



AGENDA
REGULAR MEETING
* * *
CLAYTON CITY COUNCIL
TUESDAY, APRIL 21, 2009
6:30 p.m.

*Meeting Room, Clayton Community Library
6125 Clayton Road, Clayton, CA 94517*

Mayor: Julie K. Pierce
Vice Mayor: Hank Stratford

Council Members
Howard Geller
Joseph A. Medrano
David T. Shuey

- 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 on Monday 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 21, 2009

6:30 p.m.

1. **CALL TO ORDER AND ROLL CALL** – Mayor Pierce.
2. **CLOSED SESSION**
 - (a) *Government Code Section 54956.9(c)*, Conference with Legal Counsel
Consider Initiation of Litigation – 1 case

Report out of Closed Session: Mayor Pierce.

7:00 p.m.

3. **PLEDGE OF ALLEGIANCE** – led by Mayor Pierce.
4. **CONSENT CALENDAR**

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

 - (a) **Information Only** ([View Here](#))
 1. Notification by City of Concord announcing proposed sewer services rate increase of 4.1% (\$12 per year; from \$294 to \$306) on real property ownership in the city of Clayton.
 2. Property Owner information regarding Water Conservation impacts to landscaped areas and City Code Enforcement standards.
 - (b) Approve the minutes of the regular meeting of April 7, 2009. ([View Here](#))
 - (c) Approve Financial Demands and Obligations of the City. ([View Here](#))
 - (d) Set April 28, 2009 at 7:00 pm in Hoyer Hall of the Clayton Community Library as the date, time and location for a joint Special Meeting with the Clayton Planning Commission to discuss and provide general instructions on a Housing Element Update required by state law. ([View Here](#))
 - (e) Approve a multi-year award of contract to Waraner Brothers Tree Service (Clayton) in the 3-year total amount of \$91,181.00 to perform citywide annual weed abatement services on public real properties. ([View Here](#))

5. RECOGNITIONS AND PRESENTATIONS

- (a) Proclamation declaring May 3, 2009 as “Skipolini’s Day” celebrating 35 years in Clayton as the original Skipolini’s Pizza Restaurant. ([View Here](#))

6. REPORTS

- (a) Planning Commission – Commissioner Keith Haydon.
- (b) Trails and Landscaping Committee – no meeting held to report.
- (c) City Manager/Staff
- (d) City Council - Reports from Council liaisons to Regional Committees, Commissions and Boards.
- (e) Other

7. PUBLIC COMMENT ON NON-AGENDA ITEMS

Citizens may address the City Council on items within the Council's jurisdiction, (which are not on the agenda) by completing a speaker card available on the Lobby table and submitting it 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 by the Mayor, 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 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 as each item is considered by the City Council.

8. PUBLIC HEARINGS - None.

9. ACTION ITEMS

- (a) Consider a Resolution increasing the City’s local parking ticket fee to comply with a new mandated state law (SB 1407) that imposes a state fee on each local parking citation to fund the planning, design, construction, rehabilitation, renovation, replacement, leasing or acquisition of court facilities.
(Police Chief) ([View Here](#))

Staff recommendation: Following staff report and public comments, adopt the Resolution.

- (b) Discuss concept proposal for an Amnesty Period on “back taxes” concerning unpaid or undocumented businesses operating within the City limits without a valid City Business License. ([View Here](#))
(Vice Mayor Stratford)

Staff recommendation: Following Council discussion, provide policy direction to staff regarding the proposal.

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

11. ADJOURNMENT– the next regularly scheduled City Council meeting is May 5, 2009.

#

CITY OF CONCORD
1455 Gasoline Alley
Concord, California 94520-4805
FAX: (925) 680-1660

Public Works Department
Qamar Khan, Director

Telephone: (925) 671-3231



CITY COUNCIL
Laura M. Hoffmeister, Mayor
Guy S. Bjerke, Vice Mayor
Helen M. Allen
Mark A. Peterson
William D. Shinn

Mary Rae Lehman, City Clerk
Thomas J. Wentling, City Treasurer

Daniel E. Keen, City Manager

April 9, 2009

Agenda Date: 4-21-09

Agenda Item: 4a(1)

Received

APR 13 2009

City of Clayton

Gary Napper, City Manager
City of Clayton
6000 Heritage Trail
Clayton CA 94517

Dear Mr. Napper:

As you know, beginning in 2001 the City of Concord has been projecting periodic increases to the annual sewer service rates in the City's Sewer Enterprise 20-Year Plan. In 2004 and again in 2007, the City issued certificates of participation to finance large scale trunk main rehabilitation projects, as well as a project to eliminate the City's sewage pump station. Due to the scale of these projects, it was determined that issuing the certificates and paying over time was the prudent action to finance these endeavors. Rate increases have been scheduled to fund these payments and a share of Central Contra Costa Sanitary District's (CCCSD) operational and capital expenses. As anticipated, it is now time to increase the annual sewer service rate for property owners in both Concord and Clayton. A sewer service rate increase requires a Proposition 218 public notice. I am writing to inform you and Clayton officials that a public notice will be sent to property owners in both cities.

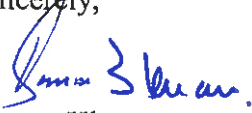
By agreement, the City of Concord is responsible for the collection and conveyance of sewage generated by property owners in the City of Clayton, the maintenance of the sanitary sewer mains in Clayton, and billing of the property owners for the cost of services by placing an annual assessment on the property tax bills. Concord staff will be requesting that the Concord City Council consider an increase of \$12 in the annual minimum sewer service charge to property owners for the upcoming fiscal year, FY 2009/10, to fund expected expenditures. There are corresponding increases for other users of the system. This increase will raise the annual sewer service charge from \$294 to \$306.

Proposition 218 requires that the City notify by mail all property owners subject to a potential increase in the annual sewer service charge. The sewer service charge increase is not subject to a balloting process, but comes under the traditional assessment district proceeding, which allows for a majority protest process. That notification is scheduled for mailing on April 16, 2009, and includes property owners in the City of Clayton. A copy of the notice is attached for your information.

Although future rate increases are shown in the attached 20-Year Plan, the plan is reviewed each year and adjusted to meet the necessary expenditures. In last year's plan the rate increase that was projected for 2009/10 was \$36. Prudent fiscal policies and efficient capital rehabilitation expenditures have allowed us to reduce that increase to \$12.

If you need additional information, I am more than willing to provide it. I may be reached directly at 925-671-3231. Mary Miller, Administrative Analyst, at 925-671-3141, is an alternate information source.

Sincerely,



Qamar Khan
Director of Public Works

Attachments

cc: Daniel E. Keen, City Manager



**CITY OF CONCORD
NOTICE TO PROPERTY OWNERS OF PROPOSED INCREASE IN
ANNUAL SEWER SERVICE CHARGE**

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

Beginning in FY 2001-02 periodic rate increases have been projected throughout the Sewer Enterprise 20-Year Plan. These planned increases have been to fund substantial rehabilitation of the City's sewer collection system, including concrete trunk sewer main rehabilitation and gravity connection to CCCSD's A-line extension, as well as the City share of CCCSD's operational and capital expenses. On January 6, 2004, Council approved the issuance of Sewer Revenue Certificates of Participation to finance the \$12.2 million first phase of the City's trunk sewer rehabilitation program. Council approved the second phase of scheduled rehabilitation work and issuance of \$12.5 million in Certificates of Participation on October 2, 2007.

In addition to the rehabilitation program the City is required by contract to pay for treatment of the City's sewage at CCCSD's treatment plant and a proportional share of their capital improvement program. CCCSD has notified the City that Concord's share of operational and capital expenses at the treatment plant are projected to be \$14.6 million in FY 2009-10. This is over 70% of the City's Sewer Enterprise total projected expenditures.

An annual sewer service charge increase of \$36 for FY 2009-10 was projected last year in the Sewer Enterprise's 20-Year Plan. Prudent fiscal policies and efficient capital rehabilitation expenditures have reduced the proposed increase to \$12. The last approved increase occurred two years ago in FY 2007-08; the proposed latest increase represents a 4.08% increase since that time. Most other cities are at or exceed the proposed rate. Currently the City's annual sewer service charge is 2nd lowest in the neighboring Contra Costa communities. The City will continue to be 2nd lowest after the proposed increase.

Current and proposed annual sewer service charges for different property classifications are included in this notice. The current minimum rate is \$294. The proposed minimum rate is \$306. The rate increase is due to additional requirements for operations, maintenance, and capital improvements at the CCCSD treatment plant, as well as the need to complete the next phase of the City's trunk sewer rehabilitation program.

NOTICE IS HEREBY GIVEN, that the City Council of the City of Concord will hold a **PUBLIC HEARING** on this matter in the Council Chamber, 1950 Parkside Drive, on Monday, June 1, 2009, at 6:30 p.m. (or as soon thereafter as the matter can be heard) at which time and place interested persons may appear and be heard. Written protests on the proposed increase in the annual sewer service charge may be mailed or delivered to the City Clerk at 1950 Parkside Drive, M/S 03, Concord, CA 94519-2578, and must be received prior to the close of the Public Hearing on June 1, 2009.

Please be advised that in the event that you challenge the City Council's decision on this matter in court you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice or in written correspondence delivered to the City Council at, or prior to, the close of the public hearing.

For further information on the proposed increase, please telephone the City of Concord Public Works Department at (925) 671-3448.

ANNUAL SEWER SERVICE CHARGES BY OCCUPANCY

--Charge Classification--	--Existing Charge--	--Proposed Charge--
Residential Owners		
Minimum rate for any premises	\$ 294.00	\$ 306.00
Each single family dwelling unit	\$ 294.00	\$ 306.00
Each dwelling unit in a multiple dwelling structure	\$ 294.00 per unit	\$ 306.00 per unit
Mobile Home Park	\$ 294.00 per space	\$ 306.00 per space
Commercial Owners – Charge Based upon quantity of water used in cubic feet:		
Minimum rate for any premises	\$ 294.00	\$ 306.00
Bowling Alleys	\$ 2.59/100 cu. ft.	\$ 2.70/100 cu. ft.
Car Washes	\$ 2.59/100 cu. ft.	\$ 2.70/100 cu. ft.
Health Studios & Gymnasiums	\$ 2.59/100 cu. ft.	\$ 2.70/100 cu. ft.
Hospitals – Convalescent	\$ 2.59/100 cu. ft.	\$ 2.70/100 cu. ft.
Multiple Lodging Structures (Hotels, Motels & Rooming Houses)	\$ 2.59/100 cu. ft.	\$ 2.70/100 cu. ft.
Laundromats & Laundries	\$ 2.59/100 cu. ft.	\$ 2.70/100 cu. ft.
Restaurants	\$ 5.17/100 cu. ft.	\$ 5.38/100 cu. ft.
Restaurants with pretreatment facilities approved annually	\$ 2.94/100 cu. ft.	\$ 3.06/100 cu. ft.
Bakeries	Determined individually	Determined individually
All others	\$ 2.94/100 cu. ft.	\$ 3.06/100 cu. ft.
Institutional Owners		
Minimum rate for any premises	\$ 294.00	\$ 306.00
As defined in Section 110-31, except for Convalescent Hospitals	\$ 2.94/100 cu. ft.	\$ 3.06/100 cu. ft.
Industrial Owners – Charge based upon quantity of water used and quality of effluent:		
Minimum rate for any premises	\$ 294.00	\$ 306.00
Flow/Million Gallons	\$ 2,281.00	\$ 2,374.00
Biochemical Oxygen Demand (B.O.D.) per thousand pounds	\$ 536.00	\$ 558.00
Suspended solid (S.S.) per thousand pounds	\$ 456.00	\$ 475.00

**Sewer Enterprise
Twenty Year Projection
for the Year Ending June 30, 2010**

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	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>
Fund Balance 7/01	\$ 14,129,237	\$ 12,249,779	\$ 9,958,213	\$ 8,807,087	\$ 7,693,725	\$ 7,049,474	\$ 7,121,809	\$ 6,272,001	\$ 6,772,334	\$ 6,752,663	\$ 7,655,472
Revenues											
Sewer Service Fees	\$ 17,050,503	\$ 17,765,000	\$ 17,801,000	\$ 18,517,000	\$ 18,554,000	\$ 20,291,000	\$ 20,332,000	\$ 22,413,000	\$ 22,458,000	\$ 24,543,000	\$ 24,592,000
Sewer Connection Fees	755,676	500,000	700,000	900,000	900,000	900,000	927,000	955,000	984,000	1,014,000	1,044,000
Interest	326,805	220,000	232,000	244,000	254,000	278,000	285,000	318,000	330,000	351,000	362,000
Loan Repayment	-	-	-	-	-	-	100,000	100,000	100,000	100,000	100,000
Total Revenues	\$ 18,132,984	\$ 18,485,000	\$ 18,733,000	\$ 19,661,000	\$ 19,708,000	\$ 21,469,000	\$ 21,654,000	\$ 23,786,000	\$ 23,872,000	\$ 26,008,000	\$ 26,098,000
Operating Expenditures											
Maintenance & Operations	\$ 3,527,677	\$ 3,474,363	\$ 3,629,312	\$ 3,680,900	\$ 3,806,244	\$ 3,866,983	\$ 4,003,197	\$ 4,066,566	\$ 4,210,681	\$ 4,277,271	\$ 4,434,585
Household Hazardous Waste	493,950	508,768	524,031	539,752	555,945	572,623	589,802	607,496	625,721	644,493	663,828
Rehab Bond Payment-Priority 1	832,650	834,655	835,126	834,186	836,775	833,069	833,188	836,920	834,406	835,860	836,028
Bond Payment-Gravity Connectio In											
Lieu of Pumping To CCCSD	848,114	849,156	850,352	846,777	847,806	848,704	848,543	847,769	847,472	851,601	849,984
Payment to CCCSD for											
Treatment Plant Operations	9,565,000	9,947,000	10,466,000	11,074,000	11,615,000	12,185,000	12,775,000	13,406,000	13,982,000	14,672,000	15,385,000
Total Operating Expenditures	\$ 15,267,391	\$ 15,613,942	\$ 16,304,821	\$ 16,975,615	\$ 17,661,770	\$ 18,306,379	\$ 19,049,730	\$ 19,764,751	\$ 20,500,280	\$ 21,281,225	\$ 22,179,425
Net Income(Loss)	\$ 2,865,593	\$ 2,871,058	\$ 2,428,179	\$ 2,685,385	\$ 2,046,230	\$ 3,162,621	\$ 2,604,270	\$ 4,021,249	\$ 3,371,720	\$ 4,726,775	\$ 3,918,575
10% Contingency Reserves	\$ 1,309,268	\$ 1,342,000	\$ 1,410,000	\$ 1,475,000	\$ 1,542,000	\$ 1,605,000	\$ 1,678,000	\$ 1,747,000	\$ 1,819,000	\$ 1,895,000	\$ 1,983,000
Capital Projects:											
City Projects	\$ 296,051	\$ 272,624	\$ 326,305	\$ 258,747	\$ 284,481	\$ 299,286	\$ 308,078	\$ 333,916	\$ 443,391	\$ 413,966	\$ 418,647
Capital Facility Contingency	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000
CCCSD Capital Projects	4,249,000	4,890,000	3,053,000	3,340,000	2,206,000	2,591,000	2,946,000	2,987,000	2,748,000	3,210,000	3,750,000
Total Capital Projects	\$ 4,745,051	\$ 5,162,624	\$ 3,579,305	\$ 3,798,747	\$ 2,690,481	\$ 3,090,286	\$ 3,454,078	\$ 3,520,916	\$ 3,391,391	\$ 3,823,966	\$ 4,369,647
Fund Balance 6/30	\$ 10,940,511	\$ 8,616,213	\$ 7,397,087	\$ 6,218,725	\$ 5,507,474	\$ 5,516,809	\$ 4,594,001	\$ 5,025,334	\$ 4,933,663	\$ 5,760,472	\$ 5,221,400

Notes:
Meets all standards contained in the Budget and Fiscal Policy adopted by Council. This policy can be found on page 36.

Revenues:

Sewer service fees include a growth factor of .002.

Proposed rate increases required to finance a multi-million dollar sewer main rehabilitation project & gravity connection project.

Expenditures:

Includes project costs as proposed in the CIP budget using pay-as-you-go for CCCSD Capital Projects.

Salaries and benefits have been budgeted per current labor agreements and assuming a full staffing level.

Employee benefits expenses for medical insurance and retirement reflect recent higher than CPI increases and post retirement health assumes 30-Year amortization of accrued liability.

Non-labor operating expenditures for FY 2010 and the remainder of the 20-Year planning period, depending on the category, include increases between 2% and 3% for inflation

Operating expenditures include internal service fund charges for vehicles, information technology, buildings, workers' compensation and risk liability.

Bond repayment per debt service schedules including fiscal charges.

CCCSD operations payments based on CCCSD's ten year assumptions, including GASB No. 45 adjustment, with a CPI applied to Fiscal Year 2020 through Fiscal Year 2029: 3% Facility and 4.9% Operations.

Sewer Enterprise
Twenty Year Projection
for the Year Ending June 30, 2010

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	<u>Fee Inc \$36</u> <u>2019-20</u>	<u>2020-21</u>	<u>Fee Inc \$36</u> <u>2021-22</u>	<u>2022-23</u>	<u>Fee Inc \$42</u> <u>2023-24</u>	<u>2024-25</u>	<u>Fee Inc \$42</u> <u>2025-26</u>	<u>2026-27</u>	<u>Fee Inc \$42</u> <u>2027-28</u>	<u>2028-29</u>
Fund Balance 7/01	\$ 7,204,400	\$ 7,800,880	\$ 7,362,012	\$ 7,933,659	\$ 7,433,646	\$ 8,198,573	\$ 7,795,648	\$ 8,552,804	\$ 8,037,742	\$ 8,561,282
Revenues										
Sewer Service Fees	\$ 26,881,000	\$ 26,734,000	\$ 28,827,000	\$ 28,885,000	\$ 31,323,000	\$ 31,386,000	\$ 33,828,000	\$ 33,897,000	\$ 36,345,000	\$ 36,418,000
Sewer Connection Fees	1,075,000	1,107,000	1,140,000	1,174,000	1,208,000	1,245,000	1,282,000	1,320,000	1,360,000	1,401,000
Interest	366,000	370,000	373,000	375,000	381,000	390,000	399,000	405,000	405,000	396,000
Loan Repayment	50,000	-	-	-	-	-	-	-	-	-
Total Revenues	\$ 28,172,000	\$ 28,211,000	\$ 30,340,000	\$ 30,434,000	\$ 32,913,000	\$ 33,021,000	\$ 35,510,000	\$ 35,622,000	\$ 38,110,000	\$ 38,215,000
Operating Expenditures										
Maintenance & Operations	\$ 4,588,000	\$ 4,705,000	\$ 4,846,000	\$ 4,991,000	\$ 5,141,000	\$ 5,295,000	\$ 5,454,000	\$ 5,618,000	\$ 5,787,000	\$ 5,961,000
Household Hazardous Waste	677,000	691,000	705,000	719,000	733,000	748,000	763,000	778,000	794,000	810,000
Rehab Bond Payment-Priority 1	834,872	837,351	838,761	838,666	837,331	839,903	840,500	839,753	836,762	837,389
Bond Paymnt-Gravity Connectio In	851,648	852,517	852,592	851,347	848,742	850,022	850,244	849,409	851,718	850,208
Lieu of Pumping To CCCSD										
Payment to CCCSD for										
Treatment Plant Operations	16,149,000	16,940,000	17,770,000	18,641,000	19,554,000	20,512,000	21,517,000	22,571,000	23,677,000	24,837,000
Total Operating Expenditures	\$ 23,080,520	\$ 24,025,868	\$ 25,012,353	\$ 26,041,013	\$ 27,114,073	\$ 28,244,925	\$ 29,424,744	\$ 30,656,162	\$ 31,946,480	\$ 33,295,597
Net Income(Loss)	\$ 5,091,480	\$ 4,185,132	\$ 5,327,647	\$ 4,392,987	\$ 5,798,927	\$ 4,776,075	\$ 6,085,256	\$ 4,965,838	\$ 6,163,520	\$ 4,919,403
10% Contingency Reserves	\$ 2,072,000	\$ 2,165,000	\$ 2,262,000	\$ 2,363,000	\$ 2,470,000	\$ 2,581,000	\$ 2,697,000	\$ 2,819,000	\$ 2,946,000	\$ 3,080,000
Capital Projects:										
City Projects	\$ 432,000	\$ 445,000	\$ 458,000	\$ 472,000	\$ 486,000	\$ 501,000	\$ 516,000	\$ 531,000	\$ 547,000	\$ 563,000
Capital Facility Contingency	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000
CCCSD Capital Projects	3,863,000	3,979,000	4,098,000	4,221,000	4,348,000	4,478,000	4,612,000	4,750,000	4,893,000	5,040,000
Total Capital Projects	\$ 4,495,000	\$ 4,624,000	\$ 4,756,000	\$ 4,893,000	\$ 5,034,000	\$ 5,179,000	\$ 5,328,000	\$ 5,481,000	\$ 5,640,000	\$ 5,803,000
Fund Balance 6/30	\$ 5,728,880	\$ 5,197,012	\$ 5,671,659	\$ 5,070,646	\$ 5,728,573	\$ 5,214,648	\$ 5,855,904	\$ 5,218,742	\$ 5,615,262	\$ 4,587,665

Agenda Date: 4-21-09

Agenda Item: 4a(2)

Water Conservation Impacts to Landscaped Areas And Code Enforcement

Residents and Property Owners of Clayton:

Despite the winter rains, California's water supplies have not returned to normal. Contra Costa Water District relies on water from the snowpack in the northern Sierra Nevada and southern Cascade mountain ranges, and those snow levels continue to be below average.

The City of Clayton acknowledges this serious circumstance of substantially reduced water supply and the need to impose water conservation measures. The Contra Costa Water District, which serves our community, recently contacted property owners with a mailer encouraging water conservation. We support this message from the Water District and anticipate that many residents will reduce watering of their exterior landscaped areas. And, as residents reduce watering, many lawns and planted areas will suffer damage.

Many landscapes consist of large lawns and high-water-use plants. During the drought, decide which lawn areas you could eliminate. For the lawn areas you want to keep, water no more than two times per week in the summer and water trees and shrubs no more than one day a week. Many trees and shrubs can survive with a deep soaking one day a month in the summer. These suggestions will help reduce your water usage by 50 percent or more with little damage, according to information received from the Contra Costa Water District.

During this period of drought and water conservation, the City acknowledges that some lawn areas will "brown out" and some trees and shrubs will experience stress or even die. City codes require that even under these stressed conditions, landscaped areas must be maintained by continuing to mow, trim, and remove dead plant material and weeds, as needed, to retain the high quality appearance of our community. **However, assuming the on-going maintenance described immediately above, the City will not be citing property owners for brown lawns under this water conservation challenge.** Normally, this would be a condition that would violate the City's standards for acceptable property maintenance.

If you need help saving water, there are numerous water conservation programs available. You can learn more about these programs services by visiting the Contra Costa Water District web site at www.ccwater.com/conserv or you can reach them by phone at (925) 688-8000.

Thank you,

City of Clayton

LAWN & LANDSCAPE WATERING SCHEDULE

CONTRA COSTA WATER DISTRICT

SEASONAL CHANGES AFFECT WATER DEMAND

Day Length Doesn't it seem like it gets darker earlier in winter than in summer? Well, in fact it does. In winter, the sun rises later and sets earlier than in summer. June 21st, the summer solstice, is the longest day of the year with nearly 15 hours of daylight. December 21, the winter solstice, is the shortest day of the year with only 9 ½ hours of daylight. That's 5½ hours less sunlight! What does this mean for our lawns and landscapes? It means that as the days get shorter, lawns and landscapes will require less and less water.

Sun Angle Have you ever noticed that the sun doesn't go as high in the sky during the winter as it does in the summer? In fact, during December, the sun is only 1/3rd as high in the sky as it is in June. This has to do with the earth's axis and how the earth rotates around the sun. So how does this affect the water needs of my lawn and landscape? Well, when the angle of the sun is high in the sky, like in summer, the sunlight hits the earth more directly, which causes plants to need more water. When the angle of the sun is lower in the sky, like in winter, the sunlight hits the earth at a lower angle, which means plants need less water. This means that from June to December, plants will need less and less water.

ADDITIONAL WAYS TO SAVE WATER IN YOUR GARDEN

Mulch

Add mulch to all planting areas every year to ensure there is a 2" to 3" layer. This will improve plant health, reduce water evaporation loss, improve soil, and keep soil temperature cool in the summer. Additional mulch should be added at least once per year.

Water Early

Don't water during the middle of the day. This can scorch the leaves. It's best to water in the early morning as the sun is rising and temperatures are cool.

Manage Your Timer

Every two to four weeks, adjust the watering schedule to reflect changes in the weather. Reducing the watering schedule by one-minute on each sprinkler station can save more than 50 gallons per day!

Reduce Your Lawn

Turf grass or lawn is the single biggest water-using plant in most home landscapes. Consider replacing some or all of your lawn with a beautiful garden. Ask your local nursery for plants that thrive in Contra Costa County.

Mow

Mow lawns to 2.5 to 3 inches. This will improve the quality of the lawn and reduce water demand.

Plants

Buy plants that thrive in our local climate, which has hot, dry summers and cool, wet winters.

Use A Broom

Use a broom instead of a hose to clean your driveway or sidewalk and save up to 80 gallons of water every time.

Aerate

Aerate your lawn. This allows water and oxygen to get to the roots. You can either leave the soil plugs on the lawn or remove them to another part of the garden.

For More Information On Water Conservation Programs and Tips, visit www.ccwaleccom or call (925) 688-8320



PHOTO 8/08

WATERING TECHNIQUES

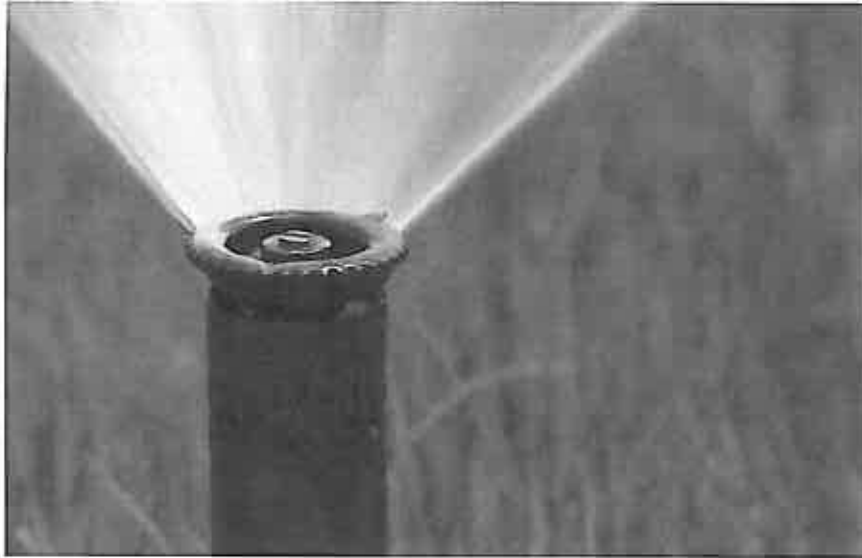
Landscape professionals use a variety of techniques to maximize landscape quality and water use efficiency. Below are several watering techniques that professional irrigators use to maximize every drop.

Repeat Cycles

Clay soil can not absorb water as fast as sprinklers apply it. Therefore, instead of watering for one long cycle, use 2 or 3 shorter cycles with an hour in between. This will allow the water to soak in much better and encourage deeper roots.

When to Water

The optimum time to water your landscape is between 3:00 AM and 8:00 AM. This is because the sun is down, the temperature is cooler, and the wind is



generally calm. Watering during the day can result in as much as 30% of the water being lost to evaporation.

Micro-Climates

Plants growing in shade (north/east side of your house) will generally require up to 50% less water than the same plants in full sun (south/west side of your home). Adjust your watering schedule to account for the different microclimates in your garden.

Check Sprinklers

Once a month inspect the sprinklers while they are working. Check for broken, bent or misaligned heads. Also trim back grass or other plants that are blocking the sprinkler.

WATERING SCHEDULE

Learn to Water Like the Pros- The most efficient way to water lawns and landscapes is to apply water deeply and infrequently, adjusting the schedule to reflect seasonal changes. This will improve landscape quality, reduce water waste and even lower your water bills. The following is the recommended schedule for lawns and landscapes in Contra Costa County. The first section displays the recommended *minutes per day* and the table displays the recommended *watering days per week*.

Minutes of Watering per Day

Lawns watered with pop-up spray sprinkles generally should be set to water for 3 cycles of 3 to 6 minutes per cycle. Lawns with impact or rotor sprinklers should be set to water for 3 cycles of 7 to 10 minutes per cycle. Set the watering cycles with an hour in between to allow the water to soak in.

Trees, Shrub, Groundcovers watered with pop-up spray sprinkles generally should be set to water for 3 cycles of 3 to 6 minutes per cycle. Landscape areas watered by impact or rotor sprinklers should be set to water for 3 cycles of 7 to 10 minutes per cycle.

Watering Days Per Week

Adjust the watering days per week to reflect seasonal changes. The following table lists the recommended watering days per week for lawns and landscapes.

Month	Watering Days per Week	
	Lawns	Trees, Shrubs, Groundcovers
Jan, Feb, Mar	Off	Off
Apr	1	2
May	2-3	1
Jun	3-4	2
Jul	4	2-3
Aug	3-4	2
Sep	3	1-2
Oct	2	1
Nov	1	Off
Dec	Off	Off

Note: due to individual site conditions, additional schedule adjustments may be necessary.

Water Conservation Tip



Landscape Design

Select plants that do well in our climate and soil. Contra Costa has hot, dry summers and cool, wet winters, and many of us have heavy clay soil. Although nurseries offer a wide variety of plants, you'll have the greatest long-term success by choosing plants that thrive in our local conditions. Since the majority of residential water use is in our yards, you can improve your water use efficiency by choosing plants that require less water. For a recommended list of plants visit our website at www.ccwater.com/conserve and click on the link for landscape tips. You can also pick up a free Water-Wise Gardening CD-ROM at the District Conservation Office.



Water Conservation Tip



CONTRA COSTA
WATER DISTRICT

CONSERVATION



Landscape Design

Group plants with similar water needs together to get the most out of your watering. This "hydro-zoning" will ensure plants are not over-watered or under-watered.

Avoid planting lawn in areas that are hard to water, such as steep slopes and narrow strips along sidewalks and driveways. If the only time you walk on your lawn is when you mow it, it may be time to consider replacing it with a water efficient garden.



Water Conservation Tip



Select plants that do well in our climate and soil. Contra Costa has hot, dry summers and cool, wet winters, and many of us have heavy clay soil.

Although nurseries offer a wide variety of plants, you'll have the greatest long-term success by focusing on plants that thrive in our local conditions. Since the majority of residential water use is in our yards, you can improve your water use efficiency by choosing plants that require less water. For a recommended list of plant visit our website at www.ccwater.com/conserve and click on the link for landscape tips. You can also pick up a free *Water-Wise Gardening* CD-ROM at the CCWD Conservation office.



Water Conservation Tip



When choosing plants at the nursery, make sure the plants have healthy root systems. When you pull the root-ball out of the container, the soil mix should stay in contact with the roots. Never buy a container-grown tree or shrub with tightly congested roots or one with thick roots poking through the drainage holes.



Water Conservation Tip



Apply a 2 to 3-inch layer of mulch to your landscape. This will reduce water evaporation by up to 70 percent, especially during the hot summer months. Mulch will also reduce weeds and keep the plants roots cool in the summer. As an added bonus, mulch will slowly decompose over the year adding nutrients to the soil.

Water Conservation Tip



Sprinklers should be installed so that each head sprays the full distance to the next head. This is called head-to-head coverage. If your system is not installed with head to head coverage, the water is probably not being applied very evenly. This will result in stressed lawn/plants and over watering to compensate.

A relatively new sprinkle nozzle called the MP Rotator Nozzle is now available that can improve this situation. This nozzle sprays farther and more uniformly. It can be purchased and installed on your existing pop-up sprinkler head. Also, if your system has low pressure, these nozzles can help. Visit a local irrigation supplier for information on these nozzles.

Water Conservation Tip



Indoor

Check for leaks in your toilets. Simply place some food coloring into the water in the tank.

If the color appears in the bowl after ten minutes, it means you have a leak. Typically, the leak is a result of the water level being set too high or the flapper needs to be replaced. Leaks can cause significant water waste in an otherwise conserving household, so get them fixed!



Water Conservation Tip



Indoor

If your showerhead can fill a one-gallon bucket in less than 20 seconds, replace it with a high-efficiency showerhead. Drop by the Conservation office and pick up a free high quality, high-efficiency showerhead today.



Water Conservation Tip



Indoor

By replacing your older top-loading clothes washer with a new high-efficiency model, you can save a significant amount of water and energy. High-efficiency washers use 50 percent less water and energy than conventional washers, and they are kinder to your clothes. CCWD and PG&E currently have High Efficiency Clothes Washer Rebate Programs.



Water Conservation Tip



Interior Water Use

Did you know that toilets have been evolving to become more efficient? Prior to 1982, most toilets flushed 5 to 7 gallons per flush. Then until 1992, toilets flushed with 3.5 gallons per flush. In the early 1990's the plumbing code changed to require all toilets sold after 1992 to use 1.6 gallons per flush. Now there are toilets available that flush with even less water. These *High Efficiency Toilets* (HETs) use only 1.28 gallons per flush. There are several different types including standard gravity flush models, dual flush models, and air-pressure assisted 1.0 gallon models. Also, the new HETs are required to meet strict performance standards to ensure they flush properly.

CCWD is currently providing rebates of up to \$175 to eligible customers who purchase qualifying HETs. Contact the conservation department for more information or check out our website at

www.ccwater.com/conserve.



Water Conservation Tip



Sometimes when people want to get a glass of water they will run the water in the sink to make sure the water is cold.

Instead, keep a glass container of water in the fridge for drinking. This will eliminate the need to run the water each time.



Water Conservation Tip



Run your clothes washer and dishwasher with full loads. This will maximize the water and energy efficiency of the appliances.

Water Conservation Tip



We all know that you shouldn't run the water in the sink when brushing your teeth. Another water saving tip is to put a plug in the bathroom sink when shaving rather than rinsing your razor under the running faucet.



CONTRA COSTA WATER DISTRICT | MONTHLY LANDSCAPE TIPS | VIRTUAL HOME TOUR | WATER WISE CD-ROM

WATER CONSERVATION



LANDSCAPE

SINGLE-FAMILY RESIDENTIAL

- Home Water Use Survey
- Clothes Washer Rebate Program
- High-Efficiency Toilet Voucher
- Free Water Conservation Devices
- Landscape Water Saving Tips
- Water Conservation Tips
- Smart Sprinkler Timer Rebates

MULTI-FAMILY RESIDENTIAL

- Interior Water Use Survey
- Large Landscape Water Use Survey
- High-Efficiency Toilet Voucher
- Commercial Clothes Washer Rebate
- Irrigation Equipment Rebates
- Smart Sprinkler Timer Rebates

COMMERCIAL PROPERTIES

- Commercial Water Use Survey
- Large Landscape Water Use Survey
- High-Efficiency Toilet Voucher
- Commercial Clothes Washer Rebate
- Irrigation Equipment Rebates
- Smart Sprinkler Timer Rebates
- All Commercial Rebates

REBATE PROGRAMS

LANDSCAPE TIPS

OTHER SERVICES

OTHER CONSERVATION WEB SITES

CONSERVATION PUBLICATIONS

CONSERVATION HOME

SINGLE-FAMILY RESIDENTIAL

MULTI-FAMILY RESIDENTIAL

COMMERCIAL PROPERTIES

REBATE PROGRAMS

LANDSCAPE TIPS

LANDSCAPE TIPS

The Bay Area, like only 2 percent of the world, has a Mediterranean climate. This means that we have cool, wet winters and summer droughts.

Thus, it is important to have landscaping that uses drought-tolerant plants, efficient irrigation, and employs other water-saving methods.



CCWD has a water efficient Demonstration Garden that you can visit to see how plants grow using 50 percent less water than a comparable lawn.

Take a Look At Our New Water Wise Gardening CD!

Our free Water-Wise Gardening CD has all kinds of info on how to garden beautifully while saving water.

It was produced specifically for the soil and weather conditions in Contra Costa County.

If you live in Contra Costa County, we'll send it to you free.
Sign-up on-line.



Water Conservation Tip

We now have all kinds of quick tips to help you save water right now!

While you are here, be sure to sign up for your **FREE Home Water Use Survey**. Our staff will be happy to show you how to water your landscape more efficiently!

Find out more about the principles of the Xeriscape and how you can create a wonderful landscape with our helpful information.

Low Water Use Gardening

CCWD Suggested Water-Wise Plants

PLANTS

DRY SHADE PLANTS

Monthly Landscape Tips April!

Conservation Tip: April is a good month to aerate your lawn. Aerating reduces soil compaction, allows air, water, and fertilizer to get to the roots; producing a healthy lawn, and improving water use efficiency.

Green Water Saving Info

Use the links below to learn ways to save water in your landscape. We can help you keep things looking great and save you money.

- Planning & Maintenance
- Soil & Mulching
- Watering
- Lawn Care
- Maintenance

**SAVE A LITTLE
GET A LOT**

MINUTES
OF THE
REGULAR MEETING
CLAYTON CITY COUNCIL

Agenda Date: 4-21-09

Agenda Item: 4b

TUESDAY, April 7, 2009

1. **CALL TO ORDER & ROLL CALL** – The meeting was called to order at 7:02 p.m. by Mayor Pierce in the Library Community Meeting Room, 6125 Clayton Road, Clayton, CA. Councilmembers present: Mayor Pierce, Vice Mayor Stratford, Councilmembers Geller, Medrano and Shuey. Staff present: City Manager Gary Napper, City Attorney Dan Adams, Police Chief Dan Lawrence, and City Clerk Laci Jackson.

2. **CLOSED SESSION-** None.

3. **PLEDGE OF ALLEGIANCE** – led by Mayor Pierce.

4. **CONSENT CALENDAR-** It was moved by Councilmember Geller, seconded by Vice Mayor Stratford to approve the Consent Calendar as submitted (Passed; 5-0 vote).

- (a) Approved the minutes of the special meeting of March 10, 2009 and the regular meeting of March 17, 2009.
- (b) Approved Financial Demands and Obligations of the City.
- (c) Adopted Resolution 06-2009 establishing the City's 2009-2010 ERU Assessment Rate for Federal and State Mandated National Pollution Discharge Elimination System (NPDES) Program (Storm Water Pollution Prevention).

5. **RECOGNITIONS AND PRESENTATIONS**

- (a) Mayor Pierce read the Proclamation declaring April 13-19, 2009 as "Clayton Community Library Week" and presented it to the Clayton Librarian Karen Hansen-Smith.
- (b) Mayor Pierce read the Proclamation declaring April 24, 2009 as "Clayton Library Volunteers Appreciation Day" and presented it to Arlene Kikkawa-Nielsen Library Volunteer Coordinator and Joyce Atkinson, President of the Clayton Community Library Foundation.

6. **REPORTS**

- (a) Planning Commission – Commissioner Bob Armstrong reported on the March 24th meeting of the Planning Commission. The Commission approved a Site Plan Review and is looking forward to the joint meeting with the City Council on April 28th to discuss the Housing Element.
- (b) Trails and Landscaping Committee –No meeting held to report.
- (c) The City Manager reported April 25th is the Clayton Cleans Up sponsored by the *Clayton Pioneer* and invited all citizens to meet at City Hall at 9am to help clean up the City. He stated a joint meeting between the City Council and the Planning Commission had been scheduled for April 28th to launch the Housing Element Update. He concluded by stating

the CBCA Art and Wine Festival was quickly approaching and will be held on May 2nd and 3rd.

(d) City Council

Vice Mayor Stratford volunteered for Junior Achievement Day at Mt. Diablo Elementary school and attended the Mayors' Conference in Walnut Creek. He attended a CERT Corps Council meeting and reminded citizens the next CERT class begins May 4th.

Councilmember Geller volunteered for Junior Achievement Day, worked on the Shop Clayton First Program with the CBCA, met with the Easley Family regarding their 13 acre property, and attended the Mayors' Conference. He reported he held a telephone conference with the Contra Costa Water District to discuss their decision to require 15% cuts in water usage across the board. He stated for residents using more than 1,000 gallons per day the cost will be four times as much for the extra water.

Mayor Pierce reported she is working with the California Traffic Control Devices Committee and will have answers on how speed limits are set by April 21st. She volunteered at the Junior Achievement Day, attended an ABAG Regional Planning committee meeting, a Transportation Authority meeting, and the Mayors' Conference.

(e) Other – None.

7. **PUBLIC COMMENT ON NON-AGENDA ITEMS**- None.

8. **PUBLIC HEARINGS** – None.

9. **ACTION ITEMS**

- (a) Consider a request by the Clayton Police Officers Association (CPOA) for authorization to modify the City's patrol car scheme from predominantly white to the more universal black & white, and its offer of Association funds to pay for the conversion of the existing patrol fleet.

Rich McEachin, CPOA President, presented a report requesting a change in the color scheme of the Police vehicles from all white to black and white. He stated the style is referred to as the LAPD style (all four doors white) as compared to the CHP style (back two doors black). He stated most agencies were going back to the black and white vehicles because provides presence in the community. He stated the CPOA is willing to pay for the change and has set money aside for this project. He stated the CPOA voted in favor of the change and believed it would boost department morale.

Vice Mayor Stratford asked how much it would cost per car. Mr. McEachin stated between \$400-500 initially and about \$200 for new purchases as the replacement cars come from the manufactured already painted.

Councilmember Geller stated he liked the idea of being different than other agencies with our all white cars.

Councilmember Medrano stated he appreciated the CPOA's willingness to pay for the change supported approval of it.

Councilmember Shuey agreed with Councilmember Medrano and stated it was an easy decision because the CPOA would be paying for the change.

Vice Mayor Stratford stated he likes the white cars but since the CPOA was willing to pay for it he did not see a problem with the color change.

Councilmember Geller noted he was happy the CPOA was willing to pay for the color change and stated morale was important. Councilmember Geller then asked if the Police Chief liked the different color cars. Chief Lawrence responded that as a non-POA member, he supports the CPOA's request. He commented many studies had been done which indicate people automatically slow down and are more conscious when they see a black and white car as opposed to an all white car. He stated it is a force multiplier of visibility in town, and since the POA is willing to pay for it he supports it.

Mayor Pierce stated she likes the white cars and always has because she believes they are community friendly, but knows when to pick her battles.

It was moved by Councilmember Shuey, seconded by Vice Mayor Stratford to approve the modification of the City's patrol car scheme from predominantly white to the more universal black and white, and accept the offer of the Clayton Police Officers Association to pay for the conversion of the existing patrol fleet (Passed; 5-0 vote).

10. **COUNCIL ITEMS** – None.

11. **ADJOURNMENT**– On call by Mayor Pierce the meeting adjourned at 7:59 p.m.

Respectfully submitted,

Laci J. Jackson, City Clerk

APPROVED BY CLAYTON CITY COUNCIL

Julie K. Pierce, Mayor



Agenda Date: 04/21/09

Agenda Item: 4c

Approved:

Gary A. Napper
City Manager/Executive Director

STAFF REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: MERRY PELLETIER, FINANCE MANAGER

DATE: April 21, 2009

SUBJECT: OBLIGATION SUMMARY

RECOMMENDATION

Approve the following obligations.

RUN DATE

OBLIGATION NUMBERS

TOTALS

04/17/09

15767 – 15820

\$1,681,581.11

- Invoices - Summary Report
 - o the current invoices by obligation number
 - o the vendor numbers and names
 - o brief descriptions of the invoices
 - o the amounts expensed or paid for the current invoices
 - o vendor invoice numbers (if any)
 - o grand totals on the last page, may be a combination of expensed & paid
 - o the stage date is the date of input to the system
- Invoice Distribution Report
 - o the account numbers affected by the current invoices listed numerically; these numbers correspond to the "line item" numbers listed in the City's budget
 - o the account descriptions
 - o the obligation numbers
 - o the vendor numbers and names
 - o the amount of the invoices
 - o a grand total of all invoices on the last page

Attachments:

Invoices - Summary Report 04/17/09 (6 page)

Invoice Distribution Report 04/1709 (16 pages)

Run date: 04/17/2009 @ 10:19
 Bus date: 04/17/2009

City of Clayton
 Invoices - Summary Report

OTSUM.L02 Page 1

Vendor Name / Obligat'n Description	Pre-Encumbered	Encumbered	Expensed	Paid	Stage	Stage Date
2473 Tom & Carol O'Neil 15767 Refund C&D SPR07-07 Dep 4/09 Obligation.....: 15767	.00	.00	.00	1,654.26	Paid	04/08/2009
Invoice number.: C&D Refund 4/09						
2161 Financial Northeastern Corp 15768 CD Investment 4/09 Obligation.....: 15768	.00	.00	.00	99,020.00	Paid	04/08/2009
Invoice number.: Bnk of Ill 4/09						
2161 Financial Northeastern Corp 15769 CD Investment 4/09 Obligation.....: 15769	.00	.00	.00	99,000.00	Paid	04/08/2009
Invoice number.: Doral Bnk 4/09						
2161 Financial Northeastern Corp 15770 CD Investment 4/09 Obligation.....: 15770	.00	.00	.00	98,000.00	Paid	04/08/2009
Invoice number.: Banner Bnk 4/09						
2161 Financial Northeastern Corp 15771 CD Investment 4/09 Obligation.....: 15771	.00	.00	.00	99,000.00	Paid	04/08/2009
Invoice number.: Invest Bk 4/09						
2094 Morgan Stanley 15772 CD Investment 4/09 Obligation.....: 15772	.00	.00	.00	99,020.00	Paid	04/08/2009
Invoice number.: Bk of Little Rk						
1573 Verizon Business 15773 Admin ISDN Line 5/09 Obligation.....: 15773	.00	.00	211.70	.00	Inv	04/10/2009
Invoice number.: 68695656						
170 Western Exterminator 15774 Monthly Svc 3/09 Obligation.....: 15774	.00	.00	311.50	.00	Inv	04/10/2009
Invoice number.: 421980						
1779 Access One 15775 Long Distance 3/09 Obligation.....: 15775	.00	.00	45.90	.00	Inv	04/10/2009
Invoice number.: 905548						
1243 AT&T/ CalNet 2 15776 Phone -Remain Amts CNet 1 3/0 Obligation.....: 15776	.00	.00	20.63	.00	Inv	04/10/2009
Invoice number.: CNet 1 3/09						

Run date: 04/17/2009 @ 10:19
 Bus date: 04/17/2009

City of Clayton
 Invoices - Summary Report

OTSUM.L02 Page 2

Vendor Name / Obligat'n Description	Pre-Encumbered	Encumbered	Expensed	Paid Stage	Stage Date
1243 AT&T/ CalNet 2 15777 Local Phone Svc 3/09 Obligation.....: 15777	.00	.00	1,715.05	.00 Inv	04/10/2009
	Invoice number.: 3/09				
234 CCC General Services 15778 Traffic Signal Maintenance 2/ Obligation.....: 15778	.00	.00	2,824.56	.00 Inv	04/10/2009
	Invoice number.: 3425				
1538 All City Management Services, 15779 PD-Crossing Guard WE 3/28/09 Obligation.....: 15779	.00	.00	451.50	.00 Inv	04/10/2009
	Invoice number.: 16074				
468 J & R Floor Services 15780 Janitorial Services for 3/09 Obligation.....: 15780	.00	.00	4,909.85	.00 Inv	04/10/2009
	Invoice number.: MAR2009				
1160 Arlene H. Kikkawa-Nielsen 15781 Library Volunteer 4/09 Obligation.....: 15781	.00	.00	820.00	.00 Inv	04/10/2009
	Invoice number.: 4/09				
201 CalPERS 15782 Retirement PPE 4/5/09 Obligation.....: 15782	.00	.00	22,460.64	.00 Inv	04/10/2009
	Invoice number.: PPE 4/5/09				
2266 Rock N Waterfall Co 15783 OH Waterfall Mtn 4/09 Obligation.....: 15783	.00	.00	650.00	.00 Inv	04/10/2009
	Invoice number.: 546678				
2150 AAUW 15784 Refund EH Dep less Fees 3/18/ Obligation.....: 15784	.00	.00	400.00	.00 Inv	04/10/2009
	Invoice number.: EH 3/18/09				
2491 Treppa Law Group 15785 Legal Svc - Tot Lot Surface 3 Obligation.....: 15785	.00	.00	630.00	.00 Inv	04/10/2009
	Invoice number.: 175				
11 Arcom 15786 PD Vehicle Equip Rpr 3/09 Obligation.....: 15786	.00	.00	2,537.37	.00 Inv	04/10/2009
	Invoice number.: 123141				

Run date: 04/17/2009 @ 10:19
 Bus date: 04/17/2009

City of Clayton
 Invoices - Summary Report

OTSUM.L02 Page 3

Vendor Name / Obligat'n Description	Pre-Encumbered	Encumbered	Expensed	Paid	Stage	Stage Date
2010 Raney Planning & Management, 15787 Rivulet Planning Svc 2-3/09 Obligation.....: 15787	.00	.00	1,249.25	.00	Inv	04/10/2009
Invoice number.: 0806P-8						
1454 Sign A Rama 15788 Clayton Cleans Up Banner Chg Obligation.....: 15788	.00	.00	49.16	.00	Inv	04/10/2009
Invoice number.: 17207						
2070 John Deere Landscapes Inc 15789 PW Sprinkler Parts 3/09 Obligation.....: 15789	.00	.00	112.79	.00	Inv	04/10/2009
Invoice number.: 50640744						
1541 Turf Star, Inc. 15790 Landscaping Supplies 3/09 Obligation.....: 15790	.00	.00	306.50	.00	Inv	04/10/2009
Invoice number.: 6606240-00						
2023 Munimetrix Systems Corp 15791 Adm ImageFlow Software 4/09 Obligation.....: 15791	.00	.00	1,579.00	.00	Inv	04/10/2009
Invoice number.: 0904028						
1905 Undercover Computers 15792 Adm Computer Sftwr Fix 4/09 Obligation.....: 15792	.00	.00	375.00	.00	Inv	04/10/2009
Invoice number.: 301						
2349 US Bank Corp Pymt System 15793 Adm: Misc Charges 3/09 Obligation.....: 15793	.00	.00	.00	12,060.79	Paid	04/17/2009
Invoice number.: 3/09						
2349 US Bank Corp Pymt System 15794 PW Misc Charges 3/09 Obligation.....: 15794	.00	.00	.00	3,849.21	Paid	04/17/2009
Invoice number.: PW 3/09						
2349 US Bank Corp Pymt System 15795 PD Misc Charges 3/09 Obligation.....: 15795	.00	.00	.00	4,090.66	Paid	04/17/2009
Invoice number.: PD 3/09						
116 PERMCO, Inc. 15796 Eng Svc 3/28 - 4/10/09 Obligation.....: 15796	.00	.00	12,328.71	.00	Inv	04/14/2009
Invoice number.: 8804-8819						

Run date: 04/17/2009 @ 10:19
 Bus date: 04/17/2009

City of Clayton
 Invoices - Summary Report

OTSUM.L02 Page 4

Vendor Name / Obligat'n Description	Pre-Encumbered	Encumbered	Expensed	Paid Stage	Stage Date
1459 Clean Street 15797 Street Sweeping 3/09 Obligation.....: 15797	.00 Invoice number.: 56538	.00	3,500.00	.00 Inv	04/14/2009
2100 NeoFunds by Neopost 15798 Adm Postage Added 3/12/09 Obligation.....: 15798	.00 Invoice number.: 3/12/09	.00	.00	2,000.00 Paid	04/17/2009
1223 Sprint Comm (PD) 15799 PD Cell Phones 3/09 Obligation.....: 15799	.00 Invoice number.: 088 3/09	.00	316.15	.00 Inv	04/14/2009
2188 Joe Pargett 15800 Yard Mtn-Stranahan Cir 4/09 Obligation.....: 15800	.00 Invoice number.: 2703	.00	25.00	.00 Inv	04/14/2009
1966 CCC Office of the Sheriff-Fis 15801 PD Training Cnt-Rng Use 3/09 Obligation.....: 15801	.00 Invoice number.: 09-1286	.00	100.00	.00 Inv	04/14/2009
1651 ICMA Retirement Corporation 15802 401A Plan-Fees 4-6/09 Obligation.....: 15802	.00 Invoice number.: 5607	.00	125.00	.00 Inv	04/14/2009
167 Wally's Rental Center, Inc. 15803 Grove Aerator Lawn 3/09 Obligation.....: 15803	.00 Invoice number.: 68584	.00	67.95	.00 Inv	04/14/2009
2070 John Deere Landscapes Inc 15804 PW Landscape Supp 3/09 Obligation.....: 15804	.00 Invoice number.: 50677818	.00	160.87	.00 Inv	04/14/2009
2213 UAP Distribution Inc 15805 PW Supplies 3/09 Obligation.....: 15805	.00 Invoice number.: 5009321713	.00	2,617.49	.00 Inv	04/14/2009
1176 Contra Costa Topsoil 15806 PW Topsoil 3/09 Obligation.....: 15806	.00 Invoice number.: 83392	.00	746.93	.00 Inv	04/14/2009

Vendor Name / Obligat'n Description	Pre-Encumbered	Encumbered	Expensed	Paid Stage	Stage Date
62 Concord Garden Equipment 15807 PW Equip Maint 3/09 Obligation.....: 15807	.00 Invoice number.: 376415/957	.00	8,691.34	.00 Inv	04/14/2009
2469 Michel & Fackler APC 15808 Legal Services 3/09 Obligation.....: 15808	.00 Invoice number.: 10435	.00	9,196.35	.00 Inv	04/14/2009
2161 Financial Northeastern Corp 15809 CD Investment 4/15/09 Obligation.....: 15809	.00 Invoice number.: Wst Bnk 4/15/09	.00	.00	99,020.00 Paid	04/17/2009
2161 Financial Northeastern Corp 15810 CD Investment 4/15/09 Obligation.....: 15810	.00 Invoice number.: Bcn Fed 4/15/09	.00	.00	99,000.00 Paid	04/17/2009
2161 Financial Northeastern Corp 15811 CD Investment 4/15/09 Obligation.....: 15811	.00 Invoice number.: Tyt Fin 4/15/09	.00	.00	98,000.00 Paid	04/17/2009
2161 Financial Northeastern Corp 15812 CD Investment 4/17/09 Obligation.....: 15812	.00 Invoice number.: 1st Rel 4/17/09	.00	.00	99,020.00 Paid	04/17/2009
1467 LarryLogic Productions 15813 Video City Council Mtg 4/7/09 Obligation.....: 15813	.00 Invoice number.: 943	.00	270.00	.00 Inv	04/17/2009
2094 Morgan Stanley 15814 CD Investment 4/21/09 Obligation.....: 15814	.00 Invoice number.: Pac St 4/21/09	.00	99,020.00	.00 Inv	04/17/2009
2161 Financial Northeastern Corp 15815 CD Investment 4/21/09 Obligation.....: 15815	.00 Invoice number.: Sg Bnk 4/21/09	.00	99,000.00	.00 Inv	04/17/2009
2161 Financial Northeastern Corp 15816 CD Investment 4/21/09 Obligation.....: 15816	.00 Invoice number.: Sgn Bk 4/21/09	.00	98,000.00	.00 Inv	04/17/2009

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Vendor Name / Obligat'n Description	Pre-Encumbered	Encumbered	Expensed	Paid Stage	Stage Date
2161 Financial Northeastern Corp 15817 CD Investment 4/21/09 Obligation.....: 15817	.00	.00	98,000.00	.00 Inv	04/17/2009
	Invoice number.: Carol B 4/21/09				
2161 Financial Northeastern Corp 15818 CD Investment 4/21/09 Obligation.....: 15818	.00	.00	98,000.00	.00 Inv	04/17/2009
	Invoice number.: 1st Bk 4/21/09				
2161 Financial Northeastern Corp 15819 CD Investment 4/24/09 Obligation.....: 15819	.00	.00	98,020.00	.00 Inv	04/17/2009
	Invoice number.: Minn B 4/24/09				
2161 Financial Northeastern Corp 15820 CD Investment 4/24/09 Obligation.....: 15820	.00	.00	99,000.00	.00 Inv	04/17/2009
	Invoice number.: 1st Peo 4/24/09				

** Report total **

.00	768,846.19	912,734.92
.00		

768,846.19
912,734.92
\$1,681,581.11

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Obligat'n Description	Vendor/ Name/ Line Nbr Description	Stage	Amount
A101-5301-00.0.0-000 - Planning Services			
15767 Refund C&D SPR07-07 Dep 4/09	2473 Tom & Carol O'Neil		
Invoice number.: C&D Refund 4/09	2 OH Rec C&D SPR07-07 Dep 4/09	Paid	-345.74
A101-5301-00.0.0-000 - Planning Services	*** Account total ***		-345.74
A101-7220-01.0.0-000 - PERS Retirement			
15782 Retirement PPE 4/5/09	201 CalPERS		
Invoice number.: PPE 4/5/09	1 Legislative 4/5/09	Inv	421.06
A101-7220-01.0.0-000 - PERS Retirement	*** Account total ***		421.06
A101-7220-02.0.0-000 - PERS Retirement			
15782 Retirement PPE 4/5/09	201 CalPERS		
Invoice number.: PPE 4/5/09	2 Admin 4/5/09	Inv	4,214.87
A101-7220-02.0.0-000 - PERS Retirement	*** Account total ***		4,214.87
A101-7220-03.0.0-000 - PERS Retirement			
15782 Retirement PPE 4/5/09	201 CalPERS		
Invoice number.: PPE 4/5/09	3 PW 4/5/09	Inv	2,460.09
A101-7220-03.0.0-000 - PERS Retirement	*** Account total ***		2,460.09
A101-7220-04.0.0-000 - PERS Retirement			
15782 Retirement PPE 4/5/09	201 CalPERS		
Invoice number.: PPE 4/5/09	4 Planning 4/5/09	Inv	1,441.20
A101-7220-04.0.0-000 - PERS Retirement	*** Account total ***		1,441.20
A101-7220-06.0.0-000 - PERS Retirement			
15782 Retirement PPE 4/5/09	201 CalPERS		
Invoice number.: PPE 4/5/09	5 Police 4/5/09	Inv	13,004.89
A101-7220-06.0.0-000 - PERS Retirement	*** Account total ***		13,004.89
A101-7311-06.0.0-000 - General Supplies			
15795 PD Misc Charges 3/09	2349 US Bank Corp Pymt System		
Invoice number.: PD 3/09	3 PD Supplies 3/09	Paid	1,304.75
A101-7311-06.0.0-000 - General Supplies	*** Account total ***		1,304.75

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Obligat'n Description	Vendor/ Name/ Line Nbr Description	Stage	Amount
A101-7312-01.0.0-000 - Office Supplies/Expense 15793 Adm: Misc Charges 3/09 Invoice number.: 3/09	2349 US Bank Corp Pymt System 2 Hoyer Celebration Supp 3/09	Paid	87.22
A101-7312-01.0.0-000 - Office Supplies/Expense	*** Account total ***		87.22
A101-7312-05.0.0-000 - Office Supplies/Expense 15793 Adm: Misc Charges 3/09 Invoice number.: 3/09	2349 US Bank Corp Pymt System 1 Adm Off Sup 3/09	Paid	8.65
A101-7312-05.0.0-000 - Office Supplies/Expense	*** Account total ***		8.65
A101-7312-06.0.0-000 - Office Supplies/Expense 15795 PD Misc Charges 3/09 Invoice number.: PD 3/09	2349 US Bank Corp Pymt System 4 PD Office Supp 3/09	Paid	90.50
A101-7312-06.0.0-000 - Office Supplies/Expense	*** Account total ***		90.50
A101-7314-05.0.0-000 - Postage 15798 Adm Postage Added 3/12/09 Invoice number.: 3/12/09	2100 NeoFunds by Neopost 1 Adm Postage Added 3/12/09	Paid	2,000.00
A101-7314-05.0.0-000 - Postage	*** Account total ***		2,000.00
A101-7314-06.0.0-000 - Postage 15795 PD Misc Charges 3/09 Invoice number.: PD 3/09	2349 US Bank Corp Pymt System 5 PD Postage 3/09	Paid	33.49
A101-7314-06.0.0-000 - Postage	*** Account total ***		33.49
A101-7329-09.0.0-000 - Park Supplies 15789 PW Sprinkler Parts 3/09 Invoice number.: 50640744	2070 John Deere Landscapes Inc 1 PW Sprinkler Parts 3/09	Inv	112.79
15804 PW Landscape Supp 3/09 Invoice number.: 50677818	2070 John Deere Landscapes Inc 1 PW Landscape Supp 3/09	Inv	160.87
15805 PW Supplies 3/09 Invoice number.: S009321713	2213 UAP Distribution Inc 3 PW Supplies 3/09	Inv	784.27
A101-7329-09.0.0-000 - Park Supplies	*** Account total ***		1,057.93

Obligat'n Description	Vendor/ Name/ Line Nbr Description	Stage	Amount
A101-7332-02.0.0-000 - Telecommunications			
15773 Admin ISDN Line 5/09	1573 Verizon Business 1 Admin ISDN Line 5/09	Inv	211.70
Invoice number.: 68695656			
15775 Long Distance 3/09	1779 Access One 1 City Hall Svc 3/09	Inv	6.45
Invoice number.: 905548			
15776 Phone -Remain Amts CNet 1 3/09	1243 AT&T/ CalNet 2 2 CH Remain Amts CNet 1 3/09	Inv	3.66
Invoice number.: CNet 1 3/09			
15777 Local Phone Svc 3/09	1243 AT&T/ CalNet 2 2 CH Local Phone 3/09	Inv	374.35
Invoice number.: 3/09			
A101-7332-02.0.0-000 - Telecommunications	*** Account total ***		596.16
A101-7332-03.0.0-000 - Telephone			
15775 Long Distance 3/09	1779 Access One 2 PW Svc 3/09	Inv	5.33
Invoice number.: 905548			
15777 Local Phone Svc 3/09	1243 AT&T/ CalNet 2 1 PW-Local Phone 3/09	Inv	32.21
Invoice number.: 3/09			
A101-7332-03.0.0-000 - Telephone	*** Account total ***		37.54
A101-7332-04.0.0-000 - Telephone			
15775 Long Distance 3/09	1779 Access One 3 Planning Svc 3/09	Inv	8.97
Invoice number.: 905548			
15776 Phone -Remain Amts CNet 1 3/09	1243 AT&T/ CalNet 2 3 PIng Remain Amts CNet 1 3/09	Inv	6.26
Invoice number.: CNet 1 3/09			
15777 Local Phone Svc 3/09	1243 AT&T/ CalNet 2 3 PIng Local Phone 3/09	Inv	41.05
Invoice number.: 3/09			
A101-7332-04.0.0-000 - Telephone	*** Account total ***		56.28
A101-7332-06.0.0-000 - Telephone			
15775 Long Distance 3/09	1779 Access One 6 Police Dept Svc 3/09	Inv	22.86
Invoice number.: 905548			

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Obligat'n Description	Vendor/ Name/ Line Nbr Description	Stage	Amount
A101-7332-06.0.0-000 - Telephone	*** Continued ***		
15776 Phone -Remain Amts CNet 1 3/09	1243 AT&T/ CalNet 2 7 PD Remain Amts CNet 1 3/09	Inv	10.71
Invoice number.: CNet 1 3/09			
15777 Local Phone Svc 3/09	1243 AT&T/ CalNet 2 7 PD Local Phone 2-3/09	Inv	986.67
Invoice number.: 3/09			
15799 PD Cell Phones 3/09	1223 Sprint Comm (PD) 1 PD Cell Phones 3/09	Inv	316.15
Invoice number.: 088 3/09			
A101-7332-06.0.0-000 - Telephone	*** Account total ***		1,336.39
A101-7332-07.0.0-000 - Telephone			
15775 Long Distance 3/09	1779 Access One 4 Library Svc 3/09	Inv	2.29
Invoice number.: 905548			
15777 Local Phone Svc 3/09	1243 AT&T/ CalNet 2 4 Library Local Phone 3/09	Inv	154.42
Invoice number.: 3/09			
A101-7332-07.0.0-000 - Telephone	*** Account total ***		156.71
A101-7332-08.0.0-000 - Telephone			
15777 Local Phone Svc 3/09	1243 AT&T/ CalNet 2 5 Eng Local Phone 3/09	Inv	68.40
Invoice number.: 3/09			
A101-7332-08.0.0-000 - Telephone	*** Account total ***		68.40
A101-7341-03.0.0-000 - Buildings/Grounds Maintenance			
15774 Monthly Svc 3/09	170 Western Exterminator 1 City Hall Ext Svc 3/09	Inv	90.50
Invoice number.: 421980			
A101-7341-03.0.0-000 - Buildings/Grounds Maintenance	*** Account total ***		90.50
A101-7341-07.0.0-000 - Buildings/Grounds Maintenance			
15774 Monthly Svc 3/09	170 Western Exterminator 2 Library Ext Svc 3/09	Inv	93.50
Invoice number.: 421980			
15794 PW Misc Charges 3/09	2349 US Bank Corp Pymt System 2 PW Libr Supp 3/09	Paid	51.24
Invoice number.: PW 3/09			
A101-7341-07.0.0-000 - Buildings/Grounds Maintenance	*** Account total ***		144.74

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Obligat'n Description	Vendor/ Name/ Line Nbr Description	Stage	Amount
A101-7342-03.0.0-000 - Machinery/Equipment Maintenanc 15790 Landscaping Supplies 3/09 Invoice number.: 6606240-00	1541 Turf Star, Inc. 1 Landscaping Supplies 3/09	Inv	306.50
A101-7342-03.0.0-000 - Machinery/Equipment Maintenanc	*** Account total ***		306.50
A101-7342-06.0.0-000 - Machinery/Equipment Maintenanc 15786 PD Vehicle Equip Rpr 3/09 Invoice number.: 123141	11 Arcom 2 PD Vehicle Equip Rpr 3/09	Inv	471.37
A101-7342-06.0.0-000 - Machinery/Equipment Maintenanc	*** Account total ***		471.37
A101-7343-03.0.0-000 - Vehicle Maintenance 15794 PW Misc Charges 3/09 Invoice number.: PW 3/09	2349 US Bank Corp Pymt System 6 PW Veh Mtn 3/09	Paid	127.05
A101-7343-03.0.0-000 - Vehicle Maintenance	*** Account total ***		127.05
A101-7343-06.0.0-000 - Vehicle Maintenance 15786 PD Vehicle Equip Rpr 3/09 Invoice number.: 123141 15795 PD Misc Charges 3/09 Invoice number.: PD 3/09	11 Arcom 1 PD Vehicle Equip Rpr 3/09 2349 US Bank Corp Pymt System 6 PD Veh Mtn 3/09	Inv Paid	2,066.00 17.30
A101-7343-06.0.0-000 - Vehicle Maintenance	*** Account total ***		2,083.30
A101-7344-03.0.0-000 - Vehicles: Gas, Oil & Supplies 15794 PW Misc Charges 3/09 Invoice number.: PW 3/09	2349 US Bank Corp Pymt System 1 PW Gas 3/09	Paid	666.44
A101-7344-03.0.0-000 - Vehicles: Gas, Oil & Supplies	*** Account total ***		666.44
A101-7344-06.0.0-000 - Vehicles: Gas, Oil & Supplies 15795 PD Misc Charges 3/09 Invoice number.: PD 3/09	2349 US Bank Corp Pymt System 1 PD Gas 3/09	Paid	1,604.94
A101-7344-06.0.0-000 - Vehicles: Gas, Oil & Supplies	*** Account total ***		1,604.94
A101-7363-06.0.0-000 - Business Entertainment Expense 15795 PD Misc Charges 3/09 Invoice number.: PD 3/09	2349 US Bank Corp Pymt System 7 PD Biz Exp 3/09	Paid	19.49
A101-7363-06.0.0-000 - Business Entertainment Expense	*** Account total ***		19.49

Obligat'n Description	Vendor/ Name/ Line Nbr Description	Stage	Amount
A101-7373-03.0.0-000 - Education & Training 15794 PW Misc Charges 3/09 Invoice number.: PW 3/09	2349 US Bank Corp Pymt System 3 PW CA Pest Reg Refund 3/09	Paid	-60.00
A101-7373-03.0.0-000 - Education & Training	*** Account total ***		-60.00
A101-7373-06.0.0-000 - Education & Training 15795 PD Misc Charges 3/09 Invoice number.: PD 3/09	2349 US Bank Corp Pymt System 2 Training Dansie/McEachin 3/09	Paid	1,020.19
15801 PD Training Cnt-Rng Use 3/09 Invoice number.: 09-1286	1966 CCC Office of the Sheriff-Fisc 1 PD Range Use Fee 3/09	Inv	100.00
A101-7373-06.0.0-000 - Education & Training	*** Account total ***		1,120.19
A101-7411-08.0.0-000 - Professional Services Retainer 15796 Eng Svc 3/28 - 4/10/09 Invoice number.: 8804-8819	116 PERMCO, Inc. 1 Eng Svc 3/28 - 4/10/09	Inv	2,920.50
A101-7411-08.0.0-000 - Professional Services Retainer	*** Account total ***		2,920.50
A101-7415-02.0.0-000 - Computer Services 15792 Adm Computer Sftwr Fix 4/09 Invoice number.: 301	1905 Undercover Computers 1 Adm Comp Sftwr Fix 4/09	Inv	375.00
A101-7415-02.0.0-000 - Computer Services	*** Account total ***		375.00
A101-7417-03.0.0-000 - Janitorial Service 15780 Janitorial Services for 3/09 Invoice number.: MAR2009	468 J & R Floor Services 3 City Hall 3/09	Inv	449.85
A101-7417-03.0.0-000 - Janitorial Service	*** Account total ***		449.85
A101-7417-06.0.0-000 - Janitorial Service 15780 Janitorial Services for 3/09 Invoice number.: MAR2009	468 J & R Floor Services 5 PD 3/09	Inv	225.00
A101-7417-06.0.0-000 - Janitorial Service	*** Account total ***		225.00
A101-7417-07.0.0-000 - Janitorial Service 15780 Janitorial Services for 3/09 Invoice number.: MAR2009	468 J & R Floor Services 2 Library 3/09	Inv	2,175.00
A101-7417-07.0.0-000 - Janitorial Service	*** Account total ***		2,175.00

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Obligat'n Description	Vendor/ Name/ Line Nbr Description	Stage	Amount
A101-7417-09.0.0-000 - Janitorial Service			
15780 Janitorial Services for 3/09	468 J & R Floor Services		
Invoice number.: MAR2009	1 Comm Pk Svc 3/09	Inv	1,000.00
A101-7417-09.0.0-000 - Janitorial Service	*** Account total ***		1,000.00
A101-7419-01.0.0-000 - Other Professional Services			
15813 Video City Council Mtg 4/7/09	1467 LarryLogic Productions		
Invoice number.: 943	1 Video CC Mtg 4/7/09	Inv	270.00
A101-7419-01.0.0-000 - Other Professional Services	*** Account total ***		270.00
A101-7419-02.0.0-000 - Other Professional Services			
15791 Adm ImageFlow Software 4/09	2023 Munimetrix Systems Corp		
Invoice number.: 0904028	1 Adm ImageFlow Software 4/09	Inv	1,579.00
15802 401A Plan-Fees 4-6/09	1651 ICMA Retirement Corporation		
Invoice number.: 5607	1 401A Plan Fees 4-6/09	Inv	125.00
A101-7419-02.0.0-000 - Other Professional Services	*** Account total ***		1,704.00
A101-7419-05.0.0-000 - Other Professional Services			
15768 CD Investment 4/09	2161 Financial Northeastern Corp		
Invoice number.: Bnk of Ill 4/09	1 Wire Trx Fee 4/9/09	Paid	20.00
15772 CD Investment 4/09	2094 Morgan Stanley		
Invoice number.: Bk of Little Rk	2 Wire Trx Fee 4/1/09	Paid	20.00
15809 CD Investment 4/15/09	2161 Financial Northeastern Corp		
Invoice number.: Wst Bnk 4/15/09	2 WT CD Invest 4/15/09	Paid	20.00
15812 CD Investment 4/17/09	2161 Financial Northeastern Corp		
Invoice number.: 1st Rel 4/17/09	2 WT CD Invest 4/17/09	Paid	20.00
15814 CD Investment 4/21/09	2094 Morgan Stanley		
Invoice number.: Pac St 4/21/09	2 WT CD Invest 4/21/09	Inv	20.00
15819 CD Investment 4/24/09	2161 Financial Northeastern Corp		
Invoice number.: Minn B 4/24/09	2 WT CD Invest 4/24/09	Inv	20.00
A101-7419-05.0.0-000 - Other Professional Services	*** Account total ***		120.00

Obligat'n Description	Vendor/ Name/ Line Nbr Description	Stage	Amount
A101-7419-06.0.0-000 - Other Professional Services 15779 PD-Crossing Guard WE 3/28/09 Invoice number.: 16074	1538 All City Management Services, 1 PD-Crossing Guard WE 3/28/09	Inv	451.50
A101-7419-06.0.0-000 - Other Professional Services	*** Account total ***		451.50
A101-7419-09.0.0-000 - Other Professional Services 15774 Monthly Svc 3/09 Invoice number.: 421980	170 Western Exterminator 3 Park-Ext Svc 3/09	Inv	40.50
A101-7419-09.0.0-000 - Other Professional Services	*** Account total ***		40.50
A101-7430-08.0.0-000 - Well Monitoring Fee 15793 Adm: Misc Charges 3/09 Invoice number.: 3/09	2349 US Bank Corp Pymt System 3 Well Monitoring 2/09	Paid	1,546.50
A101-7430-08.0.0-000 - Well Monitoring Fee	*** Account total ***		1,546.50
A201-7311-00.0.0-000 - General Supplies 15794 PW Misc Charges 3/09 Invoice number.: PW 3/09	2349 US Bank Corp Pymt System 4 PW General Supplies 3/09	Paid	198.63
A201-7311-00.0.0-000 - General Supplies	*** Account total ***		198.63
A201-7327-00.0.0-000 - Street Maintenance Supplies 15794 PW Misc Charges 3/09 Invoice number.: PW 3/09	2349 US Bank Corp Pymt System 7 PW Street Supp 3/09	Paid	210.17
A201-7327-00.0.0-000 - Street Maintenance Supplies	*** Account total ***		210.17
A201-7345-00.0.0-000 - Traffic Signal Maintenance 15778 Traffic Signal Maintenance 2/0 Invoice number.: 3425	234 CCC General Services 1 Traffic Signal Mtn 2/09	Inv	2,824.56
A201-7345-00.0.0-000 - Traffic Signal Maintenance	*** Account total ***		2,824.56
A201-7412-00.0.0-000 - Engineering/Inspection Service 15796 Eng Svc 3/28 - 4/10/09 Invoice number.: 8804-8819	116 PERMCO, Inc. 4 Gas Tax Insp #8805	Inv	823.50
A201-7412-00.0.0-000 - Engineering/Inspection Service	*** Account total ***		823.50

Obligat'n Description	Vendor/ Name/ Line Nbr Description	Stage	Amount
A210-2113-00.0.0-000 - Reserve for Adopt a Trail			
15794 PW Misc Charges 3/09	2349 US Bank Corp Pymt System 8 Trail Markers & Supp 3/09	Paid	1,527.34
Invoice number.: PW 3/09			
A210-2113-00.0.0-000 - Reserve for Adopt a Trail	*** Account total ***		1,527.34
A210-7311-00.0.0-000 - General Supplies			
15794 PW Misc Charges 3/09	2349 US Bank Corp Pymt System 9 PW Gen Supp 3/09	Paid	534.35
Invoice number.: PW 3/09			
15805 PW Supplies 3/09	2213 UAP Distribution Inc 1 PW Supplies 3/09	Inv	1,527.32
Invoice number.: S009321713			
A210-7311-00.0.0-000 - General Supplies	*** Account total ***		2,061.67
A210-7316-00.0.0-000 - Landscape Replacement			
15794 PW Misc Charges 3/09	2349 US Bank Corp Pymt System 5 PW Lndscp Sup 3/09	Paid	38.15
Invoice number.: PW 3/09			
A210-7316-00.0.0-000 - Landscape Replacement	*** Account total ***		38.15
A210-7342-00.0.0-000 - Machinery/Equip Maintenance			
15794 PW Misc Charges 3/09	2349 US Bank Corp Pymt System 10 PW Batteries 3/09	Paid	192.00
Invoice number.: PW 3/09			
15807 PW Equip Maint 3/09	62 Concord Garden Equipment 1 PW Equip Maint 3/09	Inv	8,691.34
Invoice number.: 376415/957			
A210-7342-00.0.0-000 - Machinery/Equip Maintenance	*** Account total ***		8,883.34
A210-7344-00.0.0-000 - Vehicle Gas, Oil, and Supplies			
15794 PW Misc Charges 3/09	2349 US Bank Corp Pymt System 11 PW Landscape Fuel 3/09	Paid	282.65
Invoice number.: PW 3/09			
A210-7344-00.0.0-000 - Vehicle Gas, Oil, and Supplies	*** Account total ***		282.65
A210-7419-00.0.0-000 - Other Professional Services			
15783 OH Waterfall Mtn 4/09	2266 Rock N Waterfall Co 1 OH Waterfall Mtn 4/09	Inv	650.00
Invoice number.: 546678			
A210-7419-00.0.0-000 - Other Professional Services	*** Account total ***		650.00

Obligat'n Description	Vendor/ Name/ Line Nbr Description	Stage	Amount
A211-7310-00.0.0-000 - Supplies and Equipment			
15805 PW Supplies 3/09	2213 UAP Distribution Inc		
Invoice number.: S009321713	2 PW Supplies 3/09	Inv	305.90
15806 PW Topsoil 3/09	1176 Contra Costa Topsoil		
Invoice number.: 83392	1 PW Topsoil 3/09	Inv	746.93
A211-7310-00.0.0-000 - Supplies and Equipment	*** Account total ***		1,052.83
A211-7331-00.0.0-000 - Rentals/leases			
15803 Grove Aerator Lawn 3/09	167 Wally's Rental Center, Inc.		
Invoice number.: 68584	1 Grove Aerator Lawn 3/09	Inv	67.95
A211-7331-00.0.0-000 - Rentals/leases	*** Account total ***		67.95
A211-7419-00.0.0-000 - Other Professional Services			
15780 Janitorial Services for 3/09	468 J & R Floor Services		
Invoice number.: MAR2009	6 Grove Park Janitorial 3/09	Inv	1,000.00
A211-7419-00.0.0-000 - Other Professional Services	*** Account total ***		1,000.00
A214-7311-00.0.0-000 - General Supplies			
15794 PW Misc Charges 3/09	2349 US Bank Corp Pymt System		
Invoice number.: PW 3/09	12 PW General Supp 3/09	Paid	81.19
A214-7311-00.0.0-000 - General Supplies	*** Account total ***		81.19
A216-7409-00.0.0-000 - Street Sweeping			
15797 Street Sweeping 3/09	1459 Clean Street		
Invoice number.: 56538	1 Street Sweeping 3/09	Inv	3,500.00
A216-7409-00.0.0-000 - Street Sweeping	*** Account total ***		3,500.00
A216-7520-00.0.0-003 - Public Education& Ind Outreach			
15788 Clayton Cleans Up Banner Chg 4	1454 Sign A Rama		
Invoice number.: 17207	1 Clytn Clns Up Banner Chg 4/09	Inv	49.16
A216-7520-00.0.0-003 - Public Education& Ind Outreach	*** Account total ***		49.16
A230-7220-00.0.0-813 - PERS Retirement-COPS			
15782 Retirement PPE 4/5/09	201 CalPERS		
Invoice number.: PPE 4/5/09	6 PD Grant 4/5/09	Inv	918.53
A230-7220-00.0.0-813 - PERS Retirement-COPS	*** Account total ***		918.53

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Obligat'n Description	Vendor/ Name/ Line Nbr Description	Stage	Amount
A301-7361-00.0.0-000 - Advertising			
15793 Adm: Misc Charges 3/09	2349 US Bank Corp Pymt System		
Invoice number.: 3/09	4 Mayors Conf Supp & Bill 3/09	Paid	5,342.47
A301-7361-00.0.0-000 - Advertising	*** Account total ***		5,342.47
A302-7520-00.0.0-008 - 280 Stranahan LMI-Bamberger			
15800 Yard Mtn-Stranahan Cir 4/09	2188 Joe Pargett		
Invoice number.: 2703	1 Yard Mtn-Stranahan Cir 4/09	Inv	25.00
A302-7520-00.0.0-008 - 280 Stranahan LMI-Bamberger	*** Account total ***		25.00
A303-7520-00.0.0-092 - Community Park Tot Lot Upgrade			
15785 Legal Svc - Tot Lot Surface 3/	2491 Treppa Law Group		
Invoice number.: 175	1 Lgl Svc - Tot Lot Surface 3/09	Inv	630.00
A303-7520-00.0.0-092 - Community Park Tot Lot Upgrade	*** Account total ***		630.00
A303-7520-00.0.0-106 - Clayton Rd Trail Connection			
15796 Eng Svc 3/28 - 4/10/09	116 PERMCO, Inc.		
Invoice number.: 8804-8819	3 Eng Svc #8814	Inv	2,414.45
A303-7520-00.0.0-106 - Clayton Rd Trail Connection	*** Account total ***		2,414.45
A303-7520-00.0.0-111 - ADA Compliance Program10394A			
15796 Eng Svc 3/28 - 4/10/09	116 PERMCO, Inc.		
Invoice number.: 8804-8819	2 Eng Svc #8812	Inv	2,599.56
A303-7520-00.0.0-111 - ADA Compliance Program10394A	*** Account total ***		2,599.56
A304-7520-00.0.0-114 - 2009 Arterial Overlay Project			
15796 Eng Svc 3/28 - 4/10/09	116 PERMCO, Inc.		
Invoice number.: 8804-8819	5 Eng Svc #8815	Inv	491.57
A304-7520-00.0.0-114 - 2009 Arterial Overlay Project	*** Account total ***		491.57
A501-7413-00.0.0-000 - Legal Services			
15796 Eng Svc 3/28 - 4/10/09	116 PERMCO, Inc.		
Invoice number.: 8804-8819	6 Eng Svc #8816	Inv	1,589.13
15808 Legal Services 3/09	2469 Michel & Fackler APC		
Invoice number.: 10435	1 Legal Services 3/09	Inv	9,196.35
A501-7413-00.0.0-000 - Legal Services	*** Account total ***		10,785.48

Run date: 04/17/2009 @ 10:22
Bus date: 04/17/2009

City of Clayton
Invoice Distribution Report

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Obligat'n Description	Vendor/ Name/ Line Nbr Description	Stage	Amount
A601-2739-00.0.0-000 - Clayton Community Library Foun 15781 Library Volunteer 4/09 Invoice number.: 4/09	1160 Arlene H. Kikkawa-Nielsen 1 Library Volunteer 4/09	Inv	820.00
A601-2739-00.0.0-000 - Clayton Community Library Foun	*** Account total ***		820.00
A601-2740-00.0.0-096 - Cost Recov Dep PG&E Minor EP 15796 Eng Svc 3/28 - 4/10/09 Invoice number.: 8804-8819	116 PERMCO, Inc. 7 Eng Svc #8806	Inv	41.50
A601-2740-00.0.0-096 - Cost Recov Dep PG&E Minor EP	*** Account total ***		41.50
A601-2740-00.0.0-097 - Cost Recov Dep - CCWD Minor EP 15796 Eng Svc 3/28 - 4/10/09 Invoice number.: 8804-8819	116 PERMCO, Inc. 8 Eng Svc #8807	Inv	83.00
A601-2740-00.0.0-097 - Cost Recov Dep - CCWD Minor EP	*** Account total ***		83.00
A601-2740-00.0.0-472 - OAK St. Mixed Use 01-08 15793 Adm: Misc Charges 3/09 Invoice number.: 3/09	2349 US Bank Corp Pymt System 5 Mailing 3/09	Paid	51.95
15796 Eng Svc 3/28 - 4/10/09 Invoice number.: 8804-8819	116 PERMCO, Inc. 9 Eng Svc #8813	Inv	620.00
A601-2740-00.0.0-472 - OAK St. Mixed Use 01-08	*** Account total ***		671.95
A601-2741-00.0.0-153 - Seeno Grading Insp (10351) 15796 Eng Svc 3/28 - 4/10/09 Invoice number.: 8804-8819	116 PERMCO, Inc. 10 Eng Svc #8808	Inv	41.50
A601-2741-00.0.0-153 - Seeno Grading Insp (10351)	*** Account total ***		41.50
A601-2741-00.0.0-472 - OAKSt MixedUse 01-08Consultant 15787 Rivulet Planning Svc 2-3/09 Invoice number.: 0806P-8	2010 Raney Planning & Management, I 1 Rivulet Planning Svc 2-3/09	Inv	1,249.25
A601-2741-00.0.0-472 - OAKSt MixedUse 01-08Consultant	*** Account total ***		1,249.25
A601-2744-00.0.0-077 - AD Seeno Oak Crk Cyn SW26-06 15796 Eng Svc 3/28 - 4/10/09 Invoice number.: 8804-8819	116 PERMCO, Inc. 11 Eng Svc #8819	Inv	41.50
A601-2744-00.0.0-077 - AD Seeno Oak Crk Cyn SW26-06	*** Account total ***		41.50

Run date: 04/17/2009 @ 10:22
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City of Clayton
 Invoice Distribution Report

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Obligat'n Description	Vendor/ Name/ Line Nbr Description	Stage	Amount
A601-2744-00.0.0-189 - Riessen SW Permit 17-05 15796 Eng Svc 3/28 - 4/10/09 Invoice number.: 8804-8819	116 PERMCO, Inc. 13 Eng Svc #8809	Inv	41.50
A601-2744-00.0.0-189 - Riessen SW Permit 17-05	*** Account total ***		41.50
A601-2744-00.0.0-329 - Lemke Diablo Pt SW permit28-06 15796 Eng Svc 3/28 - 4/10/09 Invoice number.: 8804-8819	116 PERMCO, Inc. 12 Eng Svc #8811	Inv	41.50
A601-2744-00.0.0-329 - Lemke Diablo Pt SW permit28-06	*** Account total ***		41.50
A601-2744-00.0.0-381 - Gonzalez SW Permit 18-07 15796 Eng Svc 3/28 - 4/10/09 Invoice number.: 8804-8819	116 PERMCO, Inc. 14 Eng Svc #8809	Inv	41.50
A601-2744-00.0.0-381 - Gonzalez SW Permit 18-07	*** Account total ***		41.50
A601-2744-00.0.0-487 - Lance Brick SWP 12-08 15796 Eng Svc 3/28 - 4/10/09 Invoice number.: 8804-8819	116 PERMCO, Inc. 15 Eng Svc #8809	Inv	41.50
A601-2744-00.0.0-487 - Lance Brick SWP 12-08	*** Account total ***		41.50
A601-2744-00.0.0-495 - D. Lombardo SWP 25-08 15796 Eng Svc 3/28 - 4/10/09 Invoice number.: 8804-8819	116 PERMCO, Inc. 16 Eng Svc #8809	Inv	41.50
A601-2744-00.0.0-495 - D. Lombardo SWP 25-08	*** Account total ***		41.50
A601-2744-00.0.0-510 - Carol O'Neil SWP 23-08 15767 Refund C&D SPR07-07 Dep 4/09 Invoice number.: C&D Refund 4/09	2473 Tom & Carol O'Neil 1 Refund C&D SPR07-07 Dep 4/09	Paid	2,000.00
A601-2744-00.0.0-510 - Carol O'Neil SWP 23-08	*** Account total ***		2,000.00
A702-1502-00.0.0-000 - Fixed Assets Building 15793 Adm: Misc Charges 3/09 Invoice number.: 3/09	2349 US Bank Corp Pymt System 6 EH Custom Shutters 3/09	Paid	5,024.00
A702-1502-00.0.0-000 - Fixed Assets Building	*** Account total ***		5,024.00

Obligat'n Description	Vendor/ Name/ Line Nbr Description	Stage	Amount
A702-2730-00.0.0-002 - Endeavor Hall Cash Deposits			
15784 Refund EH Dep less Fees 3/18/0	2150 AAUW		
Invoice number.: EH 3/18/09	1 Refund EH Dep 3/18/09	Inv	500.00
A702-2730-00.0.0-002 - Endeavor Hall Cash Deposits	*** Account total ***		500.00
A702-5607-00.0.0-000 - Revenue			
15784 Refund EH Dep less Fees 3/18/0	2150 AAUW		
Invoice number.: EH 3/18/09	2 EH Rental Fee 3/18/09	Inv	-100.00
A702-5607-00.0.0-000 - Revenue	*** Account total ***		-100.00
A702-7332-00.0.0-000 - Telephone			
15777 Local Phone Svc 3/09	1243 AT&T/ CalNet 2		
Invoice number.: 3/09	6 EH Local Phone 3/09	Inv	57.95
A702-7332-00.0.0-000 - Telephone	*** Account total ***		57.95
A702-7341-00.0.0-000 - Buildings/Grounds Maintenance			
15774 Monthly Svc 3/09	170 Western Exterminator		
Invoice number.: 421980	4 End Hall Ext Svc 3/09	Inv	87.00
A702-7341-00.0.0-000 - Buildings/Grounds Maintenance	*** Account total ***		87.00
A702-7411-00.0.0-000 - Professional Services Retainer			
15796 Eng Svc 3/28 - 4/10/09	116 PERMCO, Inc.		
Invoice number.: 8804-8819	17 Eng Svc #8804	Inv	455.00
A702-7411-00.0.0-000 - Professional Services Retainer	*** Account total ***		455.00
A702-7417-00.0.0-000 - Janitorial Service			
15780 Janitorial Services for 3/09	468 J & R Floor Services		
Invoice number.: MAR2009	4 End Hall 3/09	Inv	60.00
A702-7417-00.0.0-000 - Janitorial Service	*** Account total ***		60.00
A999-1205-00.0.0-000 - Long Term Invest MorganStanley			
15772 CD Investment 4/09	2094 Morgan Stanley		
Invoice number.: Bk of Little Rk	1 CD Investment 4/09	Paid	99,000.00
15814 CD Investment 4/21/09	2094 Morgan Stanley		
Invoice number.: Pac St 4/21/09	1 CD Investment 4/21/09	Inv	99,000.00
A999-1205-00.0.0-000 - Long Term Invest MorganStanley	*** Account total ***		198,000.00

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City of Clayton
Invoice Distribution Report

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Obligat'n Description	Vendor/ Line Nbr	Name/ Description	Stage	Amount
A999-1210-00.0.0-000 - Long Term Invest FinNorEastern				
15768 CD Investment 4/09	2161	Financial Northeastern Corp 2 CD Investment 4/09	Paid	99,000.00
Invoice number.: Bnk of Ill 4/09				
15769 CD Investment 4/09	2161	Financial Northeastern Corp 1 CD Investment 4/09	Paid	99,000.00
Invoice number.: Doral Bnk 4/09				
15770 CD Investment 4/09	2161	Financial Northeastern Corp 1 CD Investment 4/09	Paid	98,000.00
Invoice number.: Banner Bnk 4/09				
15771 CD Investment 4/09	2161	Financial Northeastern Corp 1 CD Investment 4/09	Paid	99,000.00
Invoice number.: Invest Bk 4/09				
15809 CD Investment 4/15/09	2161	Financial Northeastern Corp 1 CD Investment 4/15/09	Paid	99,000.00
Invoice number.: Wst Bnk 4/15/09				
15810 CD Investment 4/15/09	2161	Financial Northeastern Corp 1 CD Investment 4/15/09	Paid	99,000.00
Invoice number.: Bcn Fed 4/15/09				
15811 CD Investment 4/15/09	2161	Financial Northeastern Corp 1 CD Investment 4/15/09	Paid	98,000.00
Invoice number.: Tyt Fin 4/15/09				
15812 CD Investment 4/17/09	2161	Financial Northeastern Corp 1 CD Investment 4/17/09	Paid	99,000.00
Invoice number.: 1st Rel 4/17/09				
15815 CD Investment 4/21/09	2161	Financial Northeastern Corp 1 CD Investment 4/21/09	Inv	99,000.00
Invoice number.: Sg Bnk 4/21/09				
15816 CD Investment 4/21/09	2161	Financial Northeastern Corp 1 CD Investment 4/21/09	Inv	98,000.00
Invoice number.: Sgn Bk 4/21/09				
15817 CD Investment 4/21/09	2161	Financial Northeastern Corp 1 CD Investment 4/21/09	Inv	98,000.00
Invoice number.: Carol B 4/21/09				
15818 CD Investment 4/21/09	2161	Financial Northeastern Corp 1 CD Investment 4/21/09	Inv	98,000.00
Invoice number.: 1st Bk 4/21/09				

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City of Clayton
Invoice Distribution Report

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Obligat'n Description	Vendor/ Name/ Line Nbr Description	Stage	Amount
A999-1210-00.0.0-000 - Long Term Invest FinNorEastern	*** Continued ***		
15819 CD Investment 4/24/09	2161 Financial Northeastern Corp		
Invoice number.: Minn B 4/24/09	1 CD Investment 4/24/09	Inv	98,000.00
15820 CD Investment 4/24/09	2161 Financial Northeastern Corp		
Invoice number.: 1st Peo 4/24/09	1 CD Investment 4/24/09	Inv	99,000.00
A999-1210-00.0.0-000 - Long Term Invest FinNorEastern	*** Account total ***		1,380,000.00
* Report total *	*** Total ***		1,681,581.11



Agenda Date: 4-21-09

Agenda Item: 4d

Approved:

Gary A. Napper
City Manager/Executive Director

AGENDA REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: CITY MANAGER

DATE: 21 APRIL 2009

SUBJECT: SET DATE AND AGENDA FOR A JOINT SPECIAL MEETING

RECOMMENDATION

It is recommended the City Council, by minute motion, set Tuesday, April 28, 2009 at 7:00 p.m. in Hoyer Hall of the Clayton Community Library (6125 Clayton Road) as the date, time and location of a joint special meeting with the Clayton Planning Commission to consider, discuss and provide general instructions and guidance to staff concerning the content and preferred housing policies for inclusion in City's Housing Element Update.

BACKGROUND

By state law (unfunded mandate), a city is required to update the Housing Element to its General Plan every five (5) years or as the State Legislature may dictate by legislation. The current cycle for update is to cover the time period of 2009 to 2014, and the City's draft Housing Element must be submitted to the California Department of Housing and Community Development (HCD) by 30 June 2009.

As in years past, the City Council has launched the preparation of its Housing Element Update by a joint public meeting with its Planning Commission to discuss the issues, constraints, and challenges in addressing our assigned Regional Housing Needs Allocation (RHNA) from the Association of Bay Area Governments (ABAG). The City's next Housing Element must also tackle other state-imposed housing issues and zoning (e.g. affordable housing; emergency sheltering; homeless; single room occupancy units, etc.) and it is therefore critical to involve the policy makers early in the formation process.

Jennifer Gastelum, Project Manager from Pacific Municipal Consultants (PMC), will attend the joint meeting and generally conduct the discussion of key housing policy issues and questions for guidance to staff and the consultant.

Attachments: 1. Agenda for Joint Special Meeting [2 pp.]
2. Public Notice of Joint Special Meeting [1 pg.]



AGENDA

JOINT SPECIAL MEETING

CLAYTON CITY COUNCIL and CLAYTON PLANNING COMMISSION

TUESDAY, APRIL 28, 2009

7:00 p.m.

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

Mayor: Julie K. Pierce
Vice Mayor: Hank Stratford

Chairperson: Tuija Catalano
Vice Chairperson: Ed Hartley

Council Members
Howard Geller
Joseph A. Medrano
David T. Shuey

Commissioners
Bob Armstrong
Keith Haydon
Sandra Johnson

- 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 on Monday 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.

*** JOINT SPECIAL MEETING***
CITY COUNCIL AND PLANNING COMMISSION

April 28, 2009

7:00 p.m.

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

CALL TO ORDER AND ROLL CALL – Chairperson Catalano.

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

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

Citizens may address the City Council on items within the Council's jurisdiction, (which are not on the agenda) by completing a speaker card available on the Lobby table and submitting it 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 by the Mayor, 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 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 as each item is considered by the City Council.

4. **ACTION ITEM**

- (a) Joint Study Session to discuss and provide general instructions to staff and its consultant on the City's Housing Element Update, as required by state law.
(Community Development Director & Jennifer Gastelum, Project Manager, PMC)

Staff recommendation: Provide guidance and conceptual directions to staff regarding content and preferred housing policies for preparation of a Housing Element in compliance with state law and regional housing needs allocations (RHNA).

5. **ADJOURNMENTS** – The next regularly scheduled City Council meeting is May 5, 2009.
The next regularly-scheduled Planning Commission meeting is May 12, 2009

#



6000 Heritage Trail • Clayton, California 94517

Telephone 925-673-7300 Fax 925-672-4917

CITY COUNCIL AND PLANNING COMMISSION JOINT SPECIAL MEETING PUBLIC NOTICE

The City of Clayton has scheduled a public meeting for the following project (GPA 01-09).

Project Description

An amendment of the Housing Element of the Clayton General Plan initiated by the City of Clayton to update the City's current Housing Element as required by State law.

Under State law, every city in the State of California is required to adopt a "Housing Element," which describes how a city can best meet the community's housing needs. A Housing Element includes adopted goals, policies, and programs to assist in meeting those needs. Clayton's current Housing Element was adopted by the City and certified by the State of California Department of Housing and Community Development in 2005. The City of Clayton is required to update its Housing Element by the end of June 2009. The City has hired Pacific Municipal Consultants to assist with this update.

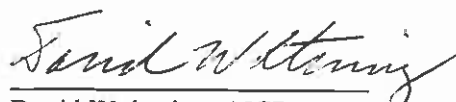
The purpose of this joint special meeting of the Clayton City Council and the Clayton Planning Commission is to formally initiate the Housing Element update process and to review the following: the City's existing Housing Element goals, policies, programs, and accomplishments; new State laws since the last update that the City must comply with; potential new housing programs for the City to consider during the update process; potential real properties for housing allocation needs; and, to receive comments and input from the City Council, Planning Commission, and interested citizens that can be considered and/or used during the update process.

Public Hearing

The Clayton City Council and Clayton Planning Commission will hold this joint special meeting on **Tuesday, April 28, 2009 at 7:00 p.m.** in Hoyer Hall in the Clayton Community Library, at 6125 Clayton Road, Clayton. Interested citizens are invited to attend and participate in the hearing and present written and/or oral testimony concerning the project. If you cannot attend the hearing, you may send your written comments to the Community Development Department at the address below.

For More Information

The Project file may be reviewed at the Community Development Department, 6000 Heritage Trail, Clayton, California, 94517, between 9:00 a.m. and 5:00 p.m., Monday through Friday, except public holidays. The staff report will be available at the Clayton Community Library on the Saturday before the meeting and on the City's website (www.ci.clayton.ca.us). If you have questions concerning the Project, please contact the Community Development Department at 925-673-7340.


David Woltering, AICP
Community Development Director

April 15, 2009
Date



Agenda Date 4-21-09
Agenda Item: 4e

STAFF REPORT

Approved:

Gary A. Napper
City Manager/Executive Director

TO: HONORABLE MAYOR AND COUNCILMEMBERS
FROM: MAINTENANCE SUPERVISOR
DATE: April 21, 2009
SUBJECT: AWARD OF MULTI-YEAR WEED ABATEMENT CONTRACT
ANNUAL CITYWIDE WEED ABATEMENT SERVICES ON PUBLIC PROPERTIES

RECOMMENDATION

Approve a three-year contract for annual weed abatement services on City-owned public properties to Waraner Brothers Tree Service (Clayton) as the lowest responsible bidder in the first-year amount of \$29,500.00, with a 3% cost of living increase in year two for \$30,385.00 and a 3% cost of living in year three for \$31,296.00 (total 3-year amount of \$91,181.00).

BACKGROUND

For the past nine years the Clayton Maintenance Department has contracted out the majority of its annual weed abatement work within the Clayton Landscape Maintenance Assessment District (CFD 2007-1). The contract work includes all hand work and discing within the Landscape District while the City Maintenance Department flail-mows with its tractor the large areas of the City's open space. The standard of work is for a thirty-foot wide firebreak from fence lines made around homes that border on the City's open space. This weed abatement work is separate and distinct from the annual noxious weed abatement services performed on various Oakhurst hill slopes by a different contractor (also paid through the Citywide Landscape Maintenance District).

The Maintenance Department has determined the vast majority of this work is done more cost efficiently using an outside contractor. Over the last nine years this work has been performed once a year and the contractor performing this work in the Landscape District over the past nine years has been Ed Richard Discing. During the past three years this

Date: April 21 2009

Page 2 of 2

work usually started in the middle of May with the work completed by mid June or earlier (previously completed by July 4th). Measure B Landscape District standards approved by public vote in November 2007 continued this once-per-year weed abatement/firebreak service in the large open areas but did augment weed abatement services to twice a year for a single-pass mow strip immediately abutting certain public trails.

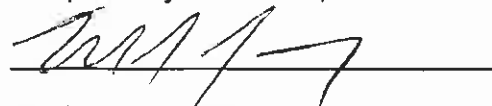
This year, staff solicited and received 4 bids for the three year weed abatement contract. The lowest responsible bidder is Waraner Brother Tree Services. The Maintenance Department has worked with Waraner Brothers Tree Service for the past fifteen years doing all of the City's major tree work. Staff has worked closely with the owner, Ed Waraner, and has found him very responsive to our needs when it comes to tree work within the City. Maintenance staff has full confidence that Mr. Waraner will continue to be just as responsive when it comes to the annual weed abatement work. The company is licensed to professionally perform such services.

FISCAL IMPACT

Funds for this contract have been budgeted in the approved Landscape Maintenance Assessment District budget for Fiscal Year 2008-09 (restricted-use monies). This year's budget allocated \$31,600.00 for the weed abatement contract, which is the same amount spent on weed abatement in the previous year. With the Waraner Brothers Tree Service bid, the first year contract amount of \$29,500.00 is \$2,100.00 lower then the approved budget amount. Over the three year term of the contract, the total savings by using Warner Brothers Tree Service will be \$3,619.00 over the second lowest bidder:

Company	2009	2010	2011	3-Year Total
Wamer Brothers Tree Service	\$29,500.00	\$30,385.00	\$31,296.00	\$ 91,181.00
Ed Richard Discing	\$31,600.00	\$31,600.00	\$31,600.00	\$ 94,800.00
Ken Rototilling & Landscaping	\$33,750.00	\$33,750.00	\$33,750.00	\$101,250.00
Bodhaine Discing and Grading	\$37,050.00	\$37,050.00	\$37,050.00	\$111,150.00

Respectfully submitted,



Mark Janney, Maintenance Supervisor

Attachments: 4 pgs bids
1 pg map
1 pg scope of work

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

Estimate

Date	Estimate #
2/19/2009	3064

Project

Name / Address

City of Clayton
MARK JANNEY
6000 Heritage Trail
Clayton, Ca 94517

Billing Information

FIRE ABATEMENT

Description	Qty	Cost	Total
AS ACCORDING TO CONTRA COSTA SPECIFICATIONS FOR FIRE ABATEMENT THE FOLLOWING ESTIMATE IS TO CREATE A WEED ABATEMENT AND DISCING FOR FIRE SAFETY LIMITS ON THE MAP APPROVED BY CITY OF CLAYTON 2009. LOCATION: CITY OF CLAYTON FIRE ABATEMENT 2009 FIRE ABATEMENT 2010 WITH A 3% COST OF LIVING INCREASE = \$885.00 TOTAL \$30,385.00 FIRE ABATEMENT 2011 WITH A 3% COST OF LIVING INCREASE = \$911.00 TOTAL \$31,296.00 ALL WORK SHALL BE DONE AS ACCORDING TO I.S.A. STANDARDS		29,500.00	29,500.00
We look forward to working with you in the near future!		Total	\$29,500.00

Ed Richard Discing
P. O. Box 5367
Concord, CA 94524

Estimate

DATE	ESTIMAT...
1/28/2009	684

NAME / ADDRESS
City of Clayton Mark Janney 6000 Heritage Trail Clayton, CA 94517

			PROJECT
DESCRIPTION	QTY	COST	TOTAL
THIS ESTIMATE IS FOR ANNUAL (PRICE GOOD FOR 2009 AND 2010) WEED ABATEMENT FOR CITY OF CLAYTON PER PROVIDED MAP. ALL WORK WILL BE PERFORMED IN ACCORDANCE WITH UPDATED (ATTACHED) SCOPE OF WORK.			
Discing, hand weed cutting and tractor mowing		31,600.00	31,600.00
		TOTAL	\$31,600.00

Ken's Rototilling & Landscaping

P.O. Box 2337

Pleasant Hill, CA 94523

Estimate

Date	Estimate #
1/29/2009	09-19

Name / Address
City Of Clayton Attn: Mark Janney 6000 Heritage Trail Clayton, Ca 94517

			Project
Description	Qty	Rate	Total
RE: 2009 weed abatement estimate. This estimate is for weed abatement services for fire prevention and includes weed-eating, tractor mowing and discing. All areas on map will be abated to fire department specs.			
Weed abatement -		33,750.00	33,750.00
		Total	\$33,750.00

BODHAINE DISCING & GRADING**P.O. BOX 23455****PLEASANT HILL, CA 94523****Estimate**

Date	Estimate #
1/23/2009	211

Name / Address
Mark Janney City of Clayton 6000 Heritage Trail Clayton, CA 94517

			Project
Description	Qty	Rate	Total
THIS ESTIMATE INCLUDES LABOR, EQUIPMENT AND ALL EXPENSES TO PROVIDE WEED ABATEMENT FOR THE CITY OF CLAYTON. ALL WORK WILL BE PERFORMED AS SHOWN ON CITY MAP PROVIDED BY MARK JANNEY.			
Weed eating	900	35.00	31,500.00
Mowing	60	80.00	4,800.00
Discing	6	125.00	750.00
Total			\$37,050.00

Scope of Work for Weed Abatement

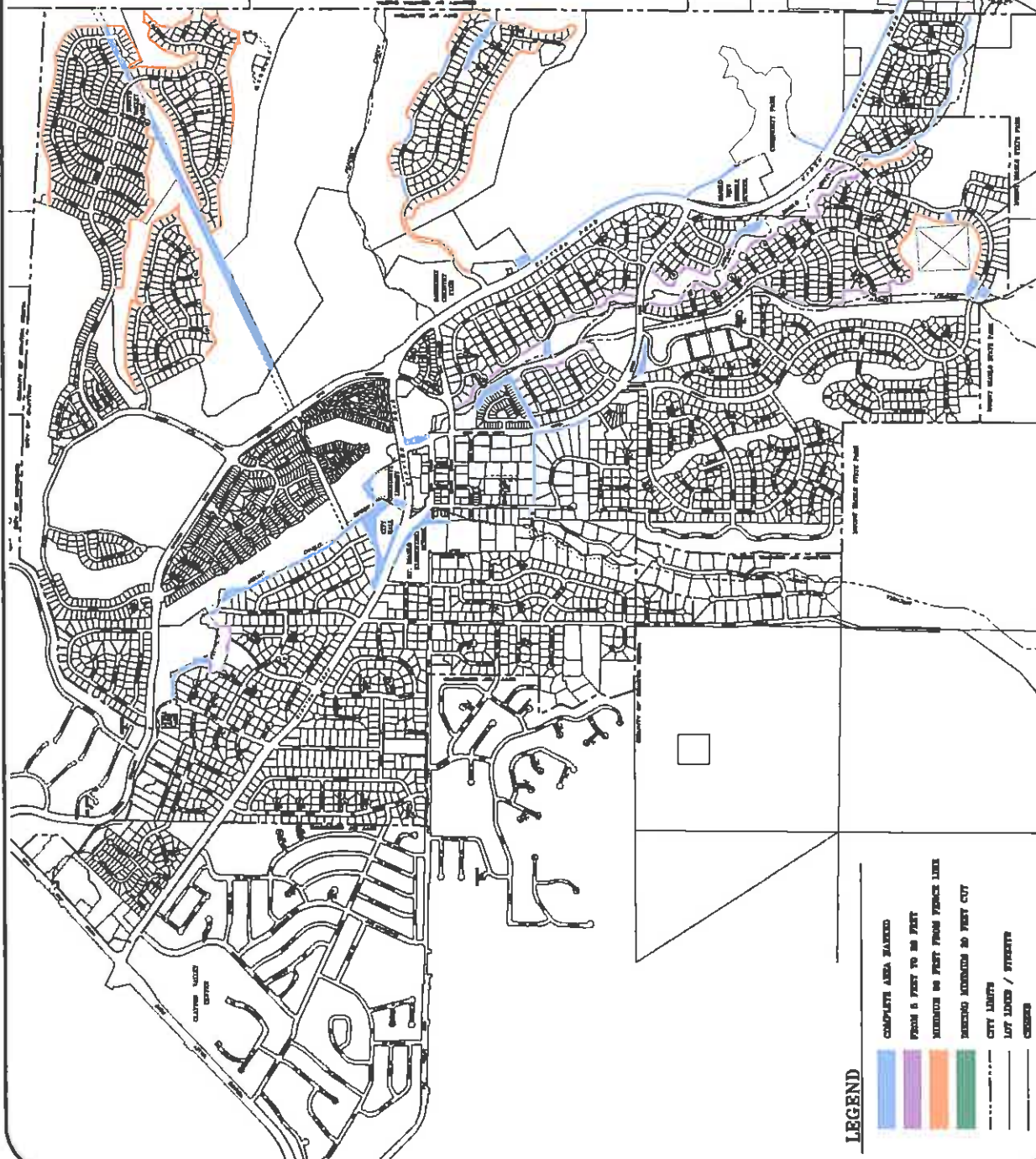
1. To perform weed abatement throughout the City using any type of mechanical equipment to perform this work including but not limited to weed eaters and flail mowers
2. All weeds are to be cut to a maximum of 2 1/2 inches from grade.
3. This work will not start any later than May 14 of each year and will not start any earlier than May 1 of each year
4. This work will be completed and pass the Cities inspection no later than June 23 of each year
5. Work crews will be on site everyday once work has started (by May 14)
6. Contractor must have work crews consisting of a minimum of 5 workers on site.
7. Work will be performed Monday through Friday excluding City Holidays unless given prior permission by the City
8. All work will be performed in areas marked on City map and work will be consisted to the map legend (please read map carefully)
9. This contract will last for a term of three years for the years 2009,2010 and 2011.

CITY OF CLAYTON

JANUARY 2009



GRAPHIC SCALE
(in feet)
1 inch = 100 ft.



Declaring

SUNDAY, May 3, 2009

Agenda Date: 4-21-09

Agenda Item: 5a

as

"SKIPOLINI'S DAY"

WHEREAS, on May 3, 1974 Bev and Skip Ipsen opened Skipolini's Pizza in downtown Clayton; and

WHEREAS, May 3, 2009 marks the 35th Anniversary of Skipolini's doing fabulous and tasty business in downtown Clayton; and

WHEREAS, Skipolini's is known throughout the Bay Area for their signature pizzas, friendly staff, and comfortable ambiance; and

WHEREAS, Skipolini's has been highly publicized for their famous "Prego Pizza" drawing women and their anxious families from all over the Bay Area to Clayton; and

WHEREAS, Skipolini's has grown and expanded over the years adding restaurants in Antioch, Concord, and Walnut Creek; and

WHEREAS, the City of Clayton recognizes the loyalty and contributions of the Skipolini's crew and thanks them for their dedication and continuing business presence in our community; and

WHEREAS, Skip and Kent Ipsen have served on numerous City advisory committees in the past three decades and have sponsored the Wednesday night Car Shows for many years to the delight of thousands; and

NOW, THEREFORE, I, Julie K. Pierce, as Mayor of the City of Clayton and on behalf of an appreciative City Council and community, do hereby recognize and honor Skipolini's Pizza on its 35th business anniversary in Clayton, by proclaiming **SUNDAY, MAY 3, 2009** as **"SKIPOLINI'S DAY"** in the City of Clayton, California, U.S.A.



Agenda Date: 4-21-09

Agenda Item: 9a

Approved:

Gary A. Napper
City Manager/Executive Director

AGENDA REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: CHIEF OF POLICE

DATE: APRIL 21, 2009

SUBJECT: A RESOLUTION AMENDING THE UNIFORM PENALTY SCHEDULE FOR PARKING VIOLATIONS WITHIN THE CITY OF CLAYTON

RECOMMENDATION

Adopt the attached Resolution amending the monetary penalty schedule for parking violations that occur within the city of Clayton, pursuant to Chapter 10.38 of the *Clayton Municipal Code*.

BACKGROUND

Ordinance No. 310 of the *Clayton Municipal Code* (adopted on December 7, 1993) established a schedule of parking penalties for *Municipal Code* and *California Vehicle Code* parking violations that occur within the city of Clayton. The Clayton City Council, pursuant to Chapter 10.38.010 of the *Clayton Municipal Code*, is authorized to amend the associated uniform schedule of parking penalties by City Council resolution.

DISCUSSION

Recently, the Governor signed Senate Bill 1407 which established an additional penalty assessment for Municipal and California Vehicle Code parking violations effective January 1, 2009. The newly increased assessment applies to each parking citation and must be paid by issuing agencies to the State Controller for deposit into the State Court Facilities Construction Fund. The new additional parking violation assessment is \$3.00 and increases the assessment amount for each parking ticket to a total of \$4.50 to help fund the State Court Facilities Construction Fund.

Currently, staff contracts with the County's Office of Revenue Collections (ORC) in order to administer Clayton's parking citation program. For each parking violation ORC now collects

the following fees: a) \$1.50 for Criminal Justice Construction Fund, b) \$1.50 for State Court Facilities Construction Fund, and c) \$2.00 described as "the State amount". The total of parking assessment surcharges is currently \$5.00. With the additional assessment fee of \$3.00, mandated by SB 1407, the total state surcharge slice will be \$8.00 for each parking violation.

In addition to the State-required surcharges, ORC charges the City an administrative fee of \$2.65 for each parking citation. Therefore, the total surcharge and handling fee for each parking violation will now amount to \$10.65. As a result, for each parking violation with a current City fine of \$35, the City will now net only \$24.35 in parking penalty revenue, resulting in a loss of local revenue intention of \$10.65 (30%).

In order to recover costs for the required State surcharges and administrative processing fee, staff recommends the City Council raise the penalty amount for each local parking violation by \$10.65. This action would result in the City receiving the full intended amount of the base fine (\$35) from each local parking violation.

Currently, the majority of Clayton and Vehicle Code parking penalties are \$35. If the proposed Resolution (Attachment A) were approved to have the violator pay all costs associated with their violation, the new parking fine for the current \$35.00 penalty must be adjusted to \$45.65. This amount must then be rounded up to \$46.00, since ORC and Department of Motor Vehicles only accept whole dollar amounts. The current and proposed schedules for parking penalties are attached in Attachment B.

FISCAL IMPACT

If approved, the parking violator pays the \$10.65 State surcharge and handling fees for each parking violation. For example, if ORC processed 100 parking violations for our City and the local fine remains at \$35.00, the City would net \$2,435 since the City must "pay" the surcharge and fines out of the base fine. By approving this Resolution, and using the same example of 100 parking violations levied at \$46.00, the City realizes the full base fine of \$35.00 (\$4,600 - \$1,065 surcharge/admin. fees = \$3,535 local revenue).

Under the time-honored principle of user [violation] pays the full cost rather than the general taxpayer at large, staff recommends the adjustment.

Attachments: A. Resolution
 B. Current and Recommended Penalty Schedules

RESOLUTION NO. ____-2009

**A RESOLUTION AMENDING THE UNIFORM PENALTY SCHEDULE FOR
PARKING VIOLATIONS OCCURRING WITHIN THE CITY OF CLAYTON**

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

WHEREAS, on December 7, 1993, the City Council adopted Ordinance No. 310 of the City of Clayton *Municipal Code* thereby setting the uniform schedule for parking violations occurring in the City of Clayton; and

WHEREAS, the City Council is authorized pursuant to Section 10.38.010 of the *Clayton Municipal Code* to periodically amend the schedule for parking violations by enactment of a Council resolution; and

WHEREAS, the Governor of California signed Senate Bill 1407 which established an additional penalty assessment of \$3.00 on Municipal Code and California Vehicle Code parking violations, effective January 1, 2009, to augment state funds for construction of court facilities; and

WHEREAS, the City Council has considered the matter and found that a corresponding increase in the local fine for Municipal and California Vehicle Code parking violations is required to satisfy the mandates of Senate Bill 1407 and to ensure each violator pays the additional cost; and

WHEREAS, the City Council previously authorized staff to contract with the County Office of Revenue Collections (ORC) for an administrative fee of \$2.65 per parking violation in order to process Clayton's parking citations, which authorized agency must now collect and disperse all State-required surcharges and administration fees for a total of \$10.65 per citation; and

WHEREAS, the City Council has adopted a policy of fully recovering costs associated with providing certain services from the Code violator rather than paid for by the general taxpayer; and

WHEREAS, the penalties considered herein are not user fees and will become effective upon adoption of said Resolution.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Clayton, California does hereby amend and revise the Uniform Schedule of Parking Penalties for Parking Violations as listed on Exhibit "A" attached hereto and adopted herein as if fully set forth in this Resolution; and

BE IT FURTHER RESOLVED that said parking penalty shall be effective immediately on adoption of this Resolution.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Clayton at a regular public meeting thereof held on the 21st day of April 2009 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

THE CITY COUNCIL OF CLAYTON, CA

Julie K. Pierce, Mayor

ATTEST:

Laci J. Jackson, City Clerk

Chapter 10.38

SCHEDULE OF PARKING PENALTIES FOR PARKING VIOLATIONS

Sections:

10.38.010 Uniform Schedule of Parking Penalties for Parking Violations

10.38.010 Uniform Schedule of Parking Penalties for Parking Violations: Effective forthwith, a new schedule of parking penalties for parking violations within the City of Clayton, both as to California Vehicle Code and Clayton Municipal Code violations, is established as set forth in an attachment to Ordinance No. 310, adopted December 7, 1993. The schedule of parking penalties may be amended from time to time by Council resolution. (Ord. 310, 1993) (Amended by Resolution No. -2006, 8/15/06)

Uniform Schedule of Parking Penalties for Parking Violations

CALIFORNIA VEHICLE CODE VIOLATIONS

5204	Tags Not Displayed	\$51
21113(a)	Parking on Public Grounds	46
21211(b)	Parking in Bike Lane	46
21458(a)	Parking in Red Zone	46
22500(a)	Blocking Intersection	46
22500(b)	Blocking Crosswalk	46
22500(c)	Parking Adjacent to Safety Zone	46
22500(d)	Parking 15' Fire Station Drive	46
22500(e)	Blocking Driveway	46
22500(f)	Blocking Sidewalk	46
22500(g)	Blocking Excavation	46
22500(h)	Double Parked	319
22500(i)	Parking in Bus Zone	319
22500(j)	Stopping in Tube/Tunnel	46
22500(k)	Stopping on a Bridge	41
22500(l)	Blocking Wheelchair Access	319
22500.1	Parking in Posted Fire Lane	46
22502(a)	Curb Parking	46
22502(e)	Curb Parking One Way Road	46
22504(a)	Unincorporated Area Parking	46
22505(b)	Parked, Posted No Parking Area	46
22507.8(a)	Blocking Handicapped Parking	319
22507.8(b)	Handicapped Parking	319
22507.8(c)	Parking on Lines/Handicapped Stall	319
22514	Fire Hydrants	61
22515	Unattended Vehicles	61
22516	Locked Vehicle w/Person Inside	61
22517	Vehicle Door Open to Traffic Lane	61
22530	Stopping on Freeway	46
22521	Illegal to Park on RR Track	46
22522	Park Near Sidewalk Ramps	319
22523(a/b)	Abandoned Vehicle	145
22526(a/b)	Gridlock Intersection	61
22951	Street/Alley Parking	46
23333	Stop/Parking on Vehicle Crossing	46

CLAYTON MUNI CODE VIOLATIONS

10.36.020	Stopping or standing in parkways prohibited	46
10.36.040(a-j)	No parking areas designated	46
10.36.045	Parking large vehicles	111
10.36.050	Use of street to store vehicles	61
10.36.060	Parking for demonstration	46
10.36.070	Repairing or greasing vehicles on street	46
10.36.080	Washing or polishing vehicles	46
10.36.090(b)	Parking adjacent to school	46
10.36.100(b)	Parking prohibited on narrow streets	31
10.36.110	Parking on grades	46
10.36.160(b)	Emergency parking signs	46
10.36.170(b)	Maximum thirty minute parking	46
10.36.180	Forty-minute parking	46
10.36.190	One-hour parking	46
10.36.200	Two-hour parking	46
10.36.210(a)	Parallel parking on one-way streets	46
10.36.220(a)	Diagonal parking	46
10.36.240	No stopping zones	46
10.36.250(a-d)	Loading zones	46
10.36.260(a-b)	Curb markings	46
10.36.280	Standing for loading or unloading only	46
10.36.320	Restricted Public Off Street Parking	46
10.41.020(b)	Prohibited recreational vehicle parking	111
10.41.030	Long-term occupancy of recreational vehicle	111

EQUIPMENT VIOLATIONS (\$10 w/proof)

24252(a)	Lamps and Devices	46
24401	Dim Lights on Parked Vehicle	46
24601	License Plate Lamp	46
24603(a-h)	Stop Lamps	46
24607(a-e)	Reflectors on Rear	46
24608	Front/Side Reflectors	46
26101	Unapproved Lamps/Windows	46
26700	No Windshield	46
26706(a/b)	Windshield Wipers	46
26708(a)	Restricted View	46
26708.5	Applic Material to Window	46
26709(a/b)	Mirrors	46
26710	Defective Windshield/Rear Window	46
27155	Improper Fuel Tank Caps	46
28071	No Front/Rear Bumpers	46

Chapter 10.38SCHEDULE OF PARKING PENALTIES FOR PARKING VIOLATIONSSections:

10.38.010 Uniform Schedule of Parking Penalties for Parking Violations

10.38.010 Uniform Schedule of Parking Penalties for Parking Violations: Effective forthwith, a new schedule of parking penalties for parking violations within the City of Clayton, both as to California Vehicle Code and Clayton Municipal Code violations, is established as set forth in an attachment to Ordinance No. 310, adopted December 7, 1993. The schedule of parking penalties may be amended from time to time by Council resolution. (Ord. 310, 1993) (Amended by Resolution No. -2006, 8/15/06)

Uniform Schedule of Parking Penalties for Parking ViolationsCALIFORNIA VEHICLE CODE VIOLATIONS

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22500(b)	Blocking Crosswalk	35
22500(c)	Parking Adjacent to Safety Zone	35
22500(d)	Parking 15' Fire Station Drive	35
22500(e)	Blocking Driveway	35
22500(f)	Blocking Sidewalk	35
22500(g)	Blocking Excavation	35
22500(h)	Double Parked	35
22500(i)	Parking in Bus Zone	308
22500(j)	Stopping in Tube/Tunnel	35
22500(k)	Stopping on a Bridge	30
22500(l)	Blocking Wheelchair Access	308
22500.1	Parking in Posted Fire Lane	35
22502(a)	Curb Parking	35
22502(e)	Curb Parking One Way Road	35
22504(a)	Unincorporated Area Parking	35
22505(b)	Parked, Posted No Parking Area	35
22507.8(a)	Blocking Handicapped Parking	308
22507.8(b)	Handicapped Parking	308
22507.8(c)	Parking on Lines/Handicapped Stall	308
22514	Fire Hydrants	50
22515	Unattended Vehicles	50
22516	Locked Vehicle w/Person Inside	50
22517	Vehicle Door Open to Traffic Lane	50
22530	Stopping on Freeway	35
22521	Illegal to Park on RR Track	35
22522	Park Near Sidewalk Ramps	308
22523(a/b)	Abandoned Vehicle	135
22526(a/b)	Gridlock Intersection	50
22951	Street/Alley Parking	35
23333	Stop/Parking on Vehicle Crossing	35

CLAYTON MUNI CODE VIOLATIONS

10.36.020	Stopping or standing in parkways prohibited	35
10.36.040(a-j)	No parking areas designated	35
10.36.045	Parking large vehicles	100
10.36.050	Use of street to store vehicles	50
10.36.060	Parking for demonstration	35
10.36.070	Repairing or greasing vehicles on street	35
10.36.080	Washing or polishing vehicles	35
10.36.090(b)	Parking adjacent to school	35
10.36.100(b)	Parking prohibited on narrow streets	20
10.36.110	Parking on grades	35
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10.36.180	Forty-minute parking	35
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10.36.320	Restricted Public Off Street Parking	35
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10.41.030	Long-term occupancy of recreational vehicle	100

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26708.5	Applic Material to Window	35
26709(a/b)	Mirrors	35
26710	Defective Windshield/Rear Window	35
27155	Improper Fuel Tank Caps	35
28071	No Front/Rear Bumpers	35



Agenda Date: 4-21-09

Agenda Item: 9b

Approved: 

Gary A. Napper
City Manager/Executive Director

AGENDA REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: CITY MANAGER

DATE: 21 APRIL 2009

SUBJECT: CONSIDERATION OF "AMNESTY PERIOD" FOR CITY BUSINESS LICENSES

RECOMMENDATION

It is recommended the City Council provide policy direction to staff regarding the program concept to grant a limited "Amnesty Period" for the application, payment and receipt of a City Business License for business conducted within the city of Clayton.

BACKGROUND

At the last City Council meeting during "Future Agenda Items", Vice Mayor Stratford requested an agenda item for City Council discussion of establishing an amnesty period for one's payment of applicable back taxes [and penalties] associated with the past and/or current operation or conduct of business within the city limits of Clayton. The subject has been placed on this Agenda for consideration.

A City Business License is a local tax levied on and collected from businesses doing business within our city. Section 5.04.010 C. of the *Clayton Municipal Code* defines "doing business" as:

"... the conduct of any manufacturing, wholesale, retail or any other commercial enterprise and the conduct of or engaging in the practice of any occupation, trade, profession or semi-profession and all and every kind of calling whether or not carried on for profit, except as specifically exempted by the provisions of this chapter, by any person having any proprietary interest therein as distinguished from the interest of an employee therein."

A City Business License is purely a local tax levied by a municipality for general revenue purposes. It is not a regulatory license or a City certification that a holder thereof is qualified or trained to conduct or perform said business. As a tax, the amount of the annual license

fee cannot be increased or altered without a corresponding affirmative vote of the local electorate. Due to that restriction, the content of Chapter 5.04 – Business Licenses and Taxes Generally has largely been unmodified since its adoption in 1978. Section 5.04.680 of the Code does incorporate an automatic increase in the license tax based on the annual change in the consumer price index. The Business License Tax table for FY 2008-09 therefore includes the allowed adjustment for the current fiscal year.

DISCUSSION INFORMATION

To facilitate the City Council's consideration of the concept, attached to this Staff Report are sections of the *Clayton Municipal Code* outlining when the license tax is due and payable and the corresponding delinquent charges for late payment. In addition, copies of the Business License application form and the renewal license form are attached for reference.

FISCAL IMPACT

In Fiscal Year 2008-09, the City budgeted \$98,000 in Business License Tax revenue to the General Fund. Through March 2009, the City has collected \$89,515 in Business License revenues (91%).

Presently, the City has 475 active Business Licenses issued for the conduct of business within our city limits. In comparison, the City had 625 Business Licenses in July 2007 with 604 Business Licenses in July 2006.

As of March 2009, there are 27 past licensees who have not renewed their Clayton Business License this fiscal year, posing a possible local revenue loss of approximately \$4,000. It is unknown if each is no longer in business, no longer conducts business in Clayton, or is overlooking the City's renewal notices.

Attachments: 1. Article 6 and 7 of Chapter 5.04, *Clayton Municipal Code* [4 pp.]
 2. Business License Tax Application, License Fee Schedule, and Renewal Form [3 pp.]

5.04.670 Warehouses. The license tax for a warehouse located in the city and used for storage and no business conducted therefrom or used in connection with a licensed business in the city is \$101.00 a year. (Res. 34-99, Ord. 181, Sec. 2, 1978)

5.04.680 Automatic Adjustment In License Tax Based On Consumer Price Index. The rate of the License tax payable for the license period commencing July 1, 1978, and for each fiscal year thereafter shall be subject to adjustment as follows: The base for computing the adjustment is the Official Consumers Price Index (All Items - 1967 Base) published by the United States Department of Labor, Bureau of Labor Statistics, for the San Francisco-Oakland Metropolitan Area (Index), which is published for the month of March, 1978 (Beginning Index). If the Index published for the (July 1-June 30 fiscal year) (Extension Index) has increased over the Beginning Index, the license tax for the next fiscal year shall be set by multiplying the license tax in effect for the fiscal year coming to a close by a fraction, the numerator of which is the Extension Index and the denominator of which is the Beginning Index. In no case shall the license tax be less than described in this ordinance. If the Index has changed so that the base year differs from that described above, the Index shall be converted in accordance with the conversion factor published by the United States Department of Labor, Bureau of Labor Statistics. If the Index is discontinued or revised during the term, such other Government Index or computation with which it is replaced shall be used in order to obtain substantially the same result as would be obtained if the Index had not been discontinued or revised. (Ord. 181, Sec. 2, 1978)

5.04.690 Reclassification. If a licensee or applicant believes that his individual business is not assigned to the proper classification because of circumstances peculiar to it, as distinguished from other businesses of the same kind, he may apply to the collector for reclassification. The application shall contain such information as the collector requires in order to determine whether the business is properly classified. The collector shall conduct an investigation following which he shall assign the applicant's individual business to the classification shown to be proper on the basis of the investigation. The proper classification is that classification which, in the opinion of the collector, most nearly fits the applicant's business. The reclassification is not retroactive, but applies at the time of the next regularly ensuing calculation of the applicant's tax. No business shall be classified more than once during a year. (Ord. 181, Sec. 2, 1978)

Article 6. Terms and Conditions of Licenses

5.04.700 When License Tax Payable.

- A. New businesses. The license tax for each new business is due and payable on the date the business begins.
- B. Renewals. The license tax is due and payable in advance after the first year in which the tax is paid as follows:
1. The tax which is payable annually is due on July 1.
 2. The tax which is due daily is due each day.
- C. Renewal of annual license for solicitors and peddlers. The annual license tax for a solicitor or peddler is due on the day following the expiration of the license. (Ord. 181, Sec. 2, 1978)

5.04.710 When License Tax Delinquent. The license tax is delinquent as follows:

- A. In the case of an annual or semi-annual license, if not paid within 30 days of the due date.
- B. In the case of a quarterly license, if not paid within 15 days of the due date.
- C. In the case of a monthly license, if not paid within 5 days of the due date.
- D. In the case of a weekly license, if not paid within 2 days of the due date.
- E. In the case of a daily license, if not paid by 5:00 P.M. of the due date. (Ord. 181, Sec. 2, 1978)

5.04.720 Delinquent Charges of Late Payments. The collector shall add a delinquent charge for payment after the date due for each month or portion of a month that the tax remains unpaid. However, in no event may the amount of the delinquent charge exceed 100% of the amount of the license tax. (Ord. 181, Sec. 2, 1978)

5.04.730 New License or Reinstatement of License Where Delinquency Charges Due. The collector may not issue a new license or reinstate a former license to a person indebted to the city for delinquent charges. However, the collector may agree in writing to accept installment payments of the amount due over a period not exceeding 1 year. The agreement to accept the installment payments shall include provisions for (1) payment of 8% simple interest on the unpaid balance, (2) acceleration in case of default, (3) payment of attorney's fees and court costs for collection and (4) revocation of the debtor's existing business license upon 30 days' notice in the event of default under the agreement. (Ord. 181, Sec. 2, 1978)

5.04.740 Proration of Tax. Only the annual tax may be prorated and shall be prorated as follows: (1) If the business started between July 1st and September 30th, 100% of the license tax is due, (2) If the business started between October 1st and February 28th, 75% of the license tax is due. (3) If the business started between March 1st and June 30th, 50% of the license tax is due. This section does not apply to the tax levied against peddlers and solicitors nor to those certain minimum taxes specified in this chapter. (Ord. 181, Sec. 2, 1978)

5.04.750 Refunds of Overpayment. The refund of an overpayment of tax imposed is allowed only when a claim for refund is filed with the collector within 3 months from the last day of the calendar month following the period for which the overpayment was made. Each claim for refund of the overpayment must be filed with the collector on a form furnished by him and in the manner prescribed by him. Upon the filing of a claim and when he determines that an overpayment has been made, the collector may refund the amount overpaid. (Ord. 181, Sec. 2, 1978)

5.04.760 License Not Transferable. A license issued under this chapter is not transferable except as to location as provided in Section 5.04.770. (Ord. 181, Sec. 2, 1978)

5.04.770 Change of Business Location. If a licensee holds a license for the transaction of business at a specified location, and the licensee changes his place of business, he shall apply to the collector for the transfer of the license to the new place of business within 30 days after the change in location. The fee for the transfer is \$13.00. If a licensee fails to apply for change of address within 30 days of the change, his license terminates and expires at midnight of the thirtieth day. Upon termination and expiration of a license in this manner, there is no rebate of

the tax. (Res. 34-99, Ord. 181, Sec., 2, 1978)

5.04.780 Display of License. Each licensee shall display his license in the following manner:

- A. If the license is for carrying on business at a fixed place of business, he shall post the license in a conspicuous place upon the premises where the business is carried on.
- B. If the license is for carrying on business which has no fixed place of business, he shall keep the license upon his person at all times while carrying on business.
- C. If the licensee uses a motor vehicle in connection with his business, he shall affix to the front window, on the right hand side of the vehicle, a tab furnished by the city, showing that the license is issued. The collector may waive this requirement in the case of licensee who operates 3 or more vehicles within the city. (Ord. 181, Sec. 2, 1978)

5.04.790 Duplicate License. The collector may waive a duplicate license to replace license previously issued which is lost or destroyed. The licensee shall file a statement of loss or destruction. The fee for the duplicate license is \$13.00. (Res. 34-99, Ord. 181, Sec. 2, 1978)

5.04.800 Grounds for Revocation or Suspension. The collector may revoke or suspend a license granted under this chapter for any of the following reasons:

- A. A false statement in the application.
- B. Failure to comply with a regulatory provision in the statutes of the state or the ordinance of the city.
- C. Failure to operate the business in an orderly and businesslike manner in obedience to orders, rules and regulations applicable to it. (Ord. 181, Sec. 2, 1978)

5.04.810 Procedure for Revocation or Suspension.

- A. Authority of Collector. The collector shall give the licensee written notice of the grounds for revocation or suspension. The notice shall specify a time and place of hearing, and shall be given at least 5 days before the time of the hearing. The licenses shall show cause why his license should not be revoked or suspended.
- B. Appeal to Council. The licensee may appeal the decision of the collector to the council.
- C. Failure to Appeal. If the licensee does not appeal, the decision of the collector is final and conclusive on expiration of the time fixed for appeal. (Ord. 181, Sec. 2, 1978)

5.04.820 License does not Permit Business Otherwise Prohibited. The payment of the license tax and the acceptance of it by the city, and the issuance of the license to a person, do not entitle the holder to carry on a business unless he complies with all the requirements of the city and all applicable laws, and do not authorize the conduct of business on any premises located in a zone or locality in which the conduct of business is prohibited. (Ord. 181, Sec. 2, 1978)

Article 7. Enforcement and Penalties.

5.04.830 Penalties for Violation of Chapter.

- A. Violation of chapter or Misrepresentation of Fact. A person who violates this chapter or who knowingly or intentionally misrepresents a material fact in procuring a license is guilty of a misdemeanor, and upon conviction shall be punished by a fine of not more than \$500.00, or by

imprisonment in jail for a period of not more than 6 months, or both.

B. Failure to Exhibit License on Demand. A licensee or permittee who willfully fails to exhibit his license or permit on demand is guilty of a misdemeanor and shall be punished as provided in subsection A. (Ord. 181, Sec. 2, 1978)

5.04.840 License Tax a Debt. The license tax and penalty is a debt to the city. The city may bring an action to collect the debt. (Ord. 181, Sec. 2, 1978)

5.04.850 Remedies Cumulative. The remedies prescribed are cumulative and the use of one does not bar the use of another remedy for the purpose of enforcing this chapter. (Ord. 181, Sec. 2, 1978)

BUSINESS LICENSE TAX APPLICATION

THIS APPLICATION MUST BE FILLED OUT
COMPLETELY AND SIGNED BEFORE LICENSE
CAN BE ISSUED



ATTACHMENT 2

6000 Heritage Trail
Clayton, California 94517-1250
Attn: Business License Coordinator
(925) 673-7300

Business Name _____ Business Location _____ (Cannot be P.O. Box per State of California, Business & Professions Code-Section 17538.5) Mailing Address _____ Bus. Phone () _____ Bus. Fax () _____ Description of Business _____		Home Occupation ☐ YES ☐ NO If yes, Home Occupation permit required.												
Ownership: ☐ Corporation ☐ Corp-Ltd Liability ☐ Partnership ☐ Sole Proprietor ☐ Limited Partnership ☐ Trust ☐ Non Profit State Lic. No. _____ Lic. Type _____ Expiration Date _____ Start Date _____ Resale No. _____ Federal ID No. _____ State ID No. _____ No. of Employees: _____		BUSINESS LICENSE NO. _____ EXPIRATION DATE _____ • Initial and Date • Planning _____ / _____ Date Paid _____ / _____ Amount Paid _____ / _____ Receipt No. _____ / _____ Rate Type _____ / _____ SIC Code _____ / _____												
Enter below names of Owners, Partners, or Corporate Officers														
<table style="width:100%;"> <tr> <td style="width:50%;">Owner Name _____</td> <td style="width:20%;">Title _____</td> <td style="width:30%;">Soc. Sec. No. _____</td> </tr> <tr> <td>Home Address _____</td> <td></td> <td>Phone () _____</td> </tr> <tr> <td></td> <td></td> <td>Cell Phone () _____</td> </tr> <tr> <td>(Cannot be P.O. Box)</td> <td></td> <td>Drivers Lic. No. _____</td> </tr> </table>			Owner Name _____	Title _____	Soc. Sec. No. _____	Home Address _____		Phone () _____			Cell Phone () _____	(Cannot be P.O. Box)		Drivers Lic. No. _____
Owner Name _____	Title _____	Soc. Sec. No. _____												
Home Address _____		Phone () _____												
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Home Address _____		Phone () _____												
		Cell Phone () _____												
(Cannot be P.O. Box)		Drivers Lic. No. _____												
If Renting Business Address - Please complete this section:														
<table style="width:100%;"> <tr> <td style="width:60%;">Owner of Property _____</td> <td style="width:40%;">Phone () _____</td> </tr> <tr> <td colspan="2">Address _____</td> </tr> </table>			Owner of Property _____	Phone () _____	Address _____									
Owner of Property _____	Phone () _____													
Address _____														
• SEE REVERSE SIDE FOR SCHEDULE OF TAXES •														
If SALES or SERVICE BUSINESS: Enter your estimated GROSS RECEIPTS														
		\$ _____												
		Enter your tax here... \$ _____												
If OFFICE ONLY, and you have no sales or service with Clayton: Enter your estimated GROSS EXPENSES from starting date through December 31st														
		\$ _____												
		Enter your tax here... \$ _____												
Flat Rate Business (If Solicitor, specify dates _____ you will be in Clayton)														
		Enter your tax here... \$ _____												
If UNITS, enter type _____ and number of units _____														
		Enter your tax here... \$ _____												
Business & Commercial Property - Square Footage _____														
		Enter your tax here... \$ _____												
ONE TIME REGISTRATION FEE		\$ 56.00												
TOTAL BUSINESS LICENSE TAX AND FEES		\$ _____												
PAYMENT OF A BUSINESS LICENSE TAX DOES NOT RELIEVE THE APPLICANT (BUSINESS) OF THE REQUIREMENT TO COMPLY WITH OTHER REGULATIONS OF THE CITY, COUNTY, STATE OR FEDERAL GOVERNMENT. I DECLARE, UNDER PENALTY OF PERJURY, THAT TO THE BEST OF MY KNOWLEDGE THE INFORMATION CONTAINED ABOVE IS TRUE AND CORRECT. Note: ALL LICENSE STATEMENTS SUBJECT TO AUDIT BY CITY.														
Date: _____ Signature of Owner or Representative: _____														
Return application to above address and make check payable to CITY OF CLAYTON														

LICENSE FEE SCHEDULE
2008 - 2009

Gross Receipts- Your business tax is based on estimated gross receipts you will receive from your sales or service within the City of Clayton before paying your expenses. If your Clayton based business conducts all business activities outside of Clayton, your business is still classified as an office and will be based on the estimated gross expenses at your office site/home office within the City of Clayton. This includes, but is not limited to: payroll, rent, utilities, supplies, etc.

Option A)	\$ 1 - \$ 30,000 = \$ 53.00			
	\$ 30,001 - \$ 70,000 = \$ 53.00	plus .10%	for each \$1 over \$30,000	
	\$ 70,001 - \$ 100,000 = \$ 80.00	plus .090%	for each \$1 over \$70,000	
	\$ 100,001 - \$ 250,000 = \$167.00	plus .075%	for each \$1 over \$100,000	
	\$ 250,001 - \$ 350,000 = \$224.00	plus .050%	for each \$1 over \$250,000	
	\$ 350,001 - \$1,000,000 = \$463.00	plus .025%	for each \$1 over \$350,000	
	\$1,000,001 - \$5,000,000 = \$571.00	plus .0175%	for each \$1 over \$1,000,000	
Option B)	Base Rate - \$237.00	plus \$39 for each employee (up to 300 employees)		
		Plus \$20 for each employee (over 300 employees)		

Professional (i.e., Real Estate Agents, Brokers, Lawyers, Consultants, Doctors) - There are three options:

- Flat Fee** Pay flat fee: Professional \$275; Associate \$113; Employee \$26 - No need to document transactions/money earned in Clayton; or
1. Document gross receipts earned within the City of Clayton and pay according to the above "Gross Receipts" fee schedule up to applicable Professional flat fee(s) listed above. (i.e., \$20,000 of gross receipts = \$53 license fee). Must supply documentation and computations supporting your apportionment calculations; or
 2. Determine the percentage of your income earned within the City of Clayton and pay that % against the base rate in #1 above. (i.e., \$100,000 gross income; \$20,000 of that earned in Clayton equals 20% of your total income derived from Clayton: \$250 x 20% = \$50 license fee.) Must supply documentation and computations supporting your apportionment calculations. Maximum annual fee is the applicable Professional flat fee above.

Vehicle Delivery in Clayton - (After 4 deliveries.) There are three options:

- Flat Fee** Pay flat fee: First vehicle \$99; Each additional vehicle used in Clayton \$34 - No need to document transactions/money earned in Clayton; or
- Option 1.** Document gross receipts earned within the City of Clayton and pay according to the above "Gross Receipts" fee schedule up to applicable Vehicle flat fee listed above. (i.e., \$20,000 of gross receipts = \$53 license fee). Must supply documentation and computations supporting your apportionment calculations; or
- Option 2.** Determine the percentage of your income earned within the City of Clayton and pay that % against the base rate in #1 above. (i.e., \$100,000 gross income; \$20,000 of that earned in Clayton equals 20% of your total income derived from Clayton: \$90 x 20% = \$18 license fee.) Must supply documentation and computations supporting your apportionment calculations. Maximum annual fee is the applicable Vehicle flat fee listed above.

Residential Rental Units - For four or more rental units within the City of Clayton, a fee for each rental beyond three (3) units owned shall be paid as follows:

Per Single Family - \$165; Duplex & Multi-Family - \$165 with each additional unit - \$34

Commercial Rental Property -

Business & Commercial Property - \$5.15 per square foot or \$165 for each separate business operated on the premises; whichever is greater.

Contractors (Construction, Landscape, etc.), Subcontractors, Land Developers and Builders. Your business tax is based on your gross receipts you will receive from your service within the City of Clayton before paying your expenses.

Gross Receipts under \$150,000:	\$ 87.00 Semi-Annual (Clayton based contractors must obtain annual license.)	
	\$150.00 Annual	
\$ 150,000 - \$ 250,000	\$ 150 plus .0375%	for each \$1 over \$150,000
\$ 250,001 - \$ 350,000	\$ 232 plus .025%	for each \$1 over \$250,000
\$ 350,001 - \$ 1,000,000	\$ 286 plus .0125%	for each \$1 over \$350,000
\$1,000,001 - \$ 5,000,000	\$ 459 plus .0087%	for each \$1 over \$1,000,000
\$5,000,001 - \$ 7,000,000	\$1,208 plus .0065%	for each \$1 over \$5,000,000
\$7,000,001 - \$10,000,000	\$1,486 plus .0050%	for each \$1 over \$7,000
\$10,000,001 and over	\$1,805 plus .0375%	for each \$1 over \$10,000,000

**BUSINESS LICENSE
RENEWAL NOTICE**



6000 Heritage Trail, Clayton, California 94517 • (925) 673-7300

PAYMENT DUE: 07/01/2008

DELINQUENT ON: 07/31/2008

• PLEASE MAKE ANY NECESSARY CHANGES •

BUSINESS LICENSE NO. 1285

EXPIRATION DATE 06/30/2007

Business Name Test
Business Location 123 Main St
Clayton, CA 94517

Bus. Phone
Bus. Fax
Start Date 02/21/2006
SIC Code
Rate Type 001
Business Type

Mailing Address TEST
123 MAIN ST
CLAYTON CA 94517

If business is no longer active, please enter closing date here, sign below and return to address above:

Business Description

Ownership Sole Proprietorship

Email Address

State License No.

License Type

Expiration Date

Resale No.

Federal ID No.

State I.D. No.

Enter below names of Owners, Partners, or Corporate Officers - Use additional sheets as necessary.

Owner Name

Title

Phone

Home Address

Cell Phone

Driver's License No.

Social Security No.

• IMPORTANT NOTICE •

**A PENALTY WILL BE CHARGED FOR ALL BUSINESS LICENSE RENEWALS RECEIVED AFTER THE DELINQUENT DATE AS FOLLOWS:
10% FOR EACH 30 DAYS; MAXIMUM 100%**

• Renewal Message •

Please calculate your Business License Fee using the Fee Schedule on the reverse side. (Please return this form with your payment.)

PLEASE ENTER GROSS RECEIPTS: \$ _____
****REQUIRED**

Exemption: Any business or business person whose total gross receipts earned within the City of Clayton do not exceed \$5,000 per year is exempt from paying a business license fee, but must complete and return this form to declare the Exempt license. A fee of \$10.00 will be charged for Exempt renewal. (Enter Exemption fee in box to the right)

Information provided by Applicant may be verified by inspection of your books and records. (CMC5.04.280) Chapter 5.04 of the Clayton Municipal Code is on the City website at:
www.ci.clayton.ca.us

Previous Balance	\$0.00
Base Fee	\$
Associate Fee	\$
Employee Fee	\$
Units/Vehicle/Vending Machine Fee	\$
Contractor Fee	\$
Other	\$
Penalty 10% If applicable	\$
Exemption Renewal Fee	\$
TOTAL AMOUNT DUE	\$

Thank you for doing business in the City of Clayton!

I HEREBY CERTIFY, UNDER PENALTY OF PERJURY, THAT ABOVE INFORMATION IS TRUE AND CORRECT.

Date _____

Signature of Owner or Representative _____

PLEASE SEND THIS ENTIRE FORM ALONG WITH YOUR PAYMENT TO THE CITY OF CLAYTON