



AGENDA

REGULAR MEETING

* * *

CLAYTON CITY COUNCIL

* * *

TUESDAY, April 18, 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
- 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 ***

April 18, 2017

1. **CALL TO ORDER THE CITY COUNCIL** – Mayor Diaz.

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

3. **CONSENT CALENDAR**

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

(a) Approve the minutes of the City Council’s regular meeting of April 4, 2017.
([View Here](#))

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

(c) Adopt a Resolution 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. ([View Here](#))

(d) Approve 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. ([View Here](#))

4. **RECOGNITIONS AND PRESENTATIONS**

(a) Presentation of its Annual Report for 2016 by Joyce Atkinson, President of the Clayton Community Library Foundation. ([View Here](#))

(b) Proclamation declaring the week of April 17 - 23, 2017 as “Clayton Community Library Volunteer Recognition Week,” and recognition of Clayton’s “Library Volunteers of the Year” for 2017. ([View Here](#))

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

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

- (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 of Closed Session: Mayor Diaz.

11. ADJOURNMENT

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

#

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

TUESDAY, April 4, 2017

Agenda Date: 4-18-2017

Agenda Item: 3a

1. **CALL TO ORDER & ROLL CALL** – The meeting was called to order at 7:01 p.m. by Mayor Diaz in Hoyer Hall, Clayton Community Library, 6125 Clayton Road, Clayton, CA. Councilmembers present: Mayor Diaz, Vice Mayor Haydon and Councilmembers Catalano and Pierce. Councilmembers absent: Councilmember Shuey. Staff present: City Manager Gary Napper, City Attorney Alison Martinez, Community Development Director Mindy Gentry, and City Clerk/HR Manager Janet Brown.

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

3. **CONSENT CALENDAR**

Vice Mayor Haydon requested Item 3(a) be pulled from the Consent Calendar for separate discussion.

It was moved by Councilmember Pierce, seconded by Vice Mayor Haydon, to approve the Consent Calendar Items 3(b) – (d). (Passed; 4-0 vote).

- (b) Approved the minutes of the City Council's regular meeting of March 21, 2017.
- (c) Approved Financial Demands and Obligations of the City.
- (d) Adopted Resolution No 09-2017 setting the City's Equivalent Runoff Unit (ERU) real property parcel assessment rates in FY 2017-18 at current rates to pay for local storm water/clean water programs and services required by the unfunded federal and state-mandated National Pollution Discharge Elimination Systems (NPDES) Program (storm water pollution prevention).

Consent Calendar Item 3 (a) - Pulled

- (a) Information Only – No Action Requested.

1. Availability of Citizen's Guide to Local Residential Laws and Frequently Asked Questions (2017 edition).

Vice Mayor Haydon thanked City staff for putting together the Citizen's Guide as it is a very helpful pamphlet with lots of good information about the City of Clayton, and it is available for free at the Clayton Community Library and at City Hall.

Councilmember Pierce requested a modification on page twelve (12) of the Citizen's Guide under Prohibited Animals: "*Residents are prohibited from keeping bees, reptiles, livestock or fowl as pets.*" Ms. Pierce suggested striking the words "as pets" since such animals cannot be kept as commercial operations either on residential properties.

It was moved by Councilmember Pierce, seconded by Vice Mayor Haydon, to approve Consent Calendar Item 3 (a), with the modification to page 12 as noted. (Passed; 4-0 vote)

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

5. **REPORTS**

- (a) Planning Commission – No meeting held.
- (b) Trails and Landscaping Committee – No meeting held.
- (c) City Manager/Staff –

City Manager Gary Napper noted Ms. Alison Martinez, an Associate from our City Attorney law firm of BB&K, who is sitting in tonight as legal counsel.

He also announced the City Treasurer position appointed by the City Council is open since the City's long-term City Treasurer, Merle Hufford, recently resigned after almost twenty (20) years of voluntary service. Applications for consideration are being accepted until the final filing date of Thursday, April 13th at 5:00 p.m., and are available online at the City's website or interested parties may contact the City Clerk to have one mailed to them. Mr. Napper noted the only eligibility requirement is to be a registered voter in the City of Clayton, although some financial management or accounting experience is useful.

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

Vice Mayor Haydon attended the Creekside Arts Festival held at the Clayton Community Library, and the Clayton Business and Community Association general membership meeting.

Councilmember Catalano attended the Clayton Business and Community Association general membership meeting.

Councilmember Pierce attended three Metropolitan Transportation Commission Board meetings, the Association of Bay Area Governments' Administrative Committee meeting, the Metropolitan Transportation Commission's Planning Committee meeting, a legislative workshop with Association of Bay Area Governments' and Metropolitan Transportation Commission, and a Council of Governments meeting in Monterey.

Mayor Diaz attended the League of California Cities East Bay Division monthly meeting, the Creekside Arts Festival held at the Clayton Community Library, and the Clayton Business and Community Association general membership meeting.

- (e) Other – None.

6. **PUBLIC COMMENT ON NON - AGENDA ITEMS**

Amy Hines-Shaiku, Clayton resident, requested the Clayton City Council pass a Resolution wholeheartedly endorsing California Senate Bill 54 authored by Senate President Pro Tem Kevin De Leon. She noted forty-nine years ago today, on April 4, 1968, Dr. Martin Luther King, Jr. was assassinated. He was speaking up for oppressed sanitation workers in Memphis, Tennessee at the time, although he was not a sanitation worker and he did not live in Memphis. Ms. Himes-Shaiku asked the Council to consider speaking up for persons who possibly are not like you, but maybe they are, and to advocate for people who are not in this room. The California Values Act (SB 54) is a bill that would stop state and local resources from being used to deputize local law

enforcement officers and turn them into de-facto ICE (Immigration and Customs Enforcement) agents, furthering the federal immigration agenda by taking our local resources. Ms. Hines-Shaiku asked this item for the Clayton City Council to support SB 54 be placed as an Action Item on its agenda for its next meeting on April 18th. The vote on the California Senate floor was yesterday, and our State Senator Steve Glazer voted in favor of the bill. It now moves to the State Assembly so this matter is timely and urgent to send a message that Clayton wants a "Yes" vote on SB 54. The California Values Act would also ban state and local resources from being used to facilitate the creation of a national registry based on religion. Ms. Hines-Shaiku advised her husband was raised Muslim; by asking the City Council to vote on a resolution to endorse SB 54 her family would be protected from a potential Muslim registry, and possibly everything else that could follow from a registry.

7. **PUBLIC HEARINGS** – None.

8. **ACTION ITEMS**

- (a) Consider the Second Reading and Adoption of Ordinance No. 474 amending Chapter 15.02, 15.03, 15.04, 15.05, and 15.80 of the Clayton Municipal Code to implement the 2016 California Building Standards Code with local changes, additions, and deletions as allowed by state law. (ZOA-09-16)

Ms. Gentry provided a brief background of this item, noting the Ordinance was first read and introduced at the last City Council meeting of March 21, 2017 and no changes were made to the Ordinance.

Mayor Diaz opened the floor to receive public comment; no public comments were offered.

It was moved by Councilmember Pierce, seconded by Vice Mayor Haydon, to have the City Clerk read Ordinance No. 474, by title and number only and waive further reading. (Passed; 4-0 vote).

The City Clerk read Ordinance No. 474 by title and number only.

It was moved by Councilmember Pierce, seconded by Vice Mayor Haydon, to approve Ordinance No. 474 for adoption amending Chapters 15.02, 15.03, 15.04, 15.05, and 15.80 of the Clayton Municipal Code (ZOA-09-16) and adopting by reference the 2016 edition of the California Building Standards Code, including the 2016 California Building Code (Incorporating and Amending the 2015 International Building Code); the 2016 California Residential Code (Incorporating and Amending the 2015 International Residential Code); the 2016 California Green Building Standards Code; the 2016 California Existing Building Code; the 2016 California Electrical Code (Incorporating and amending the 2014 National Electrical Code); the 2016 California Plumbing Code (Incorporating and Amending the 2015 Uniform Plumbing Code); and the 2016 California Mechanical Code (Incorporating and Amending the 2015 Uniform Mechanical Code), together with changes, additions, and deletions thereto (ZOA-09-16), with the finding the action does not constitute a project under CEQA. (Passed; 4-0 vote).

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

10. **CLOSED SESSION** – None.

11. **ADJOURNMENT**– on call by Mayor Diaz, the City Council adjourned its meeting at 7:21 p.m.

The next regularly scheduled meeting of the City Council will be April 18, 2017.

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Respectfully submitted,

Janet Brown, City Clerk

APPROVED BY THE CLAYTON CITY COUNCIL

Jim Diaz, Mayor

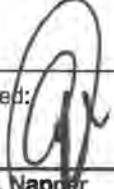
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Agenda Date 4/18/2017

Agenda Item: 3b

STAFF REPORT

Approved: 
Gary A. Napper
City Manager

TO: HONORABLE MAYOR AND COUNCILMEMBERS
FROM: Kevin Mizuno, FINANCE MANAGER
DATE: 04/18/2017
SUBJECT: INVOICE SUMMARY

RECOMMENDATION:

Approve the following Invoices:

| | | |
|------------|------------------------------------|---------------|
| 04/14/2017 | Cash Requirements | \$ 140,957.52 |
| 04/10/2017 | Close out Deposit Balance for CCLF | \$ 34,708.62 |
| 04/11/2017 | ADP Payroll week 15, PPE 04/09/17 | \$ 80,111.62 |

Total \$ 255,777.76

Attachments:

Cash Requirements Report dated 4/14/2017 (5 pages)
Check request, GL report for CCLF (2 pages)
ADP payroll report for week 15 (1 page)

City of ayton

Cash Requirements Report

| Vendor Name | Due Date | Invoice Date | Invoice Number | Invoice Description | Invoice Balance | Potential Discount | Discount Expires On | Net Amount Due |
|---|-----------|--------------|----------------|---|--------------------|--------------------|---------------------|--------------------|
| 5 Star Pool Plaster | | | | | | | | |
| 5 Star Pool Plaster | 4/18/2017 | 4/18/2017 | CAP0232 | C&D Refund for 7 Mirango Ct | \$2,000.00 | \$0.00 | | \$2,000.00 |
| | | | | <i>Totals for 5 Star Pool Plaster:</i> | <u>\$2,000.00</u> | <u>\$0.00</u> | | <u>\$2,000.00</u> |
| Ace Sierra Tow | | | | | | | | |
| Ace Sierra Tow | 4/18/2017 | 4/18/2017 | 4260 | Towing for cars 1734, 1737, 1732 | \$105.00 | \$0.00 | | \$105.00 |
| | | | | <i>Totals for Ace Sierra Tow:</i> | <u>\$105.00</u> | <u>\$0.00</u> | | <u>\$105.00</u> |
| ADP, LLC | | | | | | | | |
| ADP, LLC | 4/18/2017 | 4/18/2017 | 491059670 | Payroll fees PPE 3/26/17 | \$153.84 | \$0.00 | | \$153.84 |
| | | | | <i>Totals for ADP, LLC:</i> | <u>\$153.84</u> | <u>\$0.00</u> | | <u>\$153.84</u> |
| All City Management Services, Inc. | | | | | | | | |
| All City Management Services, Inc. | 4/18/2017 | 4/18/2017 | 48132 | School crossing guard services 3/12/17-3/25/17 | \$509.10 | \$0.00 | | \$509.10 |
| | | | | <i>Totals for All City Management Services, Inc.:</i> | <u>\$509.10</u> | <u>\$0.00</u> | | <u>\$509.10</u> |
| Authorize.net | | | | | | | | |
| Authorize.net | 4/18/2017 | 4/18/2017 | 0417 | Online City Payment Processor, March & Apr | \$17.42 | \$0.00 | | \$17.42 |
| | | | | <i>Totals for Authorize.net:</i> | <u>\$17.42</u> | <u>\$0.00</u> | | <u>\$17.42</u> |
| Bay Area Barricade Serv. | | | | | | | | |
| Bay Area Barricade Serv. | 4/18/2017 | 4/18/2017 | 0344124-IN | School directional signs | \$237.07 | \$0.00 | | \$237.07 |
| Bay Area Barricade Serv. | 4/18/2017 | 4/18/2017 | 0344434-IN | School directional signs | \$146.14 | \$0.00 | | \$146.14 |
| Bay Area Barricade Serv. | 4/18/2017 | 4/18/2017 | 0344998-IN | Street directional signs, U-clamps | \$389.76 | \$0.00 | | \$389.76 |
| | | | | <i>Totals for Bay Area Barricade Serv.:</i> | <u>\$772.97</u> | <u>\$0.00</u> | | <u>\$772.97</u> |
| Bay Area News Group East Bay (CCT) | | | | | | | | |
| Bay Area News Group East Bay (CCT) | 4/18/2017 | 4/18/2017 | 0001040552 | March Legal ads | \$168.56 | \$0.00 | | \$168.56 |
| | | | | <i>Totals for Bay Area News Group East Bay (CCT):</i> | <u>\$168.56</u> | <u>\$0.00</u> | | <u>\$168.56</u> |
| Big O Tires | | | | | | | | |
| Big O Tires | 4/18/2017 | 4/18/2017 | 005011-125853 | Flat repair, screw in tire | \$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> |
| CalPERS Retirement | | | | | | | | |
| CalPERS Retirement | 4/18/2017 | 4/18/2017 | April UAL | April UAL | \$31,062.09 | \$0.00 | | \$31,062.09 |
| CalPERS Retirement | 4/18/2017 | 4/18/2017 | 032617 | Retirement PPE 3/26/17 | \$13,711.37 | \$0.00 | | \$13,711.37 |
| CalPERS Retirement | 4/18/2017 | 4/18/2017 | CC 042417 | CC Retirement ending 4/24/17 | \$146.40 | \$0.00 | | \$146.40 |
| | | | | <i>Totals for CalPERS Retirement:</i> | <u>\$44,919.86</u> | <u>\$0.00</u> | | <u>\$44,919.86</u> |
| Caltronics Business Systems, Inc | | | | | | | | |
| Caltronics Business Systems, Inc | 4/18/2017 | 4/18/2017 | 2234111 | Copier contract 2/28/17-3/29/17 | \$392.70 | \$0.00 | | \$392.70 |
| | | | | <i>Totals for Caltronics Business Systems, Inc:</i> | <u>\$392.70</u> | <u>\$0.00</u> | | <u>\$392.70</u> |
| CCWD | | | | | | | | |
| CCWD | 4/18/2017 | 4/18/2017 | J Series | Water service 2/4/17-4/5/17 | \$6,875.81 | \$0.00 | | \$6,875.81 |

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 CCWD:</i> | | | | | <u>\$6,875.81</u> | <u>\$0.00</u> | | <u>\$6,875.81</u> |
| City of Concord | | | | | | | | |
| City of Concord | 4/18/2017 | 4/18/2017 | 57959 | Printing of Proclamations | \$158.44 | \$0.00 | | \$158.44 |
| City of Concord | 4/18/2017 | 4/18/2017 | 58190 | Printing of envelopes, mailing labels | \$417.47 | \$0.00 | | \$417.47 |
| City of Concord | 4/18/2017 | 4/18/2017 | 58224 | Live Scan service | \$107.00 | \$0.00 | | \$107.00 |
| City of Concord | 4/18/2017 | 4/18/2017 | 58197 | March Dispatch services | \$20,089.50 | \$0.00 | | \$20,089.50 |
| <i>Totals for City of Concord:</i> | | | | | <u>\$20,772.41</u> | <u>\$0.00</u> | | <u>\$20,772.41</u> |
| Clayton Comm. Library Foundation | | | | | | | | |
| Clayton Comm. Library Foundation | 4/13/2017 | 4/13/2017 | 041317 | Interest for Q1 2017 | \$125.55 | \$0.00 | | \$125.55 |
| <i>Totals for Clayton Comm. Library Foundation:</i> | | | | | <u>\$125.55</u> | <u>\$0.00</u> | | <u>\$125.55</u> |
| Comcast | | | | | | | | |
| Comcast | 4/18/2017 | 4/18/2017 | 050516 | High speed internet 5/10/16-6/9/16 | \$236.12 | \$0.00 | | \$236.12 |
| Comcast | 4/18/2017 | 4/18/2017 | 040517 | High Speed Internet 4/10/17-5/9/17 | \$386.08 | \$0.00 | | \$386.08 |
| <i>Totals for Comcast:</i> | | | | | <u>\$622.20</u> | <u>\$0.00</u> | | <u>\$622.20</u> |
| Contra Costa County Department of Conservation & Development | | | | | | | | |
| Contra Costa County Department of Co | 3/31/2017 | 3/31/2017 | Q3 FY 17 | Business license fees Q3 FY 17 | \$61.75 | \$0.00 | | \$61.75 |
| <i>Totals for Contra Costa County Department of Conservation & Development:</i> | | | | | <u>\$61.75</u> | <u>\$0.00</u> | | <u>\$61.75</u> |
| Contra Costa County Sheriff - Forensic Svc Div (Lab) | | | | | | | | |
| Contra Costa County Sheriff - Forensic S | 4/18/2017 | 4/18/2017 | CLPD-117 | Blood withdrawal services January-March 201 | \$315.00 | \$0.00 | | \$315.00 |
| <i>Totals for Contra Costa County Sheriff - Forensic Svc Div (Lab):</i> | | | | | <u>\$315.00</u> | <u>\$0.00</u> | | <u>\$315.00</u> |
| Crop Production Svcs | | | | | | | | |
| Crop Production Svcs | 4/18/2017 | 4/18/2017 | 32262136 | Landscape supplies | \$1,874.62 | \$0.00 | | \$1,874.62 |
| Crop Production Svcs | 4/18/2017 | 4/18/2017 | 32170656 | Landscape supplies | \$1,363.95 | \$0.00 | | \$1,363.95 |
| <i>Totals for Crop Production Svcs:</i> | | | | | <u>\$3,238.57</u> | <u>\$0.00</u> | | <u>\$3,238.57</u> |
| De Lage Landen Financial Services, Inc. | | | | | | | | |
| De Lage Landen Financial Services, Inc. | 4/18/2017 | 4/18/2017 | 53962825 | Copier lease 3/15/17-4/14/17 | \$305.49 | \$0.00 | | \$305.49 |
| <i>Totals for De Lage Landen Financial Services, Inc.:</i> | | | | | <u>\$305.49</u> | <u>\$0.00</u> | | <u>\$305.49</u> |
| Division of the State Architect | | | | | | | | |
| Division of the State Architect | 3/31/2017 | 3/31/2017 | Q3 FY 17 | Business license fees Q3 FY 17 | \$28.50 | \$0.00 | | \$28.50 |
| <i>Totals for Division of the State Architect:</i> | | | | | <u>\$28.50</u> | <u>\$0.00</u> | | <u>\$28.50</u> |
| Environtech Enterprises | | | | | | | | |
| Environtech Enterprises | 4/18/2017 | 4/18/2017 | A001B-2B-17 | March mustard and yellow star thistle abatem | \$12,400.00 | \$0.00 | | \$12,400.00 |
| Environtech Enterprises | 4/18/2017 | 4/18/2017 | A001A-2A-17 | March thistle abatement | \$9,200.00 | \$0.00 | | \$9,200.00 |
| <i>Totals for Environtech Enterprises:</i> | | | | | <u>\$21,600.00</u> | <u>\$0.00</u> | | <u>\$21,600.00</u> |
| Cheryl Haney | | | | | | | | |
| Cheryl Haney | 4/18/2017 | 4/18/2017 | CH033117 | Deposit refund for City Hall 3/31/17 | \$100.00 | \$0.00 | | \$100.00 |
| <i>Totals for Cheryl Haney:</i> | | | | | <u>\$100.00</u> | <u>\$0.00</u> | | <u>\$100.00</u> |

City of ayton

Cash Requirements Report

| Vendor Name | Due Date | Invoice Date | Invoice Number | Invoice Description | Invoice Balance | Potential Discount | Discount Expires On | Net Amount Due |
|--------------------------------------|-----------|--------------|----------------|--|--------------------|--------------------|---------------------|--------------------|
| Hyde Printing Inc | | | | | | | | |
| Hyde Printing Inc | 4/18/2017 | 4/18/2017 | 74912 | Concert in The Grove flyer inserts for Clayton | \$1,056.80 | \$0.00 | | \$1,056.80 |
| | | | | <i>Totals for Hyde Printing Inc:</i> | <i>\$1,056.80</i> | <i>\$0.00</i> | | <i>\$1,056.80</i> |
| iPayment | | | | | | | | |
| iPayment | 4/18/2017 | 4/18/2017 | March 2017 | March Online and CH Bankcard fees | \$34.95 | \$0.00 | | \$34.95 |
| iPayment | 4/18/2017 | 4/18/2017 | February 2017 | February Online Bankcard fees | \$5.00 | \$0.00 | | \$5.00 |
| iPayment | 4/18/2017 | 4/18/2017 | March 2017 | March Bankcard fees | \$132.69 | \$0.00 | | \$132.69 |
| | | | | <i>Totals for iPayment:</i> | <i>\$172.64</i> | <i>\$0.00</i> | | <i>\$172.64</i> |
| LarryLogic Productions | | | | | | | | |
| LarryLogic Productions | 4/18/2017 | 4/18/2017 | 1645 | City Council meeting production for 3/21/17 & | \$550.00 | \$0.00 | | \$550.00 |
| | | | | <i>Totals for LarryLogic Productions:</i> | <i>\$550.00</i> | <i>\$0.00</i> | | <i>\$550.00</i> |
| Mark Scott Construction | | | | | | | | |
| Mark Scott Construction | 4/18/2017 | 4/18/2017 | CAP0226 | Deposit refund for 191 Mt Wilson Wy | \$1,689.79 | \$0.00 | | \$1,689.79 |
| | | | | <i>Totals for Mark Scott Construction:</i> | <i>\$1,689.79</i> | <i>\$0.00</i> | | <i>\$1,689.79</i> |
| Matrix Association Management | | | | | | | | |
| Matrix Association Management | 4/18/2017 | 4/18/2017 | 4319 | April Diablo Estates Management services | \$4,532.50 | \$0.00 | | \$4,532.50 |
| | | | | <i>Totals for Matrix Association Management:</i> | <i>\$4,532.50</i> | <i>\$0.00</i> | | <i>\$4,532.50</i> |
| MPA | | | | | | | | |
| MPA | 4/18/2017 | 4/18/2017 | April 2017 | April Life/LTD Insurance | \$1,699.45 | \$0.00 | | \$1,699.45 |
| | | | | <i>Totals for MPA:</i> | <i>\$1,699.45</i> | <i>\$0.00</i> | | <i>\$1,699.45</i> |
| Neopost Northwest | | | | | | | | |
| Neopost Northwest | 4/18/2017 | 4/18/2017 | n6484968 | Postage meter contract 5/7/17-6/6/17 | \$157.93 | \$0.00 | | \$157.93 |
| | | | | <i>Totals for Neopost Northwest:</i> | <i>\$157.93</i> | <i>\$0.00</i> | | <i>\$157.93</i> |
| Paramount Elevator Corp. | | | | | | | | |
| Paramount Elevator Corp. | 4/18/2017 | 4/18/2017 | INV-08385-F3J4 | Elevator maintenance for Q4 FY 17 | \$220.00 | \$0.00 | | \$220.00 |
| | | | | <i>Totals for Paramount Elevator Corp.:</i> | <i>\$220.00</i> | <i>\$0.00</i> | | <i>\$220.00</i> |
| PERMCO, Inc. | | | | | | | | |
| PERMCO, Inc. | 4/18/2017 | 4/18/2017 | 10736 | Engineering services 3/25/17-4/7/17 | \$4,159.00 | \$0.00 | | \$4,159.00 |
| PERMCO, Inc. | 4/18/2017 | 4/18/2017 | 10737 | CAP Inspection 3/25/17-4/7/17 | \$166.00 | \$0.00 | | \$166.00 |
| PERMCO, Inc. | 4/18/2017 | 4/18/2017 | 10738 | Rev. contractor billing, Prep NOC - Arterial R | \$150.00 | \$0.00 | | \$150.00 |
| PERMCO, Inc. | 4/18/2017 | 4/18/2017 | 10739 | Review new sub. Oak Creek Canyon | \$150.00 | \$0.00 | | \$150.00 |
| PERMCO, Inc. | 4/18/2017 | 4/18/2017 | 10740 | Prep constr plans/bid pkg- Planter Restoration | \$3,738.75 | \$0.00 | | \$3,738.75 |
| PERMCO, Inc. | 4/18/2017 | 4/18/2017 | 10741 | Field Inspections for PG&E Power Work | \$565.00 | \$0.00 | | \$565.00 |
| PERMCO, Inc. | 4/18/2017 | 4/18/2017 | 10742 | Prep bid plans for El Portal Dr restoration | \$6,010.00 | \$0.00 | | \$6,010.00 |
| | | | | <i>Totals for PERMCO, Inc.:</i> | <i>\$14,938.75</i> | <i>\$0.00</i> | | <i>\$14,938.75</i> |
| pmsigns | | | | | | | | |
| pmsigns | 4/18/2017 | 4/18/2017 | 18265 | Update of sign for Clayton Cleans Up | \$54.13 | \$0.00 | | \$54.13 |

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 pmsigns:</i> | | | | | \$54.13 | \$0.00 | | \$54.13 |
| Priority Payment Systems (Merchant Bankcard System) | | | | | | | | |
| Priority Payment Systems (Merchant Bar | 4/18/2017 | 4/18/2017 | February 2017 | February Bankcard fees | \$17.00 | \$0.00 | | \$17.00 |
| <i>Totals for Priority Payment Systems (Merchant Bankcard System):</i> | | | | | \$17.00 | \$0.00 | | \$17.00 |
| Reliable Automotive, LLC | | | | | | | | |
| Reliable Automotive, LLC | 4/18/2017 | 4/18/2017 | 000022114 | Service to 1999 F450 | \$2,750.87 | \$0.00 | | \$2,750.87 |
| <i>Totals for Reliable Automotive, LLC:</i> | | | | | \$2,750.87 | \$0.00 | | \$2,750.87 |
| Aaron Robinson | | | | | | | | |
| Aaron Robinson | 4/18/2017 | 4/18/2017 | 033117 | Deposit refund for EH 3/31/17-4/1/17 | \$500.00 | \$0.00 | | \$500.00 |
| <i>Totals for Aaron Robinson:</i> | | | | | \$500.00 | \$0.00 | | \$500.00 |
| Roto-Rooter Sewer/Drain Service | | | | | | | | |
| Roto-Rooter Sewer/Drain Service | 4/18/2017 | 4/18/2017 | D-240-17 | Repair toilet at The Grove | \$209.75 | \$0.00 | | \$209.75 |
| <i>Totals for Roto-Rooter Sewer/Drain Service:</i> | | | | | \$209.75 | \$0.00 | | \$209.75 |
| Site One Landscape Supply, LLC | | | | | | | | |
| Site One Landscape Supply, LLC | 4/18/2017 | 4/18/2017 | 79452904 | Irrigation parts | \$1,859.62 | \$0.00 | | \$1,859.62 |
| Site One Landscape Supply, LLC | 4/18/2017 | 4/18/2017 | 79617226 | Irrigation parts | \$376.52 | \$0.00 | | \$376.52 |
| <i>Totals for Site One Landscape Supply, LLC:</i> | | | | | \$2,236.14 | \$0.00 | | \$2,236.14 |
| Sprint Comm (PD) | | | | | | | | |
| Sprint Comm (PD) | 4/18/2017 | 4/18/2017 | 703335311-184 | Cell phones 2/26/18-3/25/17 | \$270.18 | \$0.00 | | \$270.18 |
| <i>Totals for Sprint Comm (PD):</i> | | | | | \$270.18 | \$0.00 | | \$270.18 |
| Staples Advantage | | | | | | | | |
| Staples Advantage | 4/18/2017 | 4/18/2017 | 8043890980 | March Office supplies | \$480.66 | \$0.00 | | \$480.66 |
| <i>Totals for Staples Advantage:</i> | | | | | \$480.66 | \$0.00 | | \$480.66 |
| Stericycle Inc | | | | | | | | |
| Stericycle Inc | 4/18/2017 | 4/18/2017 | 3003791348 | Medical waste disposal | \$101.44 | \$0.00 | | \$101.44 |
| <i>Totals for Stericycle Inc:</i> | | | | | \$101.44 | \$0.00 | | \$101.44 |
| Verizon Wireless | | | | | | | | |
| Verizon Wireless | 4/18/2017 | 4/18/2017 | 9783061310 | Cell phones 3/2/17-4/1/17 | \$72.37 | \$0.00 | | \$72.37 |
| <i>Totals for Verizon Wireless:</i> | | | | | \$72.37 | \$0.00 | | \$72.37 |
| Western Exterminator | | | | | | | | |
| Western Exterminator | 4/18/2017 | 4/18/2017 | 4959649 | March Pest Control services | \$385.50 | \$0.00 | | \$385.50 |
| <i>Totals for Western Exterminator:</i> | | | | | \$385.50 | \$0.00 | | \$385.50 |
| Michael Woodring | | | | | | | | |
| Michael Woodring | 4/18/2017 | 4/18/2017 | 111716 | Rolling deposit refund for Hoyer Hall 11/17/1 | \$200.00 | \$0.00 | | \$200.00 |
| <i>Totals for Michael Woodring:</i> | | | | | \$200.00 | \$0.00 | | \$200.00 |

City of Dayton Cash Requirements Report

| <u>Vendor Name</u> | <u>Due Date</u> | <u>Invoice Date</u> | <u>Invoice Number</u> | <u>Invoice Description</u> | <u>Invoice Balance</u> | <u>Potential Discount</u> | <u>Discount Expires On</u> | <u>Net Amount Due</u> |
|--------------------|-----------------|---------------------|-----------------------|-----------------------------------|------------------------|---------------------------|----------------------------|-----------------------|
| Workers.com | | | | | | | | |
| Workers.com | 4/18/2017 | 4/18/2017 | 0000118564 | Seasonal workers week end 4/2/17 | \$2,460.61 | \$0.00 | | \$2,460.61 |
| Workers.com | 4/18/2017 | 4/18/2017 | 0000118510 | Seasonal workers week end 3/26/17 | \$1,302.08 | \$0.00 | | \$1,302.08 |
| Workers.com | 4/18/2017 | 4/18/2017 | 0000118452 | Seasonal workers week end 3/19/17 | \$1,794.20 | \$0.00 | | \$1,794.20 |
| | | | | <i>Totals for Workers.com:</i> | <u>\$5,556.89</u> | <u>\$0.00</u> | | <u>\$5,556.89</u> |
| | | | | GRAND TOTALS: | \$140,957.52 | \$0.00 | | \$140,957.52 |

CITY OF CLAYTON CHECK REQUEST

| | |
|----------------------------------|--|
| Vendor Number: 701 | Vendor Name: Clayton Community Library Foundation |
| Invoice Number(s): 091017 | Vendor Address: P.O. Box 182 Clayton, CA 94517 |
| Invoice Date: 4/10/17 | |

| Description | Inv. # | Inv. Date | Amount | Charge to acct: |
|--------------------------|--------|--------------|--------------------|-----------------|
| Balance of Deposit Acct. | 091017 | 4/10/17 | \$34,708.62 | 601-2739-00 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | Total | \$34,708.62 | |

Comments:

| | |
|--|----------------------|
| Department Approval: <i>T. Klein Meyer</i> | Date: 4/10/17 |
|--|----------------------|

| | |
|------------------------|-------|
| City Manager Approval: | Date: |
|------------------------|-------|

ENTERED

City of Clayton Quarterly Account Detail Clayton Community Library Foundation

| <u>Date</u> | <u>Trans.</u> | <u>Journal</u> | <u>Reference</u> | <u>Debit Amount</u> | <u>Credit Amount</u> | <u>Balance</u> |
|--|---------------|------------------|---|---------------------|----------------------|----------------|
| 601-2739-00 | | | | | | |
| Account: 601-2739-00 (Clayton Community Library Foun) | | | | | | |
| 1/1/2017 | | | <i>Account Beginning Balance</i> | | | (\$35,608.62) |
| 1/17/2017 | 3693-177 | Accounts Payable | Arlene Kikkawa--January Library Volunteer Coordinator | \$900.00 | | |
| 1/17/2017 | 3693-179 | Accounts Payable | Arlene Kikkawa--December Library Volunteer Coordinator | \$900.00 | | |
| 1/27/2017 | 3697-81 | Cash Receipts | CCLF-1627-10719 | | \$900.00 | |
| 2/7/2017 | 3699-140 | Accounts Payable | Arlene Kikkawa--Volunteer coordinator - Feb 2017 | \$900.00 | | |
| 2/27/2017 | 3703-164 | Cash Receipts | CCLF-1646-10811 | | \$900.00 | |
| 3/7/2017 | 3705-53 | Accounts Payable | Arlene Kikkawa--March Library Volunteer Coordinator | \$900.00 | | |
| 4/7/2017 | 3713-1 | Accounts Payable | REVERSE-Arlene Kikkawa--March Library Volunteer Coordinator | | \$900.00 | |
| | | | <i>Account Subtotals</i> | \$3,600.00 | \$2,700.00 | |
| 6/30/2017 | | | <i>Account Net Change</i> | | | \$900.00 |
| 6/30/2017 | | | <i>Account Ending Balance</i> | | | (\$34,708.62) |

WEEK 15 BATCH 4472 34 PAYS
0 Employees With Overflow Statement
0 Overflow Statement 1 Total Statement
Tot Cks/Vchrs:00000000034 Tot Docs in all:00000000037
First No. Last No. Total
Checks: ADPCHECK ADPCHECK 00000000005
Vouchers: 00000150001 00000150029 00000000029

Earnings Statement

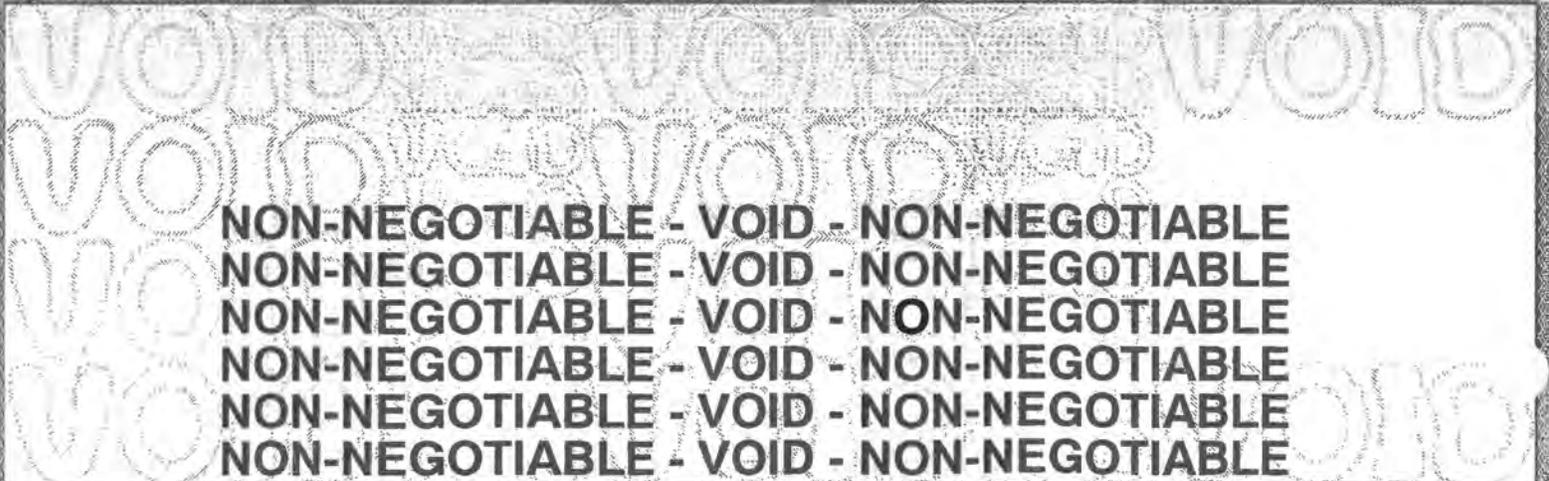
Z7L TOTAL DOCUMENT
CITY OF CLAYTON
LOCATION 0001

CHECK STUFFING, RECONCILIATION

80111.62 GROSS
55717.96 NET PAY (INCLUDING ALL DEPOSITS)
9253.36 FEDERAL TAX
178.42 SOCIAL SECURITY
1101.23 MEDICARE
.00 MEDICARE SURTAX
.00 SUI TAX
2836.37 STATE TAX
.00 LOCAL TAX
65019.16 DEDUCTIONS
1723.08 NET CHECK

COMPANY CODE Z7L
CITY OF CLAYTON
TOTAL DOCUMENT
LOCATION 0001

VERIFY DOCUMENT AUTHENTICITY - COLORED AREA MUST CHANGE IN TONE GRADUALLY AND EVENLY FROM DARK AT TOP TO LIGHTER AT BOTTOM



NON-NEGOTIABLE - VOID - NON-NEGOTIABLE
NON-NEGOTIABLE - VOID - NON-NEGOTIABLE

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TEAR HERE



Agenda Date: 4-18-2017

Agenda Item: 3C

STAFF REPORT

Approved: 

Gary A. Napper
City Manager

TO: HONORABLE MAYOR AND COUNCILMEMBERS
FROM: Janet Brown, City Clerk
DATE: April 18, 2017
SUBJECT: Consider a Resolution appointing a new Clayton City Treasurer

RECOMMENDATION

It is recommended the City Council adopt the attached Resolution appointing Mr. Ross "Hank" Stratford as the next Clayton City Treasurer for an indefinite term of office commencing April 19, 2017.

BACKGROUND

Chapter 2.30 of the *Clayton Municipal Code*, and the California Government Code for general law cities, each specify a registered voter of the City of Clayton shall be appointed by the Clayton City Council to serve as its City Treasurer. The *Clayton Municipal Code* stipulates the appointed citizen shall have training and experience in financial management, accounting, auditing, or similar background, and shall serve in said position for an indefinite term of office at the pleasure of the City Council.

DISCUSSION

After almost 20 years in the office, the City's long time City Treasurer, Mr. Merle Hufford, tendered his voluntary resignation as City Treasurer effective March 21, 2017. Pursuant to City Council direction, staff advertised the vacancy in the *Clayton Pioneer*, on the City's website, and at the City's three (3) public posting areas. Applications were due on April 13, 2017 and one (1) application was received by the filing date.

Mr. Ross "Hank" Stratford, a former mayor and former council member of the Clayton City Council, and a currently licensed and practicing Certified Public Accountant, is the sole candidate for the appointed office. Given his credentials and financial experiences, staff recommends the City Council appoint Mr. Stratford to the office of City Treasurer.

FISCAL IMPACT

None. According to the Clayton Municipal Code (Section 2.30.040), the appointed City Treasurer is a voluntary position and shall serve without compensation.

Attachments: City Resolution [1 pg.]
Mr. Stratford's application [2 pp.]

RESOLUTION NO. - 2017

A RESOLUTION APPOINTING ROSS "HANK" STRATFORD
AS THE CLAYTON CITY TREASURER

THE CITY COUNCIL
City of Clayton, California

WHEREAS, by Chapter 2.30 of the *Clayton Municipal Code*, the office of the City Treasurer of the City of Clayton was thereby established with the authority granted solely to the Clayton City Council to appoint a person to the position who shall serve for an indefinite term of office at the pleasure of the City Council; and

WHEREAS, Section 2.30.020 of the *Clayton Municipal Code* prescribes the City Treasurer position requires training and experience in financial management, accounting, auditing, or similar background, and on assumption of office the City Treasurer shall be a registered voter of the City of Clayton; and

WHEREAS, California Government Code Section 34856 requires vacancies in the appointive office of City Treasurer to be filled by City Council action; and

WHEREAS, City Treasurer Merle Hufford recently resigned his position as City Treasurer after serving nearly twenty (20) years in said post, effective March 21, 2017; and

WHEREAS, as instructed by the City Council at its regular public meeting held on March 21, 2017, staff duly advertised the one position vacancy as the City Treasurer and set a deadline of April 13, 2017 for interested citizens to submit an application to serve; and

WHEREAS, one interested citizen, namely Ross "Hank" Stratford submitted a timely application expressing willingness to serve in the appointed capacity; and

WHEREAS, following review and consideration of Mr. Stratford's credentials, financial management experiences, and a holder of an active license as a Certified Public Accountant (CPA), the Clayton City Council deems him qualified to become the next Clayton City Treasurer.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Clayton, California, does hereby appoint Ross "Hank" Stratford to be the City Treasurer of the City of Clayton for an indefinite term of office, effective April 19, 2017.

PASSED, APPROVED AND ADOPTED by the City Council of Clayton, California at a regular public meeting thereof held the 18th day of April 2017 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

THE CITY COUNCIL OF CLAYTON, CA

Jim Diaz, Mayor

ATTEST:

Janet Brown, City Clerk

Application for Appointment
City Treasurer

Received
APR 10 2017
City of Clayton

Hank Stratford

140 Mt Etna Drive
925-672-9200
hank_stratford@yahoo.com

40 year resident
Registered voter in Clayton

Self-employed
Small business owner and CPA

A. Education, special training, certificates or licenses:

Master of Accountancy – Brigham Young University
MBA – U.C. Berkeley
Certified Public Accountant (active license)

B. Experiences and activities

Clayton City Council (including serving on budget sub-committee) – 8 years

Treasurer and Finance Committee chair – Center for Independent Living (Berkeley)

Auditor – KPMG

C. Perceived role of City Treasurer

While serving on the City Council I recognized the limited resources available to our City. Due to the size of the City's staff, it is difficult to maintain a separation of duties. The City Treasurer serves a critical role in the City's internal control structure. The City Treasurer provides oversight and another set of eyes to ensure that the City's finances are being handled appropriately.

The City Treasurer also serves a valuable role in working with the City Manager and Finance Manager to oversee and manage the City's investments.

D.

I have called Clayton home since I was 10 years old. Throughout the years, and especially during the time I served on the City Council, I have recognized that one of the reasons Clayton is such a great place to live is that the City has been and is governed and managed well.

I would be honored to serve the City and its residents as the City Treasurer.

E. References

Julie Pierce (925) 672-3238

David Shuey (925) 672-2021

Jim Diaz (925) 673-7316



Agenda Date: 4-18-2017

Agenda Item: 3d

Approved:

Gary A. Napper
City Manager

AGENDA REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: Janet Brown, City Clerk

DATE: April 18, 2017

SUBJECT: APPROVAL OF 2017 "CLASSIC CAR SHOW & DJ" WEDNESDAY SERIES AT THE CITY PARKING LOT ON MAIN STREET

RECOMMENDATION

By minute motion, approve the use of the City's parking lot on Main Street for Mayor Diaz's proposed Wednesday Classic Car Show 2017 dates.

BACKGROUND

In 2012, a new "Concerts in The Grove" Thursday series began in The Grove Park located in downtown Clayton. The Thursday "Concerts in The Grove" is sponsored by several local businesses. In 2016, the "Concerts in The Grove" moved to Wednesday evenings and included a Classic Car Show. The Classic Car Show became popular in the Clayton community and Mayor Diaz wishes to continue the coordination of this auto show and DJ. He requests the City's permission for use again of the City parking lot on Main Street, at no cost.

2017 CONCERT SCHEDULE

Wednesdays from 6:00 p.m. to 8:00 p.m. in the City of Clayton Parking Lot at 6099 Main Street on the following dates:

June 14th & 28th August 9th & 23rd
July 12th & 26th September 6th

FISCAL IMPACT

Use of the public parking lot is at no fee or City expense.

RECOMMENDATION

Approve the recommended concert dates.

Attachments: 1. Wednesday Classic Car Show Schedule
2. 2017 June, July, August, September monthly Calendars

2017 WEDNESDAY NIGHT CLASSIC CAR SHOW SCHEDULE

The Wednesday Night Classic Car Show is a series of seven (7) Classic Car Shows from the immediate Clayton Valley Area. Each Car Show will begin at 6:00 PM and end at 8:00 PM. Entertainment will be provided by DJ.

These Classic Car Shows will be held in the City of Clayton Parking Lot at 6099 Main Street.

2017 CLASSIC CAR SHOW DATES:

- **June 14**
- **June 28**
- **July 12**
- **July 26**
- **August 9**
- **August 23**
- **September 6**

ENTERTAINMENT:

Classic Car Show & DJ

June 2017

| June 2017 | | | | | | |
|-----------------|-----|---|---|---|-----|---|
| ◀ May 2017 | | | | | | July 2017 ▶ |
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | | | | 1 Mayors' Conference - Richmond | 2 | 3 |
| 4 | 5 | 6 City Council Meeting | 7 | 8 | 9 | 10 Saturday- Concert in The Grove |
| 11 | 12 | 13 Planning Commission Meeting | 14 Flag Day Classic Car Show & DJ | 15 | 16 | 17 |
| 18 Father's Day | 19 | 20 City Council Meeting | 21 Summer Solstice | 22 | 23 | 24 Saturday- Concert in The Grove |
| 25 | 26 | 27 Planning Commission Meeting | 28 Classic Car Show & DJ | 29 CBCA General Membership Meeting | 30 | Notes: |

July 2017

| July 2017 | | | | | | |
|--------------------------|-----|--|--------------------------|------------------------------------|------------------------|-----------------------------------|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | | | | | | 1 Canada Day |
| 2 | 3 | 4 Independence Day City Council Meeting | 5 | 6 Mayors' Conference - Concord | 7 | 8 Saturday- Concert in The Grove |
| 9 | 10 | 11 Planning Commission Meeting | 12 Classic Car Show & DJ | 13 | 14 | 15 |
| 16 | 17 | 18 City Council Meeting | 19 | 20 | 21 | 22 Saturday- Concert in The Grove |
| 23 | 24 | 25 Planning Commission Meeting | 26 Classic Car Show & DJ | 27 CBCA General Membership Meeting | 28 World Hepatitis Day | 29 |
| 30 Int'l. Friendship Day | 31 | Notes: | | | | |

August 2017

| August 2017 | | | | | | |
|-------------|-----|-----------------------------------|-----------------------------|---------------------------------------|--------|--------------------------------------|
| ◀ July 2017 | | | | | | September 2017 ▶ |
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | | 1 City Council Meeting | 2 | 3 Mayors' Conference – San Ramon | 4 | 5 Saturday- Concert in The Grove |
| 6 | 7 | 8 Planning Commission Meeting | 9 Classic Car Show & DJ | 10 | 11 | 12 |
| 13 | 14 | 15 City Council Meeting | 16 | 17 | 18 | 19 Saturday- Concert in The Grove |
| 20 | 21 | 22 Planning Commission Meeting | 23 Classic Car Show & DJ | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 CBCA General Membership Meeting | Notes: | |

September 2017

| September 2017 | | | | | | |
|----------------|----------------|---|-----|---|----------------|---|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | | | | | 1 | 2 Saturday- Concert in The Grove |
| 3 | 4 Labor Day | 5 City Council Meeting | 6 | 7 Mayors' Conference - Oakley | 8 | 9 |
| 10 | 11 Patriot Day | 12 Planning Commission Meeting | 13 | 14 | 15 | 16 Saturday- Concert in The Grove |
| 17 | 18 | 19 City Council Meeting | 20 | 21 | 22 Fall begins | 23 |
| 24 | 25 | 26 Planning Commission Meeting | 27 | 28 CBCA General Membership Meeting | 29 | 30 |

CLAYTON COMMUNITY LIBRARY FOUNDATION

2016 ANNUAL REPORT

Agenda Date: 4-18-2017

Agenda Item: 4a

The Clayton Community Library Foundation, established July 1989, continues to be actively involved in support of the Clayton Community Library. The CCLF is an all volunteer, tax exempt, non-profit 501(c)(3) corporation. The purpose of the CCLF is to support the Library by providing a pool of volunteers and funds to provide books, materials, special programs and furniture not provided by City and County budgets. The City of Clayton owns the 15,500 square foot building and its furnishings. The Board of Directors of the Foundation serves as the City of Clayton Library Advisory Committee.

Clayton Community Library in-library volunteers donated 4,222.25 hours of library service in 2016. A very impressive statistic! Our volunteers checked in and shelved returned books, repaired books and videos, provided computer assistance, tutored students and helped out where needed. Volunteers working in the library numbered 56 adults and students. The Volunteer Coordinator oriented 7 adults and 10 students – 17 new volunteers in 2016. Three adult and one student volunteer tutor assisted 7 students, one-on-one, for a total of 208 hours. Five adults and 1 student group-study tutors worked 298 hours assisting 23 students. Two Computer Helpers worked 148 hours assisting 33 patrons with use of the Internet and word-processing. We had a Book Buddy for four months in 2016 reading to 29 children. The very popular "Paws to Read" had 100 children reading to friendly and very happy dogs. Based on the 2015 Independent Sector figure for the value of volunteer labor in California, \$27.59 per hour, the total monetary value of in library volunteerism is \$116,491.87!

Other volunteers donated 2338 hours working on Used Book Sales and other Foundation related activities worth \$65,505. Even our paid Volunteer Coordinator volunteered 132 hours, or 11 hours a month. Boy Scout Troop 484 provides man power to move books for our book sales and the Clayton Garden Club maintains our flower boxes and other volunteers maintain the garden areas surrounding the library. And don't forget the 4th of July volunteers. We are truly a community library.

We like to keep our volunteers happy, and this year Volunteer Coordinator, Arlene Kikkawa-Nielsen, planned two parties for the student volunteers: an End of Year/Grad Pizza Party for 11 students and a Holiday Pizza Party with a Gingerbread House and board games, attended by 21 students, several on winter break from college. They shared information on college with the high school age volunteers. The adult volunteers were entertained at a Spring Luncheon and the Lead Volunteers were entertained at a Holiday Luncheon at Joyce and Dave Atkinson's home.

The Twenty-First Birthday celebration included the Annual Meeting of the Clayton Community Library Foundation and Volunteer Recognition on Saturday, March 12th, 2016 and the Creekside Arts Celebration "Honoring Our Ancestors" on the weekend of April 1st, 2nd, and 3rd. On Friday, April 1st there was an artist's preview, an animal visit, music and Art Awards for the juried show.

The show was juried by the local Galleries, Art Businesses, Writer's Club and the Arts & Culture Commission of CCC. Festivities on Saturday and Sunday included ongoing sales and demonstrations by local artists and crafters. Activities and entertainment featured "plein air" painting; an Eco update, African Fables, Discovering your Family History, Uke and Hula Song and Workshop, Taiko drumming Workshop, Meet the Author and Meet the Artist. A GREAT weekend!

253 students from second grade classes from Mt. Diablo and Ayers Elementary schools visited the library and 93 students received library cards. Experience tells us that rest already had library cards! The very popular Book Club led by Sunny Solomon continues to meet at the Clayton Community Library as does the Knitting Club that meets twice a month!

The Clayton Community Library participated in the 4th of July Parade as we celebrated our 21st year. Our entry highlighted the Summer Reading Program, "S.T.E.A.M." which stands for Science, Technology, Engineering, Arts and Math. Organized by Arlene Kikkawa Nielsen, 12 teens and 5

adults volunteered 300 hours to create our library entry. This year's entry featured 11 children, 6 teens and 28 adults marching in the parade. Total number of volunteer hours – 452.

In 2016 the CCLF was able to generate \$40,739.93 in income from a variety of sources; \$5,605 of this represents the value of in-kind materials, in the form of used books and CDs and DVDs donated for the booksales and diverted to the library collection. The Foundation maintained an average membership of 278 units in 2016, which brought in \$9,965.00 in revenue. Our Used Book Store continues to be a success – run on the honor system this store earned \$2,094.25 of the revenue from Used Book Sales. Our two big Used Book Sales grossed a total of \$12,472.04 and online sales added \$35.00. In total, Used Book Sales accounted for \$14,601.29. We have learned that a Warriors game and rain can make an impact on our sales. The Creekside Arts Celebration generated \$1,191.10 in income. United Way/LIC donations added \$1,951.91. Organizations donated \$5,250; \$300 from Clayton Valley Woman's Club, \$50 from AAUW and \$4,000.00 from the Clayton Business and Community Assn. (CBCA), and \$900 from Clayton Valley Sunrise Rotary. Matching Gifts, donations and memorials in addition to account interest, merchandise sales, and fundraising activities complete our total revenue.

CCLF spent \$43,839.56 on Library Support. Money pulled from reserves made up the difference between income and expenditures. As mentioned in the previous paragraph, in-kind materials added to the collection from patron donations, valued at \$5,605, represent a portion of this amount. In 2016 CCLF gave \$20,012.94 for materials, books, CD's, DVD's and library programs. Reader's chairs for the Teen and Young Families area were purchased with the \$4,000 donated by CBCA. \$10,800 was paid to the City of Clayton, which in turn pays our volunteer coordinator, a private contractor. Additional money provided insurance for volunteers, and volunteer recognition events. For the first time CCLF gave the city \$2,000 to help pay for the additional Sunday hours paid for by Clayton.

CCLF spent \$4,390.53 on library programs and special events. This included 14 major programs, craft supplies for the programs presented by our talented staff, and prizes for the 4th of July, Creekside Celebration, the February "Rock Out and Read with Pete the Cat" and for the Summer Reading Program and Teen Reading Program.

We no longer count the number of readers signing up for the Summer Reading Program, because some signed up on line and we could not track those folks. However, 150 completed the program at the Clayton Community Library. Must be due to our great prizes! Completion numbers were down Countywide compared to 2015.

This was the tenth year for "Clayton Reads". Special programming focused on the book, "The Language of Flowers". CCLF purchased 150 copies of the book so they could be made available to the public to encourage everyone to take part in this event.

The Clayton Community Library Foundation thanks the City Council, Staff and the community, for all the support you have shown over the years. The Clayton Community Library is a terrific asset to the community and it is a good feeling to know that this community values its public library. The 2016 circulation at the Clayton Community Library was 164,932 a slight decrease from 2015. We believe eBooks are responsible for the slight decrease in our circulation. For fiscal year 15/16 eBook circulation was about 275,000 for the entire county system. The Clayton Community Library door count was 116,339. The money raised by CCLF enables the staff to schedule additional programs and purchase more materials and therefore attract patrons into our library to utilize library services.

I want to encourage any interested citizen to attend our board meetings and become involved in our work. We meet on the 3rd Wednesday of the month at 7:00 in the Library Story Room. We do not meet in December or July.

Joyce Atkinson, President

Agenda Date: 4-18-2017

Agenda Item: 4b

**Declaring
the week of April 17th - 23rd
as
"Clayton Community Library Volunteers" week**

WHEREAS, the Clayton Community Library has a total of 56 in-library adult and student volunteers whose work is essential to the support and functioning of library services; and

WHEREAS, In-library volunteers contributed 4,222 hours and Foundation volunteers contributed 2,338 in 2016, for a total of 6,560 hours; and

WHEREAS, on July 4, 2016, 45 Clayton Community Library volunteers and patrons contributed 452 hours to promote the Library's Summer Reading Program at the downtown parade, highlighting the importance of summer reading and summer library visits; and

WHEREAS, 4 volunteer tutors spent 208 hours, one-on-one with 7 students to provide homework help; and in the Group Tutoring Sessions on Wednesday afternoons 5 adult and 1 student tutors spent 298 hours to provide help to an additional 23 students; and

WHEREAS, Clayton Community Library volunteers shelve all the materials at the library, check in returned materials, do all mending of materials, read to children, deliver books to homebound patrons, and much more; and

WHEREAS, the Annual Creekside Arts Celebration was held to showcase local artisans, performance and community groups as well as raise funds for library support; and

WHEREAS, the Clayton Community Library Foundation contributed \$43,839 in 2016 for volunteer support and recognition, library materials and furniture, programs for adults, teens and young children, and Creekside Arts Celebration expenses.

NOW, THEREFORE, I, Jim Diaz, Mayor, on behalf of the Clayton City Council, do hereby acknowledge, April 17-23, 2017, as Clayton Community Library Volunteer Week, and urge my fellow citizens to recognize that the Clayton Community Library volunteers are a gift to the community and thank the operational volunteers, tutors, book buddies, computer helpers, parade volunteers, Creekside habitat and garden volunteers, homebound deliverers, Creekside Arts Celebration volunteers, Creekside Artists Guild artists, Library Commissioners, Foundation members, and Board for their outstanding volunteerism

LISI NORRIS
"Volunteer of the Year"
2017
for
4 years of
outstanding service to the
Clayton Community Library

TIM DELONY
"Volunteer of the Year"
2017
for
3 years of
outstanding service to the
Clayton Community Library

Agenda Date: 4-18-2017

Agenda Item: 4C

declaring
Monday, May 1, 2017
as

"Clayton Valley Village Day"

WHEREAS, after the establishment of the Beacon Hill Village in Massachusetts in 2001, a worldwide movement to help older adults age in the place of their choosing and remain connected to their communities in "Villages" began to take hold throughout the United States; and

WHEREAS, as of 2017, there are more than 200 open Villages and 150 in various stages of development across 45 states, including 25 in the Bay Area, and 50 in California, which give older adults the tools and support they need to maintain a high quality of life; and

WHEREAS, Villages empower older adults through enhanced opportunities for social engagement to minimize isolation, practical support and tools for successful aging, and direct volunteer help when needed; and

WHEREAS, the Village concept initiated locally in October 2014 as a community movement about seniors and baby boomers coming together to create a caring network of compassionate neighbors wishing a different future for themselves; and

WHEREAS, the Clayton Valley Village is a 501 (c) 3 non-profit entity and created awareness in the community through its own "branding" with a logo on materials and T-Shirts, a newsletter, attendance at community events including the 4th of July Parade, and its establishment of "Bocce Villagio" team when the Ipsen Family Bocce Courts opened; and

WHEREAS, the Clayton Valley Village serves Clayton and South Concord areas and is one of three recognized Villages in Contra Costa County; and

WHEREAS, after five years in the making, the Clayton Valley Village is set to officially open on May 1, 2017 at a "Launch Party" to be held at historic Endeavor Hall in Clayton, from 4:00 pm - 6:00 pm.

NOW, THEREFORE, I, Jim Diaz, Mayor of the City of Clayton, on behalf of the entire Clayton City Council, do hereby commend the members and officers of the new Clayton Valley Village for its humanitarian efforts to support the elderly population to age safely and gracefully in place, and do hereby proclaim Monday, May 1, 2017 as "Clayton Valley Village Day" in the City of Clayton, California.