



**ANNOUNCING  
Monthly Mayors' Conference  
October 7, 2010**

***Hosted by the City of Clayton***

**6:30 P.M. - Business Meeting**

**Clayton Community Library  
Hoyer Hall (Library meeting room)  
6125 Clayton Road**

**Featured Speaker:  
Jeremy Madsen, Executive Director, Greenbelt Alliance**

Mr. Madsen will discuss the Greenbelt Alliance's vision of Grow Smart Bay Area about how the Bay Area can grow responsibly over the next generation and create a sustainable, vibrant region. The discussion will include how we can use vacant lots, parking lots, and other under-used properties to create thriving new neighborhoods and, by building neighborhoods that mix jobs, shops, and homes, people will be able to drive less, have the option to walk more, and contribute to the local economy.

**8:00 P.M. – Dinner**

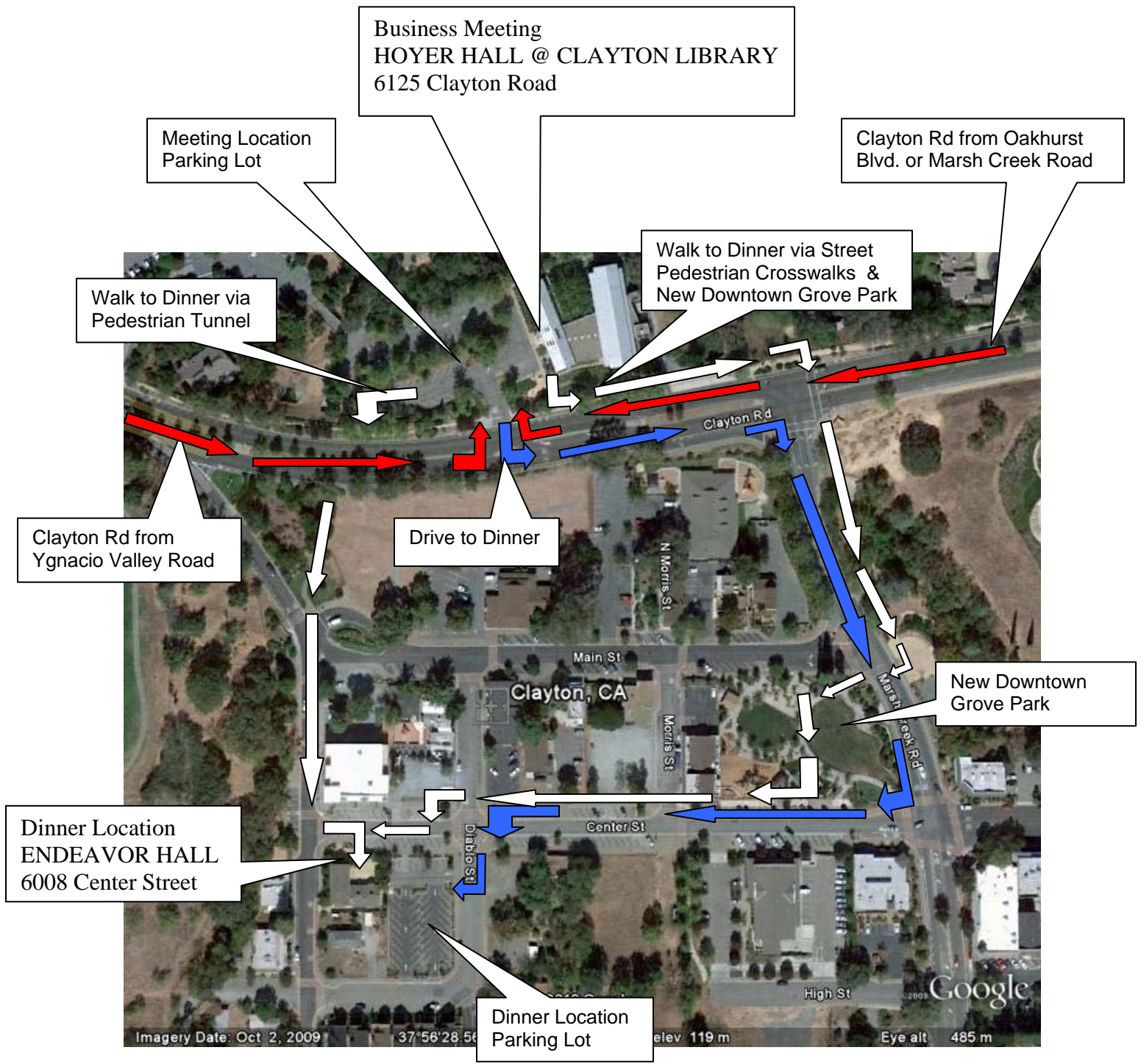
**Endeavor Hall  
6008 Center Street**

Dinner will include a buffet featuring  
Roasted Filet Bordelaise, Chicken in a Mushroom Sauce, and Eggplant Parmigiana

DINNER RESERVATIONS are made through the City of Clayton  
RSVP to Laci Jackson, City Clerk, at  
[ljackson@ci.clayton.ca.us](mailto:ljackson@ci.clayton.ca.us) or call (925) 673-7304.

Reservation deadline is noon, Thursday, September 30, 2010.

**DINNER RESERVATIONS:** Two dinners are prepaid for each City (Mayor and City Manager). Others interested in having dinner should call or e-mail the contact listed above and pay for the dinner at the door. Individuals will be billed for reservations which are made but not cancelled by the deadline date. **Dinner Cost: \$50.**





**CONTRA COSTA**  
COUNTY MAYORS' CONFERENCE  
&  
CITY SELECTION COMMITTEE

**October 7, 2010  
Business Meeting Agenda  
6:30 P.M.**

**HOSTED BY THE CITY OF CLAYTON  
Clayton Library Hoyer Hall  
6125 Clayton Road**

Call to Order, Pledge of Allegiance and Roll Call:

**1. FEATURED PROGRAM:**

**Grow Smart Bay Area: Jeremy Madsen, Executive Director of the Greenbelt Alliance,** will discuss the Alliance's vision of how the Bay Area can grow responsibly over the next generation and create a sustainable, vibrant region. (35 Minutes)

2. Approval of Conference Minutes of the August 5, 2010, meeting held in Danville.

3. **Amendments to Conference Policies:** The Executive Committee recommends amendments to Conference Policies to make clear that individual appointees may not act on behalf of the Conference unless the subject has been debated and acted upon by the Conference. (See attached report) (5 Minutes)

4. **East Bay Regional Communications Authority. Announcement of Upcoming Appointments:** The Conference appoints six members and alternates to staggered terms on this joint powers board. The three-year terms of Concord Councilmember Bill Shinn (member) and Pittsburg Councilmember Will Casey (alternate) expire on September 30.

- **Member Position:** Councilmember Shinn has requested reappointment as a member to the Authority Board. His nomination was the only one received. Recommended action: **Apply Conference policy and appoint Councilmember Shinn to a three-year term.**
- **Alternate Position:** Danville Councilmember Karen Stepper requested appointment as the alternate to the Authority Board. Councilmember Casey did not seek reappointment. No other nominations were received. Recommended action: **Apply Conference policy and appoint Councilmember Stepper to a three-year alternate term.** (3 Minutes)

October 7, 2010

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5. Chair's Time (2 Minutes)
6. League of California Cities Update: Eric Figueroa, Reg. Representative (2 Minutes)
7. Mayors' Time (5 Minutes)
8. County Supervisor's Time (3 Minutes)
9. Public Communications (3 Minutes)
10. Welcome to Clayton by Mayor Hank Stratford (2 Minutes)
11. Adjourn to November 4 meeting in Hercules

Agenda deadline for the November 4 meeting is 5:00 p.m., Wednesday, October 20th

December 2: Pittsburg  
January 6: Orinda  
February 3: Richmond

**MINUTES**  
**SEPTEMBER 2, 2010**  
**CONTRA COSTA COUNTY MAYORS' CONFERENCE**  
City of Danville  
Town Meeting Hall, 201 Front Street

CALL TO ORDER / PLEDGE OF ALLEGIANCE

The meeting was called to order at 6:30 p.m. in Danville, California, by Conference Chair Ed Balico. County Board of Supervisors Member Mary Piepho led the Pledge of Allegiance.

ROLL CALL OF CITY DELEGATES:

Mayor Davis, Antioch  
Mayor Taylor, Brentwood  
Mayor Stratford, Clayton  
Mayor Bjerke, Concord  
Mayor Doyle, Danville  
Mayor Abelson, El Cerrito  
Councilmember McDonald, Hercules  
Mayor Andersson, Lafayette  
Mayor Schroder, Martinez  
Mayor Chew, Moraga  
Mayor Anderson, Oakley  
Councilmember Worth, Orinda  
Mayor Pro Tem Swearingen, Pinole  
Councilmember Johnson, Pittsburg  
Mayor Mitchoff, Pleasant Hill  
Absent, Richmond  
Mayor Calloway, San Pablo  
Absent, San Ramon  
Councilmember Simmons, Walnut Creek

**1. FEATURED SPEAKER:**

Danville Town Manager and East Bay Regional Communications System Authority (EBRCSA) Board Member Joe Calabrigo introduced the evening's speaker, William McCammon, EBRCSA Executive Director. Mr. McCammon presented an update to the Conference on the status of financing for the new communications system including the needs for and plans to finance \$17 million of the overall \$70 million system costs with the remaining funds anticipated through grants. He also reviewed timelines for next steps and estimated user costs for Contra Costa cities.

2. Approval of Conference Minutes of the August 5, 2010, meeting held in Walnut Creek.

MOTION was made, seconded and carried unanimously to approve the minutes of the August 5, 2010, Conference meeting held in Walnut Creek.

3. **East Bay Regional Communications System Authority. Announcement of Upcoming Appointments:** The Conference appoints six members and alternates to staggered terms on this joint powers board. The three-year terms of Concord Councilmember Bill Shinn (member) and Pittsburg Councilmember Will Casey (alternate) expire on September 30. Anyone wishing to be considered for these two positions should file a nomination letter indicating which position by e-mail to the Conference Executive Director ([don@ccmayors.com](mailto:don@ccmayors.com)) no later than Wednesday, September 22, at 5:00 p.m.

Executive Director Blubaugh announced the upcoming appointments to the East Bay Regional Communications System Authority noting nominations were being accepted as listed above.

#### 4. Chair's Time

Chair Balico acknowledged the attendance at the meeting of State Senator Mark DeSaulnier and Assemblywoman Joan Buchanan. He reported that the Executive Committee met earlier to review the Conference's policies and 2011 budget and its recommendations will be presented in the next two months. He also reported that the Executive Committee reviewed the performance of the Executive Director and Recording Secretary and they were pleased with their performance and they have requested development of a job description for the Executive Director's position.

#### 5. League of California Cities Update: Eric Figueroa, Regional Representative

Eric Figueroa noted the League's annual conference was coming up and registration spaces were still available. He also reported that AB 155 was now dead and he reported on the status of AB 1955 regarding disclosure which was recently hastily put together. He stated that while the League supports the concept it ultimately opposed the legislation because of how it was developed.

#### n State Legislative Update

State Assemblywoman Joan Buchanan welcomed the conference to Danville and reported that State budget discussions were ongoing with no indications that a final budget will be finalized soon.

#### 6. Mayors' Time

Martinez Mayor Schroder reported on the recent 2<sup>nd</sup> Annual Mayors' Healthy Cook Off held in Martinez noting the event next year is scheduled in Walnut Creek.

Pittsburg Councilmember Johnson reported regarding the upcoming Pittsburg Seafood Festival.

Clayton Mayor Stratford announced that the October Mayors' Conference was scheduled in Clayton and he urged that all dress casually for the meeting.

Concord Mayor Bjerke announced that the California Symphony would be playing on September 11<sup>th</sup> at Todos Santos Plaza in Concord.

Brentwood Mayor Taylor reported that the Blubaugh's recently became Brentwood residents.

n State Legislative Update

State Senator Mark DeSaulnier reported that AB 155 was now dead legislation but noted that he had tried to work with the League to incorporate amendments to address cities' issues. He advised that he was involved in working with the Administration on developing a State budget and felt they were getting close to a resolution.

7. County Supervisor's Time

Supervisor Mary Piepho welcomed the Conference to District 3 and she provided an update regarding water and Delta issues as well as County and LAFCO issues relating to fire service, labor and pension updates and property and sales tax estimates.

8. Public Communications

John Coleman, representing the East Bay Municipal Utility District reported regarding SB 1035 which will allow water service to remain on at foreclosed properties through establishing liens. As a representative of the California Emergency Technology Fund he urged that cities support the "broadband" and "get connected" initiative proposed by the agency.

Pleasant Hill Councilmember Michael Harris invited all to attend the upcoming 6<sup>th</sup> Annual Community Service Day in Pleasant Hill.

Danville Councilmember Stepper invited all to attend the upcoming remembrance event in Oak Hill Park on September 11<sup>th</sup> including the remembrance of Pearl Harbor survivors.

9. Welcome to Danville by Mayor Mike Doyle

Mayor Doyle welcomed the Conference to the Town of Danville and introduced current and former Town Councilmembers as well as Town staff.

10. Adjourn to October 7 meeting in Clayton

The meeting was adjourned at 7:35 p.m. to the next regular Conference meeting to be held in Clayton on October 7, 2010.

Respectfully submitted,

Don Blubaugh  
Executive Director



DATE: October 7, 2010

TO: Contra Costa Mayors

FROM: Mayors' Conference Executive Committee

#### AMENDMENTS TO CONFERENCE POLICIES

At the July meeting of the Conference in Pinole actions were taken regarding our appointees to LAFCO writing a letter that ultimately was used by the proponents of Measure F on the June ballot in Brentwood.

One of those actions was to amend Conference Policies to make clear that individual appointees may not act on behalf of the Conference unless the subject has been debated and acted upon by the Conference.

As part of the Executive Committee's work to bring this matter back to the Conference for final action, we decided to review the current Policies document which was last revised in 2004.

The Committee has made a number of non substantive edits to the Policies and has added Policy No. 8 (italicized and underlined in the attached document). One other substantive change was made in Policy No. 5 where "shall" has replaced "should" requiring an appointee to vote consistent with Conference policies.

It is recommended that the Conference approve the recommendation of the Executive Committee to adopt the revised Declaration of Conference Policy.

Executive Committee Members: Ed Balico, David Trotter, Bob Taylor, Sue Rainey, Newell Arnerich and Michael Harris

## DECLARATION OF CONFERENCE POLICY

WHEREAS, the Contra Costa County Mayors' Conference is composed of the Mayors of all the cities of Contra Costa County; and

WHEREAS, the majority of said cities, under the General Laws of the State of California, select the Mayor on vote of the City Council for one-year terms; and

WHEREAS, this practice results, in November of each year, in a change in the majority membership of this Conference; and

WHEREAS, this Conference has provided itself with continuity in the administration of its affairs through appointment and retention of an Executive Director; and

WHEREAS, the Conference membership deems it advisable and necessary to provide the Conference with continuity in its policies and programs;

NOW, THEREFORE, IT IS RESOLVED that the following statement of Conference policy is hereby adopted subject to subsequent modification or deletion:

- 1) This Conference is expressly dedicated to the promotion of "Home Rule" and the prevention of State and Federal pre-emption of city responsibilities and functions.
- 2) This Conference seeks to develop and improve cooperation and working relationships with the County of Contra Costa and its Board of Supervisors, and all departments thereof, toward the end that all Contra Costa County residents enjoy the best possible governmental environment within which to live and work.
- 3) This Conference is dedicated to improving municipal services through education, by interchange of information, intercity cooperation and the implementation of joint policy decisions through the execution of joint powers agreements.
- 4) Conference appointees to agency boards, committees and commissions, hereinafter called "appointees", are expected to prepare for Agency meetings, by the necessary study and examination required to serve effectively. Continued lack of preparation results in depriving the Conference of effective representation and will constitute cause for replacement of the appointee.

- 5) The appointee will abide by policy positions taken by the Conference and appointee's voting ~~should~~shall be consistent and in conformity with such policy positions.
- 6) Whenever the appointee feels unable to support the policy position of the Conference in votes on agency matters, the appointee shall inform the Conference Chair immediately and submit a formal resignation for acceptance at the will of the Conference at its next meeting.
- 7) Appointees, in the absence of relevant policy positions expressed by the Conference, shall vote their best judgment as representatives of all of the cities of Contra Costa County. Countywide impact, as a rule, shall outweigh individual considerations.
- 8) Appointees shall not assert, directly or by inference, that their individual viewpoint, opinion or action is the position of the Conference unless the Conference has deliberated and taken a formal position on the matter.
- 9) Appointees are expected to openly declare perceived conflicts of interest when voting on matters where a personal or private interest may exist. Appointees should abstain from voting on issues where a personal, private, or single-city interest overbalances that of all Contra Costa cities. Where an alternative appointee is provided, the appointee, in conflict situations, should notify the alternate in advance and defer to the alternate's decision for voting on the issue.
- 10) Appointees shall report periodically to the Conference on matters of importance to the cities in general. To this end, they are expected to notify the Executive Director to arrange for their agenda appearance.
- 11) Appointees, on appointment, will be notified by the Executive Director that the appointment is conditional upon the representative's adherence to these guidelines. Acceptance of the appointment constitutes such a commitment to the Conference, with the mutual understanding that the appointees will be removed at the will of the Conference for substantial breach of commitment.
- 12) In the discharge of its stated policies, this Conference is primarily concerned with the conduct, at its regular and special meetings, of the mutual governmental business and affairs of its members; further, in the discharge of its stated objectives, this Conference will utilize the services and expertise of city administrators, department heads and relevant staff toward the solution of any question under its consideration.
- 13) In the resolution of such questions, requiring staff assistance, the Chair may appoint appropriate committees, securing agreement and consent from the member Mayor for appointment of such staff.

- 14) In the performance of such committee objectives, staff is expected to provide research and technical support to the committee and prepare written committee reports, as directed by the committee chair to be forwarded to the Conference Executive Director in sufficient time for inclusion on the Conference agenda.
- 15) All committees appointed by the Conference Chair shall not automatically terminate on the annual reorganization of the Conference, but shall continue in existence until discharged by the Chair and the Conference.
- 16) Respecting Conference relations with the Board of Supervisors of Contra Costa County, the Conference Executive Director shall routinely invite to regular meetings all members of the Board of Supervisors. The Board members should be invited as a group at the beginning of each year to discuss priorities for the coming year.
- 17) Respecting relations with appointees and representatives of the Conference, the Chair and the Executive Director shall invite them to attend regular meetings of the Conference and to present such reports as the Chair may require; at least semi-annually the Conference Chair and the Executive Director shall request each appointee or representative to present a report to the agency's activities, said report to be made orally or in writing as the Chair may direct.
- 18) It is the expressed policy of this Conference that the Chair's city manager is encouraged to participate actively in Conference committee work and assisting mayors in arriving at Conference policy decisions.
- 19) Requests from individuals or outside groups to have an item placed on a Conference agenda shall be evaluated and considered based upon the relevance of the issues to matters of concern to the cities of Contra Costa. Said requests may be reviewed by the Chair in consultation with the Executive Director or the Chair may refer such requests to the Conference Executive Committee for review.
- 20) The Conference shall not be used as a platform for special interest groups or individuals. Only ballot measures directly affecting cities shall be presented to the Conference for endorsement

### **Policies Regarding the Conduct of Meetings**

- 21) Items shall appear on the Conference agenda only when accompanied by a written report. All written reports shall be brief and succinct. Any reports in excess of three pages shall have a one-page executive summary. Written reports are to be received by the office of the Executive Director at least 15 days prior to the meeting for which the items are scheduled.

- 22) Conference meetings are to start on time. There shall be strict adherence to the agenda and the By-laws of the organization. In the absence of the City Attorney of the Chair's city, the Executive Director shall act as Parliamentarian.
- 23) In order to facilitate networking among the members and guests, formal entertainment shall be provided by the host city only at the December holiday dinner and shall not be a part of regularly scheduled Conference meetings.
- 24) The serving of alcoholic beverages shall not take place until the close of the business meeting.

CITY OF CONCORD  
1950 Parkside Drive  
Concord, California 94519-2578  
FAX: (925) 798-0636

OFFICE OF THE CITY MANAGER  
Telephone: (925) 671-3150



CITY COUNCIL  
Guy S. Bjerke, Mayor  
Helen M. Allen, Vice Mayor  
Laura M. Hoffmeister  
Mark A. Peterson  
William D. Shinn  
  
Mary Rae Lehman, City Clerk  
Thomas J. Wentling, City Treasurer  
  
Daniel E. Keen, City Manager

September 13, 2010

Ed Balico, Chair  
Contra Costa Mayors' Conference  
1715 Chardonnay Lane  
Brentwood, CA 94513

Dear Mr. Balico:

This short note is my request to the officials of the Contra Costa Mayors' Conference, that I be re-appointed as one of their regular representatives to the East Bay Regional Communications System Authority's (EBRCSA) Board of Directors.

The EBRCSA was formed on September 9<sup>th</sup>, 2007, as a Joint Powers Authority between the Counties of Contra Costa and Alameda, and the Cities, there-in (35 member agencies). Its mission is to own, build and operate a state-of-the art P-25 compliant communications system for the public agencies within the Counties entailing the JPA membership.

My current appointment ends on October 1<sup>st</sup>, 2010. It would be my honor and privilege to continue representing the Contra Costa Mayors' Conference for the next three (3) years.

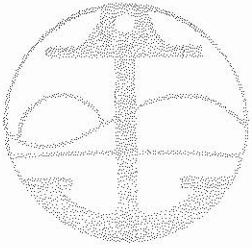
I should note that in my capacity as representative to the EBRCSA, I have and am serving as Chairperson to the Board of the Board of Directors, as well as the Chairperson of the Finance Committee.

I respectfully request re-appointment to the EBRCSA, as one of the regularly appointed representatives of the Contra Costa Mayors' Conference, in order to continue this very important work of vital public safety communication capabilities.

Respectfully,

William "Bill" Shinn, Councilmember  
Concord City Council

cc: Don Blubaugh, Executive Director



City of Pittsburg  
65 Civic Avenue • Pittsburg, California 94565

September 13, 2010

Don Blubaugh  
Mayors Conference  
1715 Chardonnay Lane  
Brentwood, CA 94513

Dear Mr. Blubaugh and Members of the Mayors Conference:

As you know my term as Alternate on the East Bay Regional Communication Systems is due to expire on October 1, 2010. At this time I am unable to continue my service on this committee and will not be submitting a letter asking to be re-appointed.

I thank the Mayors Conference for the opportunity to serve on this committee and I look forward to being able to participate in the future.

Sincerely,

A handwritten signature in black ink that reads "Will Casey". The signature is written in a cursive, flowing style with a long, sweeping underline.

Will Casey  
Council Member

**CONTRA COSTA COUNTY MAYORS' CONFERENCE**

*Karen Stepper, Vice Mayor, Town of Danville*

September 22, 2010

Dear Mayors and City Officials:

I would be pleased to serve as the alternate on behalf of the Mayors' Conference on the committee for the development of interoperability for communications equipment: East Bay Regional Communication Systems Authority. I have attended the Mayor's Conference monthly meetings continuously since 2002 and have gained invaluable knowledge of the facilities, policies, and city leadership of our county.

I serve currently as a director for the San Ramon Valley Emergency Preparedness Citizen Corps Council. In January, I expect to travel to Washington with the four other cities to advocate for additional preparedness funds for emergencies in our region. Clearly, communications is a large goal for the Mayors' Conference, not only in our County, but reaching out to all of the Bay Area regions that will need to operate and communicate seamlessly to help one another in times of emergency as well as natural disasters.

I would appreciate the opportunity to help the Mayor's Conference develop the follow-up actions that can assure our regional leadership and strengthen our cohesiveness as we seek budget and regulatory changes. Thank you all for making California government responsive to our cities.

Yours very truly,



Vice Mayor, Town of Danville

925-275-2412

[councilstepper@yahoo.com](mailto:councilstepper@yahoo.com)

Experience includes service on San Ramon Valley Emergency Preparedness Citizen Corps Council, CCCTA, CC Solid Waste Authority, Revenue and Taxation Policy Committee of League of California Cities, Veterans Memorial Building Development Committee, CCTA and Traffic Congestion Relief.