, Martinez, Pleasant Hill, and Walnut Creek) plus the county supervisor representing the Central County area.

- ▶ Public meetings are usually held the 2nd Thursday of every other month at 9:00 a.m. in at Pleasant Hill City Hall.

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City Manager Recruitment Ad Hoc Committee

Select and interact with executive recruiter for City Manager recruitment beginning in November 2022.

- ▶ Meetings held at Hoyer Hall when necessary.

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Concerts in the Park Program Committee

To oversee the financial operations of the summer concerts in The Grove Park. Activities may include overseeing and/or soliciting and securing bands and sponsors, working with city staff on permits, and other administrative efforts as needed.

- ▶ Meetings held at Hoyer Hall/Clayton Community Library as needed.

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Internship/Training Program Committee

To promote and secure the acquisition of interns from local communities to support city operations and provide training and educational opportunities.

- ▶ Meetings held at Hoyer Hall/Clayton Community Library as needed.