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Tuija Catalano, Mayor  
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## **BI-MONTHLY REPORT**

**TO: HONORABLE MAYOR AND COUNCIL MEMBERS**  
**FROM: ASST. TO THE CITY MANAGER**  
**DATE: OCTOBER 18, 2019**

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### **MAINTENANCE LOG**

V-ditch clearing is underway by maintenance staff. Waraner Bros. was used to remove heavy overgrown vegetation in some V-ditches so city crews could access for clearing of silt and weeds. Some cracks on the V-ditches by Keller Ridge were filled. Waraner Bros. removed areas of heavy poison oak in the creek areas. Maintenance completed the pre-rainy season walk through and removing of obstructions in the creeks.

Maintenance cleaned up downtown and Grove Park from Oktoberfest. Maintenance brought all the totter trash bins from the Grove Park to the Corp yard, cleaned and stored until next concert season.

A total of 100 drain inlets were re-decaled "No Dumping Drains to Creek" as is required by the SF Regional Water Board. Crews are also working on cleaning all Trash Capture Devices that are installed on the 26 required locations before the rainy season.

The filter pump at the water feature was repaired, irrigation repairs to sprinkler systems were done at various locations throughout the landscape district and in the parks; and graffiti painted over in the Clayton Rd. pedestrian tunnel. Maintenance removed and replaced light pole at Keller ridge, which was hit and fell down.

City Hall parking lot and Courtyard was cleaned, electrical outlets and wall lights fixed for a wedding reception that had rented the courtyard. The trellis lights and up lights by the main doors are deteriorated and need new wiring and LED fixtures, Dillion Electric, will be contacted for this more extensive electrical work. Crews trimmed around the Regency parking permit signs for visibility as requested by the Police Chief and Marsh Creek Circle requested by the sweeping company.

## **POLICE BLOTTER**

Thursday, October 3<sup>rd</sup> – Officers stopped a vehicle at 5600 Clayton Road for Vehicle Code violations. Officers determined the driver was in possession of an illegal substance, drug paraphernalia and on probation. She was arrested and released on her signed promise to appear.

Friday, October 4<sup>th</sup> – Officers responded to Main Street (during Oktoberfest) after receiving the report of a disturbance. Officers determined an 18-year-old male was in possession of alcohol; he was arrested and released to his mother after signing a promise to appear.

Saturday, October 5<sup>th</sup> – Officers responded to El Portal Drive after receiving the report of a theft from a vehicle. Officers determined an unknown subject entered the resident's unlocked vehicle and stole miscellaneous paperwork.

Officers responded to Safeway after receiving the report of a petty theft. While inside the store, officers confronted two subjects, one of which had a warrant for her arrest; she was arrested and booked into jail. No items were taken from the store.

During Oktoberfest, a CBCA volunteer reported an unknown subject pickpocketed \$40.00 from her apron pocket.

Officers responded to Center Street after receiving the report of a disturbance. Officers determined a father and his adult daughter were involved in a verbal dispute. The father was extremely intoxicated and he was arrested and booked into jail.

Sunday, October 6<sup>th</sup> – Officers responded to Clayton Bicycles after receiving the report of a burglary. Officers determined an unknown subject broke the window of the bicycle shop and stole a bicycle. This case remains under investigation.

While on patrol, officers stopped a vehicle near Concord Blvd. and Kirker Pass Road for Vehicle Code violations. Officers determined the driver was intoxicated; he was arrested and booked into jail.

Monday, October 7<sup>th</sup> – Officers responded to Keller Ridge Drive and Eagle Peak Avenue after receiving the report of a solo non-injury vehicle accident.

Officers responded to Easley Drive after receiving the report of a disturbance. Officers determined two adult brothers were involved in a verbal dispute; the brother visiting from out of state left the house for the night.

Tuesday, October 8<sup>th</sup> – No reportable events.

Wednesday, October 9<sup>th</sup> – Officer responded to Safeway Station parking lot after receiving the report of vandalism. Officers determined an unknown subject(s) broke the window of a parked van; nothing was missing from the vehicle.

Thursday, October 10<sup>th</sup> – No reportable events.

Friday, October 11<sup>th</sup> – Officers responded to Clayton Community Park after receiving the report of vandalism. Officers determined an unknown subject(s) defaced the picnic tables near the lower level ball fields. City maintenance was notified to clean it up; this case remains under investigation.

Saturday, October 12<sup>th</sup> – Officers responded to Yolanda Circle after receiving the report of a minor injury accident that occurred the day before. Officers determined while the resident was riding his scooter, he was struck by a vehicle; he suffered minor injuries and did not need medical assistance.

Sunday, October 13<sup>th</sup> – Officers responded to Herriman Drive after receiving the report of a hit and run. Officers determined an unknown subject sideswiped the resident's vehicle while it was parked in front of his house.

Monday, October 14<sup>th</sup> – Officers responded to Safeway after receiving the report of a petty theft. Officers determined two unknown subjects walked out of the store without paying for groceries. A thorough search for the suspect vehicle was met with negative results.

Officers responded to Center and Oak Streets, and later to the tunnel near the Clayton Community Library, after receiving the report of vandalism. Officers determined an unknown subject(s) defaced a City parking bench and offensive graffiti was found in the tunnel. City Maintenance was notified to clean up the mess at both locations.

Tuesday, October 15<sup>th</sup> – Officers responded to Safeway after receiving the report of a petty theft. Officers determined a male subject left the store without paying for groceries. Officers stopped the vehicle the subject was seen leaving in on Kirker Pass Road; the driver was arrested and released on his signed promise to appear.

Wednesday, October 16<sup>th</sup> – A young Herriman Drive resident came to the Police Department to report his bicycle was stolen from Mt. Diablo Elementary School. Officers determined on Tuesday, the young man had left his unlocked bicycle at school overnight since his mother picked him up that day and he discovered his bicycle missing when he went to school on Wednesday.

Regency Drive's Parking Permit Violation Update – Since October 3<sup>rd</sup>, 23 citations were issued as a result of the City's new parking permit program.

#### Police Department News

Oktoberfest was fairly uneventful for the Police Department, and other than the two incidents list above, no other police related incidents were reported.

Interviews were conducted for the Police Administrative Clerk position, and three candidates were placed on the eligibility list should that position become vacant.

Supervisor Mitchoff's office provided an email newsletter blast to those on her District email list, it incorrectly listed the City of Clayton Police Dept. office as being a location where old medicines can be dropped off on Saturday, October 26<sup>th</sup> for the DEA's National Drug takeback day. City offices are not open on Saturday but medicines can

be taken in during regular office hours. The Assistant to the City Manager contacted her office and advised of the error. An intern compiled the information where there are drop off locations but did not verify which locations would be open on October 26<sup>th</sup>.

## **CITY ENGINEER'S REPORT**

### **Sanitary Sewer Pipe Sag in El Portal near Regency**

At the request of the Engineering Department, Concord Sewer Department (Public Works) performed a Closed Circuit Television (CCTV) inspection of the sanitary sewer line in El Portal Drive beginning at the manhole in the intersection with Regency and extending up El Portal predicated on an on-going “weekly” cleaning of that sewer line. The CCTV inspection revealed a “sag” in the sewer line that was causing a backup and hence the weekly cleaning to remove the backed up materials. Concord will arrange a sewer repair to remove the sag and presumably eliminate future backups and the need for the weekly cleaning visit. This sewer repair will be undertaken prior to the pavement restoration final step of placing a rubber cape seal on the surface of El Portal in spring 2020.

### **Punch List Repair – El Portal Sanitary Sewer Improvement Project**

Cratus, Inc. will be on-site on El Molino Drive beginning next week to make a punch list repair on the El Molino Sanitary Sewer Improvement Project. One short segment of the line has a slight sag in it and they will be lifting the pipe and removing the sag. Fortunately, the segment of sewer pipe needing repair is in the dirt area adjacent to the trail and will not require any additional street surface cutting or restoration. The Engineering Department has alerted Concord's Sewer Department that Cratus will be on-site for the repair, suggesting that they may be able to arrange to have Cratus also perform the sewer line repair on El Portal at the same time to be more efficient.

## **COMMUNITY DEVELOPMENT**

Staff has been assisting one of the property owners in the Stranahan Subdivision whose home is in the City's Affordable Housing Program to understand options in terms of required qualifications and process for possible re-sale of the property to a family member.

Staff has been researching and preparing a draft ordinance for consideration to allow the keeping of chickens in single-family residential districts. In May of 2018, the County of Contra Costa adopted an Urban Animals Ordinance which allows the keeping of chickens in its single-family residential districts. Presently (in Contra Costa), Clayton, Pittsburg and San Pablo do not allow chickens. Staff is aware of some interest in the Clayton community to allow chickens in the City's single-family residential districts. A draft Ordinance amendment for initial consideration by the Planning Commission at its October 22<sup>nd</sup> meeting to allow chickens, with specified restrictions, e.g., hens only, a maximum number, location (specified districts with setbacks), etc. in single-family residential districts.

Staff has continued its review of State regulations and sample local ordinances from other jurisdictions regarding Accessory Dwelling Units (ADU's) for possibly preparing a local ordinance on areas where the City is allowed some discretion by the State. The State has mandated substantially relaxed standards for allowing ADU's on single-family residential properties with limited areas of local discretion. This topic will be reviewed for staff to receive direction at a Land Use Sub-Committee meeting for possible drafting of a local ADU Ordinance for the City of Clayton.

Staff has been preparing for an upcoming Planning Commission meeting to consider the Olivia, an 81-unit Senior Housing project proposed for properties on 6170 High Street, 6450 Marsh Creek Road and 6490 Marsh Creek Road. Staff has distributed project plans for review by pertinent staff members and agency representatives for the purpose of receiving recommended conditions of approval (COA's).

### **CITY CLERK/HR**

An offer of employment was extended and accepted by the top candidate for the position of Office Assistant/Code Enforcement Officer. It is anticipated that this person will begin employment with the City early November. Although it was some years ago had worked in local government offices, and more recently was an independent businesswomen operating an east county real estate office.

On site meeting was held with two additional vendors (Smile Products and Pacific Office Automation) to receive quotes on the replacement of the copy machine as it is reaching lease end. Received a quote from Smile Products and waiting for a quote from Pacific Office Automation.

Also had a meeting with the software team associated with Caltronics to discuss options for a new copier and how the software could be best used for city staff. The software team will be creating a demo of three different scanning/software options for the City based on a sample of our documents.

### **FINANCE**

CAFR Compilation and Audit Preparation Update – The Finance Dept. is working on preparing schedules needed for the annual CPA audit and preparation of the Comprehensive Annual Report for FY2019. Staff is on target to have a completed draft by first week in November. Auditors are on site this week.

Office File Storage and Records Management – Finance staff continues to work on going through accumulated paper files in the office to condense the amount of paper retained and move to more digital storage. This creates a need to address digital storage capacity on our servers in the near future. Many documents in finance are being converted to electronic file only, such as bank statements, payroll reports, and government agency reports. These are documents that are saved electronically on City servers, in addition to being accessible from outside third parties electronically such as banks and payroll services.

Improvement of Finance Dept. processes – The Finance Manager continues to work through many of the internal finance processes to look for recommended improvements in internal controls that can be made to improve efficiency and provide additional control over city resources.

## ASSISTANT TO THE CITY MANAGER'S OFFICE

Attended a countywide local government recycling program manager meeting. Topics covered included the status of the most recent state legislation and proposed CalRecycle regulations. The state in their current version has eliminated the proposed local program curbside textile collection mandate. However the state is still planning on mandating the color of all collection containers to standardize state wide as well as other mandated programs. All of the cities are reviewing the CalRecycle rulemaking related to implementation of SB1383, especially the portion that mandates local establishing local edible food recovery programs, with a target that not less than 20 percent of edible food that is currently disposed of is recovered for human consumption by 2025.

Assisted Maintenance Supervisor on the various staff reports for the October 16 City Council meeting. Inspected the completed work by the City of Concord for removal of river rock and debris from the box culvert that goes under Kirker Pass behind Safeway. Concord is invoicing the County for this work, as the materials all came from the County owned embankment next to the Pres. Church.

Laura reviewed the information with City Clerk for end of lease copy machine options and new technology; and interviewed with the City Manager the top two CEO/Office Assistant candidates. Background information was provided as requested by the Interim Finance Manager related to the CPA audit and Comprehensive Annual Report for FY2019.

## UPCOMING MEETINGS AND EVENTS

Planning Commission  
1st Floor Conference Room City Hall  
Room change due to Book Sale  
and play at Endeavor Hall

October 22<sup>nd</sup>, at 7:00 p.m.

Land Use Subcommittee Meeting  
1<sup>st</sup> Floor Conference Room City Hall

October 29<sup>th</sup> at 6:00 p.m.

City Council Regular Meeting  
Hoyer Hall, Clayton Library

Tuesday, Novemeber 5<sup>th</sup>, at 7:00 p.m.

Respectfully submitted,

*Laura Hoffmeister*

Laura Hoffmeister  
Asst. to the City Manager  
City of Clayton