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BI-MONTHLY REPORT

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: ASSISTANT TO THE CITY MANAGER

DATE: DECEMBER 20, 2019

MAINTENANCE LOG

It is common that the Maintenance division is very busy with a variety of tasks during the last part of December.

- Maintenance staff trimmed shrubs on Oakhurst in the outbound direction.
- Pot holes were patched on old Marsh Road as well as in the intersection of Clayton Road and Oakhurst, also in front of the Middle School on Clayton Road.
- Leaves were cleaned at The Grove Park as well as in the Court Yard at the Library and the walkways around the building.
- Maintenance staff responded to the police call for a light pole that was knocked down on Peacock Creek Drive this week, staff removed the pole and made the area safe.
- Storm drains were cleaned in the Downtown area and throughout the City.
- Gutters were cleaned on the Maintenance Building by City staff. The Library gutters, City Hall and Endeavor Hall gutters were cleaned by a private contractor.
- Shrubs were trimmed on old Marsh Creek inbound from the trail entrance to Stranahan Cir.
- Interviews were conducted for the Maintenance Worker 1 Position.
- Maintenance staff removed graffiti from the benches at The Grove Park.

- Staff replaced lights at Endeavor Hall.
- The city building fire extinguishers were all gathered up so they could be checked and charged this week.
- A storm drain cover was replaced on Verna Way do to the old one being broken in half and not draining correctly.
- Maintenance was called out at 3:00 am Friday 12/20 to turn off the main line at Clayton Community Park that had broken, maintenance staff removed the mud from the sidewalk, curb and gutter in the lower parking lot.

POLICE REPORT

Friday, December 6th – While on patrol in the Safeway Station, officers located a motorcycle that was reported stolen from Antioch. Officers approached a subject associated with the motorcycle and determined he was in possession of an illicit drug and drug paraphernalia; he was arrested and booked into jail.

Saturday, December 7th– No reportable events.

Sunday, December 8th – While on patrol, officers stopped a vehicle near the Shell Gas Station for Vehicle Code violations. Officers determined the driver had a warrant for his arrest; he was arrested and released on his signed promise to appear.

Monday, December 9th & Tuesday, December 10th -- No reportable events.

Wednesday, December 11th – While on patrol near Shop N Go, officers contacted a known transient that had a warrant for his arrest; he was arrested and booked into jail.

Thursday, December 12th – Officers responded to Del Trigo Lane after receiving the report of a theft from a vehicle. Officers determined an unknown subject entered a resident's vehicle and stole items including a hammock, towels, cash, and motor oil.

Friday, December 13th – No reportable events.

Saturday, December 14th – While on patrol in the Safeway parking lot, officers approached a subject loading cases of water into his vehicle. Officers determined the subject failed to pay for the water, was in possession of stolen mail and drug paraphernalia, and on probation; he was arrested and booked into jail.

Officers responded to Yosemite Court after receiving the report of a suspicious subject in the neighborhood. Officers determined the subject was in possession of an illicit drug and on probation. The illicit drugs were confiscated to be tested and this investigation is continuing.

Officers responded to Safeway after receiving the report of a hit and run. Officers determined when a shopper was leaving her parking space, her vehicle was struck by a van who failed to stop; a thorough search of the area for the van was met with negative results.

Sunday, December 15th – No reportable events.

Monday, December 16th – Officers responded to Greystone Lane after receiving the report of a theft from a vehicle. Officers determined an unknown subject entered the resident's unlocked vehicle; items missing included sunglasses and an emergency road kit.

Tuesday, December 17th – Officers responded to Mt. Washington Way after receiving the report of a theft from an unlocked vehicle. Officers determined an unknown subject entered the resident's vehicle; items missing included a satchel containing a hard drive and a license plate.

Officers responded to White Diamond Lane after receiving the report of the fraudulent use of the resident's credit card. The credit card in question had been mailed to the resident but never arrived. Officer's determined the card had been stolen from the resident's mailbox.

Wednesday, December 18th – Officers responded to Marsh Creek Road and Center Street after receiving the report of a hit and run. Officers determined an unknown subject sideswiped a vehicle while it was parked on the street.

Thursday, December 19th – Officers responded to Clayton Road and Peacock Creek Drive after receiving the report of a solo non-injury vehicle accident. Officers determined the teenage driver hit a City light pole.

Officers responded to The Grove Family Dentistry after receiving the report of vandalism. Officers determined the back window of Dr. Troung's vehicle had been broken out while it was parked in the parking lot; nothing was missing from his car.

Regency Drive's Parking Permit Violation Update – Since December 7th, 4 citations were issued as a result of the City's new parking permit program.

Police Department News

This week the U.S. Supreme Court declined to hear a case involving the enforcement of Public Camping and Sleeping ordinances. This affects all city ordinances declaring public camping illegal. This will affect how the police handle these types of calls. The city attorney will be working on drafting new language for our Municipal Code that will be in compliance with the court decision. See information below for more details on the case:

[Supreme Court Declines to Hear Case Finding City of Boise's Enforcement of Public Camping and Sleeping Ordinances Unconstitutional](#)

The U.S. Supreme Court ruled today that it will not hear the case of Martin v. City of Boise. The Supreme Court's decision leaves intact the ruling from the Ninth Circuit, which concluded that the city violated the prohibition on cruel and unusual punishment in the Eighth Amendment when it enforced its public camping and sleeping ordinances against homeless individuals with no place else to go.

CITY ENGINEER'S REPORT

Clayton Downtown Planter Box Project:

The Downtown Planter Box project started on Monday December 9th. The broken planter boxes have been demolished and the Chinese Pistache trees identified for removal were inspected by a certified arborist and confirmed that they are root bound not salvageable and not transplantable. These trees are in the process of being removed and will be replaced, as anticipated in the construction plans, with Crape Myrtle trees. Some of the planter boxes will be replaced - reconstructed with larger planters as planned. Some additional prior curb damage areas are also going to be replaced by the contractor. The project will continue through the first quarter of 2020 and is scheduled for completion in Spring of 2020.

Senate Bill – 2 Grant Opportunity:

Pursuant to the City Council authorization at its December 18th meeting, to apply for, and accept, a grant up to \$160,000, City staff completed and submitted the grant application. The grant is pursuant to Senate Bill 2 that can provide funding for preparation of an Accessory Dwelling Unit ordinance, pre-approved plans, as well as providing funding for the initial assembly of a Geographic Information System (GIS) program for the City.

COMMUNITY DEVELOPMENT

A primary focus of work in the Community Development Department during this two week period has been the processing of private development applications as follows:

- The Olivia on Marsh Creek development proposal with 81 senior housing (55+) units, including 74 market-rate units and seven units for Very Low Income households, was presented by staff to the Planning Commission at its December 10, 2019 meeting. The Planning Commission was asked to consider two resolutions associated with the proposal: one resolution to approve a California Environmental Quality Act (CEQA) Infill Exemption for the proposal; and, a second resolution to approve a Density Bonus Application, a Site Plan Review Permit, and a Tree Removal Permit for the proposal. This matter was initially heard by the Planning Commission at its November 12, 2019 meeting and, then, continued to the December 10th meeting. After considerable public testimony and discussion by the Planning Commission, the Commission voted 3-1 to approve the CEQA Infill Exemption resolution and rendered a “no decision” on the second resolution as a result of a 2-2 vote. A number of issues were raised and discussed by the Planning Commission, including the adequacy of on-site parking proposed and the applicable State and local adopted codes and policies. The Notice of Decision of the Planning Commission action was released and posted to the City web site home page around 4pm on December 20th and, given the holidays on December 24 and 25, 2019 and January 1, 2020, the due date for an appeal of the Planning Commission action to the City Council will be 5:00 p.m. January 2, 2020. The Notice of Decision was also sent to the applicant, and those persons interest that had provided us with their contact information.

- The Interim Community Development Director, the contract Project Planner, and the Environmental Consultant conducted a conference call with representatives of the proposed Clayton Community Church for a 4.5 acre site on Pine Hollow Court to finalize the scope of work for preparing the required environmental document for the proposed project. It was a very productive meeting, with all parties having follow-up to complete finalizing the project description and formally enter a contract with the Environmental Consultant to initiate work on the environmental document. It is expected that the scope can be finalized in January, with a contract to follow and Notice to Proceed for work thereafter.
- The applicants for the six-lot Oak Creek Canyon subdivision on Marsh Creek Road opposite Diablo Parkway submitted an arborist report and are working with the City Engineer to have a peer review completed of the Geotechnical Report prepared for the project to assure some soils stability concerns can be adequately addressed. Once the peer review is completed, and assuming a favorable evaluation, the Environmental Consultant for the project will complete the Mitigated Negative Declaration being prepared for the project, and the proposal could be moved forward for formal consideration before the City's Planning Commission.
- Applicants for the Silver Oak Estates 32-lot single-family residential subdivision have submitted updated plans for the proposal. The Interim Community Development Director, the contract Project Planner, and representatives of the Silver Oak Estates proposal met to review the updated plans. It is expected that the project description for the revised plans will be finalized (previously this had been a 59-unit residential development proposal) and that the project will move forward to a stage of sending the Environmental Consultant a Notice to Proceed to prepare the environmental document thereafter.
- The Community Development Director assisted the City Engineer in completing various sections with needed information for the SB 2 State Grant application authorized by the City Council to submit at its Dec. 17th meeting.

In addition staff held a thank you and farewell lunch for David Woltering on Thursday with food from a German restaurant (German food is one of David's likes). David was thanked by Milan, and Councilmember Diaz on behalf of the City Council as well as Laura. Friday was David's last day and he has been a tremendous help and great staff and community asset during his second tour of duty, will be missed however he stated he will be back for the great community downtown events (Art and Wine and Oktoberfest – his favorite). David's replacement, Dana Ayres from TRC Solutions, will be starting up after the holidays; however her hours are about 18 hours a week with at least apx. 8 of those hours on premise in city offices.

FINANCE

Payroll Processing - will be early (on December 27th) which will keep this final payroll of the year in 2019 earnings.

CAFR Compilation and Audit Preparation Update – The Finance Department has completed the work on the annual CPA audit and is preparing the Comprehensive Annual Report Letter and footnotes for FY18-19. Staff will have a completed draft by end of the month.

ROPs: (Recognized Obligation Payment related to Redevelopment Agency Dissolution pursuant to State law). The Interim Finance Manager is working on Prior Period Adjustment [PPA FY 19-20] and completing the ROPs FY 20-21 for Clayton Successor Agency action planned for January 7th. Thereafter the ROPs will be transmitted to the County Oversight Board for final action.

Jennifer started dialogue with our IT/Web Consultant for a new calendaring system for our rental facilities. Elvia has taken the reins and is converting rest of 2019 and 2020 into the new system which will eventually link into our website for online reservations and payments. The calendars will be effortlessly shared with other departments, maintenance in particular, to ensure constant flow of information and ready facilities.

Jennifer is researching a new fleet card for employees that are authorized to fill city vehicles. The cards will identify the vehicle being filled, authorized user by entering a PIN and odometer readings at the pump. This will allow for better tracking and processing of Card payments related to vehicle fueling.

CITY CLERK / HUMAN RESOURCES

Recruitments are currently being accepted for:

Planning Commission (1 seat) to expire on June 30, 2020. Applications will be accepted until Friday, December 20, 2019 at 5:00 p.m. Interviews and Appointment is expected to take place on Tuesday, January 7, 2020. As of this writing, three (3) applications have been received by interested citizens.

Trails and Landscaping Committee (3 seats to expire December 31, 2019) for a term to expire December 31, 2021. Of the three incumbents, 1 has declined another term on the Committee. Applications will be accepted until Friday, January 10, 2020. Appointment is expected to take place on Tuesday, January 21, 2020. As of this writing, no applications have been received.

Applications are being accepted for the position of Police Officer. This position is open until filled.

A conditional offer of employment was made to the top candidate and accepted for the position of Maintenance Worker I. The start date will be Monday, January 13, 2020.

The position of Finance Director has been re-advertised and will remain open until filled. The first review of applications will be taking place on Saturday, January 25, 2020. To date two (2) applications have been received.

The position of Community Development Director has been re-advertised and will remain open until filled. The first review of applications will be taking place on Saturday, January 25, 2020. To date two (2) applications have been received.

Contracts are still coming in for the 2020 Concerts in The Grove. Bands will be announced once contracts are fully executed.

ASSISTANT TO THE CITY MANAGER'S OFFICE

The A2CM completed the contract and ordering of the North Valley Tot Lot replacement equipment that was previously approved by the City Council. The overall project time line is apx. 180 working days, thus the replacement project is targeted for completion in mid-September. The equipment is not manufactured until the final order placed and contract completed. Laura also assisted coordination with the City Engineer and Interim Com. Dev Dir. in completing the SB 2 Grant application. Laura attended the monthly Municipal Pooling Authority JPA Risk Management Board meeting, where the FY 18-19 audit was presented by the outside auditing firm. The audit was a clean "unmodified" audit.

UPCOMING MEETINGS AND EVENTS

Reminder: City offices will be Closed Tues. Dec 24th, Wed. Dec 25th & Jan. 1st. Although offices will be open on the other days, it will be with limited staff due to vacations.

Respectfully submitted,

Laura Hoffmeister

Laura Hoffmeister
Assistant to the City Manager
City of Clayton