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Tuija Catalano, Mayor
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BI-MONTHLY REPORT

TO: HONORABLE MAYOR AND COUNCIL MEMBERS
FROM: INTERIM CITY MANAGER
DATE: SEPTEMBER 20, 2019

MAINTENANCE LOG

- All staff were involved in a safety training regarding the spreading of the New Zealand Mud Snail as to not spread them from our creeks to other locations.
- Maintenance started the annual creek cleaning project, Cleaning all creeks in town to prevent flooding.
- Irrigation mainlines were repaired on Oakhurst Blvd. and Clayton Community Park.
- The irrigation Gate valve at Clayton Community Park that separates the different levels of the park was leaking so maintenance crews dug it up and replaced it.
- Our crews trimmed all shrubs lining the street on Keller Ridge Dr.
- City crews checked and cleared storm drains due to a recent rainy.
- A leak was detected from the refrigerator at Endeavor Hall and the leak was repaired by city staff.
- Maintenance duties were performed at Endeavor Hall this week to prepare for events happening this weekend.

POLICE BLOTTER

Thursday, September 5th - Officers responded to Safeway after receiving the report of a suspicious circumstance. Officers determined a transient walked out of the store without paying for alcohol and groceries; he was arrested and released on his signed promise to appear.

Officers responded to a non-injury vehicle accident in the CVS Pharmacy's parking lot.

Friday, September 6th - Officers responded to Weatherly Drive after receiving the report of a possible drunk driver. Officers located the driver and determined he was intoxicated; he was arrested and booked into jail.

Saturday, September 7th - No reportable events.

Sunday, September 8th - Officers responded to Tiffin Drive after receiving a request for an Animal Control assist. Officers determined a pit bull got loose and bit a resident's dog. The owner of the pit bull apologized and officers assisted in the party's exchange of information.

Monday, September 9th - Officers responded to Kelok Way after receiving the report of a suspicious vehicle. Officers determined located the vehicle and determined that the driver was in possession of less than an ounce of marijuana in an open container and drug paraphernalia. The subject was issued a citation to appear in traffic court.

Tuesday, September 10th - Officers responded to Marsh Creek Road and Regency Drive after receiving the request to perform a welfare check. Officers located a female subject and determined she was in possession of an illicit drug and on probation; she was arrested and released on her signed promise to appear.

Wednesday, September 11th - Officers responded to Coyote Circle after receiving the report of a petty theft. Officers determined an unknown subject stole the resident's wallet after it fell out of her backpack.

Thursday, September 12th - While on patrol, officers stopped a vehicle at Keller Ridge Drive and Golden Eagle Place for Vehicle Code violations. Officers determined the under aged driver was intoxicated; he was arrested and booked into jail.

Officers responded to Safeway after receiving the report of a petty theft. Officers determined sometime within the past 24 hours an unknown subject(s) stole a Western Union Pin Pad that had been connected to the cable at the customer service desk.

Friday, September 13th - Officers responded to Mountaire Circle after receiving the report of a hit and run accident. Officers determined an unknown subject struck a resident's vehicle while it was parked in front of his house.

Officers responded to Bigelow Street after receiving the report of a missing person. Officers have responded to this residence on numerous prior occasions. Officers requested assistance from the Contra Costa County Sheriff Office's Search and Rescue team to help locate the resident, and she was later located after calling her husband from the San Francisco International Airport. The resident was transported to the hospital for further evaluation and later released.

Saturday, September 14th - No reportable events.

Sunday, September 15th - Officers responded to the trail behind Chardonnay Circle after receiving several reports of a small grass fire on the trail. CON Fire extinguished the small fire.

Officers responded to Bigelow Street after receiving the request to perform a welfare check. Officers responded to this same residence on Friday, September 13th. Officers determined the elderly female resident was in need of medical assistance; she was transported by AMR to the hospital for further evaluation.

Monday, September 16th - Officers responded to Clayton Bicycles after receiving the report of a burglary. Officers determined an unknown subject(s) broke the front window of the store and stole one bicycle and bicycle accessories. This investigation is continuing.

Tuesday, September 17th - Officers responded to El Portal Place after receiving the report of a grand theft. Officers determined an unknown subject stole medical equipment from the resident's driveway. Further investigation by officers and with the assistance from Concord Police Department located the subject vehicle on Woodsdale Court. After a short foot pursuit, the female subject was detained. The subject was in possession of stolen mail, illegal drugs, and the medical equipment which was returned to the resident on El Portal Place. The subject was arrested and booked into jail and the mail was relinquished to the U.S. Postal Inspectors.

Officers responded to Safeway after receiving the report of a petty theft. Officers determined a male subject walked out of the store without paying for over the counter medication. A thorough search of the area for the subject was met with negative results.

Wednesday, September 18th - Officers responded to Safeway parking lot after receiving the report of a theft from a vehicle. Officers determined an unknown subject broke the back window of a vehicle that was parked in the parking lot; items missing included a bag containing a first aid kit.

Police Department News

We are currently working to fill the vacancy that will be created upon Sergeant England's retirement and Officer Enea's promotion. We have interviewed two potential candidates and will begin the background process.

CITY ENGINEER'S REPORT

El Portal Drive, Malibu, Mirango and El Portal Courts – Pavement Preservation

PG&E's gas line replacement project is being completed as street restoration work is accomplished on El Portal and the three adjoining courts. Additional pavement preservation work is being undertaken by the City utilizing the same contractor to complete the El Portal Improvement Project that was postponed to allow PG&E to perform their gas line work prior to improving the street surfaces on El Portal and the courts. The City's pavement preservation work includes additional street restoration (patch paving) work and ultimately the installation of surface treatments to return the street's surfaces to a smooth, like new, condition with renewed street markings to increase vehicular and pedestrian safety. The work is on-going and is expected to be completed in the 4th quarter of this year.

Public Notification Requirements

City Council has requested that the requirements for public notifications of pending construction work be reviewed and the notification period be extended to provide additional notice to residents that will be impacted and affected by construction work being performed in the City. Engineering will review the current requirements and implement new notification requirements through the City's permitting programs and the City's standard construction contract requirements. It is the Engineering Department's intention to increase the minimum notification period from the current 24-hour notification period to a minimum 72-hour notification period.

COMMUNITY DEVELOPMENT

CDD staff continues its work with several applicants and a potential applicant to process private property development proposals. During this period, staff met with Discovery Builders' representatives regarding an active application for a proposed six-lot subdivision on Marsh Creek Road opposite Diablo Parkway. Additionally, staff had a follow-up meeting with representatives of Ponderosa Homes regarding a possible development application for two vacant parcels that total approximately 8.65 acres on Mitchell Canyon Road. Ponderosa Homes continues to study the Mitchell Canyon Road property to determine its interest in purchasing and developing the property with single family residences. The number of potential residential lots on this property is still being analyzed, although recent lotting plans suggest the potential for approximately 20+/- individual lots. Staff's focus of work with the representatives of these proposals is to assure they are aware of and address City code requirements.

Staff is preparing a working draft Accessory Dwelling Unit (ADU) ordinance for discussion and refinement as a basis for moving forward a formal local draft ADU ordinance for formal consideration for possible adoption. Staff acknowledges that the State has preempted local regulation options in many areas with respect to allowing ADU's, so the focus of the working draft ordinance will be the areas where local communities have discretion.

Staff continues to prepare for the upcoming Oktoberfest event scheduled for October 4th and 5th.

Code enforcement activities during this period have focused on addressing property maintenance issues.

CITY CLERK/HR

Recent Recruitment Status:

Finance Manager – two (2) of the five (5) candidates received high rankings and will be invited to continue in the process.

Office Assistant/Code Enforcement Officer – one (1) candidate was unable to make the interview, however, two (2) of the six (6) candidates will be interviewed will be invited to continue in the process.

FINANCE

CAFR Compilation and Audit Preparation Update – The Finance Dept. continues to take steps to close the FY 2019 books and gear up for preparation of the Comprehensive Annual Financial Report. Things are progressing as planned and staff is still on target to have a completed draft by end of September. Our auditors return for final fieldwork October 14.

Measure J Program 28 Audit – The City of Clayton was selected for audit for the FY 19 year. Finance Department is in the process of preparing schedules for this. The audit will be added on to the Annual Financial Audit done by Cropper Accountancy later this year. Audit fees will be reimbursed by Contra Costa Transportation Authority.

ASSISTANT TO THE CITY MANAGER'S OFFICE

Assistant to the City Manager (A2CM) Hoffmeister :

- Worked with Maintenance Staff to remove Grove Concerts items from the CBCA downtown shed to make room for the CBCA Oktoberfest items.
- Finalized and issued approval of the CBCA Oktoberfest Temporary Use Permit, Noise permit, and City Alcohol Permit and received deposit for the staff support services costs estimate.
- Reached out to CVCHS to determine if they are doing their Annual Downtown Homecoming Parade. The School will be doing the Parade on Campus and not downtown.
- Attended a Risk Management JPA meeting where discussion covered the self-insurance by law updates and other document updates that are in process. A quick discussion occurred regarding the Governor signing of AB 5 which is the three item (ABC) test for determination of independent contractors that may have implications to government agency that use independent contractors – the good news is Attorneys and Engineers are exempt from the three criteria. Risk Management legal consultants will be having a local government webinar in October for cities to learn more about this legislation and any implications to local government use of “independent contractors”
- Continued review of Prop 68 Grant Criteria, Green Infrastructure draft Plan prepared under contract by Kennedy & Associates, which is required by the SF Regional Water Quality Control Board in our Municipal Stormwater Permit (MRP 3.0). Began work on the Annual Stormwater Report for the filing with the SF Regional Water Quality Control Board.

- Met with Interim City Manager, Interim Finance Manager with the Oral Board that conducted the Finance Manager Interviews to review the Oral Board assessments of the interviewed candidates. The top two candidates will be moved forward in the process.
- Worked with Finance to obtain draft FY 18-19 year end Budget to Actual and FY 19-20 Budget to Date information for the upcoming Trails and Landscape Committee meeting, scheduled for September 30, 2019. Prepared draft agenda for the meeting. Began working on TLC agenda packet materials.
- Worked with IT consultant to upgrade the WIFI signal in the City Hall downstairs conference room. An amplifier was installed which seems to be working well. The company that installed the antennas will be contacted to come on site to assess the current antennas to determine if they are properly working. This company will also be contacted for flat screen monitor/TV for the conference room upstairs and evaluation of additional computer connections and phone.
- The City of Concord began removing river rock and debris from the box culvert that goes under Kirker Pass behind Safeway. The materials washed down from a County owned parcel next to the Pres. Church several years back. The City of Clayton got a field meeting this spring to show the County their lack of maintenance of the bank created the problem or at least made it worse. Clayton staff had photo documented and emailed to the County the situation over the last few years. County field survey confirmed the failed bank was their property, however never followed through with removal. Due to the impending winter rains, and that Concord owns and maintains the box culvert, Concord moved forward with the removal of the materials, thus removing any upstream flooding that could result into Clayton due to the box culvert having capacity constraints. Because the amount of materials in the box culvert were 5 feet plus tall it attracted homeless to camp inside all season as the interior ground level was higher than the water flow. With the entire box culvert being able to handle runoff it will hopefully eliminate if not reduce the ability for the homeless to camp in there. According to Clayton PD, the tunnel dwellers have relocated themselves across Kirker Pass into Concord. This work will take place over the next week or two and be completed before October 15th. The remaining work in the box culvert will occur the first week of October.

UPCOMING MEETINGS AND EVENTS

Last Clayton Certified Farmers' Market of the Year!
Main Street public parking lot

Saturday, 9am – 1pm
Sept. 21st

Planning Commission Meeting
Hoyer Hall, Clayton Library

September 23, 2019 Meeting **Cancelled**

Clayton Oktoberfest

Saturday, October 5th – Sunday, October 6th

City Council Regular Meeting
Hoyer Hall, Clayton Library

Tuesday, October 1st, 7pm
(6PM Closed Session at City Hall)

Respectfully submitted,

Joe Sbranti

Joe Sbranti
Interim City Manager
City of Clayton