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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 4, 2019**

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### **MAINTENANCE LOG**

Due to spare the air days this week Maintenance crews pulled weeds in medians and right of ways this week for two days.

Our crew was able to install two doggie pet waste stations, one on the corner of El Molino Dr., and one at Lydia lane Park near the trail entry. These items were provided by funding donation from CBCA via the City Council approved Community Donor/Memorial Program. These sites were included in the program approved by the City Council.

City crews prepared the Down town area for the major crowds that will be here for Oktoberfest this week end. This included putting up the Oktoberfest Street Light banners at City entries, "No Parking" barricades & signage and pre-deployment of cones and barricades for the downtown street closures.

Maintenance Supervisor prepared information for and attended the Sept 30 Trails and Landscape Committee meeting.

Our staff repaired two mainline breaks at Clayton Community Park these past two weeks.

North Valley playground bids are in and staff is working on the report to the City Council to authorize staff to sign a contract with the lowest quote. It is expected that once a contract is approved the items will take 14 weeks for order fulfillment and arrive, with site work to commence in March/April and completion apx. May/June.

The field assessment and replacement of missing or damaged thermal stenciling for the Stormwater State Water Board mandated permit requirement for markings of “No Dumping Drains to the Creek” for all city storm drain inlets was started this week. Also completed was the annual State Stormwater mandated review of Corp Yard operations and storage to ensure compliance with the Stormwater Pollution Prevention Plan for the Corp Yard. (Rainfall pollution runoff prevention readiness). This involved self-inspection of the yard, general clean up and ordering of new tarps to cover various items, and inspection and cleaning of the Storm Drain and outfall to the bioswale.

## **POLICE BLOTTER**

Thursday, September 19<sup>th</sup> – A Samuel Court resident reported a minor injury accident that occurred earlier in the morning. Officers determined the resident’s young son was struck by a vehicle while he was riding his bicycle in the parking lot of the Pavilion Bar and Grill. The child sustained minor injuries and the two parties exchanged information.

Officers responded to Bigelow Street after receiving the report of a petty theft. Officers determined an unknown subject stole items from the resident’s porch; items missing included three chandeliers and a security camera.

Friday, September 20<sup>th</sup> – No reportable events.

Saturday, September 21<sup>st</sup> – Officers responded to the U.S. Post Office after receiving the report of a theft. Officers determined an unknown subject stole a tray and a half of mail from the rear staging area of the post office. This investigation was turned over to the U.S. Postal Inspection Service.

Officers responded to Rhine Court after receiving the report of a theft from a vehicle. Officers determined sometime overnight an unknown subject entered the resident’s unlocked vehicle and stole a wallet containing cash, credit/gift cards and a cell phone. This case remains under investigation.

Officers responded to Clayton Road and Lydia Lane after receiving the report of a vehicle accident involving a pedestrian. The pedestrian was transported to the hospital with major injuries. The driver stayed on scene and cooperated with the investigation. The victim is recovering, and is expected to survive.

Sunday, September 22<sup>nd</sup> – No reportable events.

Monday, September 23<sup>rd</sup> – Officers responded to Cinco De Mayo Restaurant after receiving the report of a restraining order violation. Officers determined the subject attempted to make contact with the employee (protective person) at the restaurant. This case will be forwarded to the District Attorney’s office.

Officers responded to Shell Lane after receiving the report of a petty theft. Officers determined the elderly resident, who suffers from dementia, discovered her purse was missing after a few of her friends and acquaintances left her residence.

Tuesday, September 24<sup>th</sup> – No reportable events.

Wednesday, September 25<sup>th</sup> – Officers responded to Clayton Road and El Camino Drive after receiving the report of a suspicious person. Officers determined the female subject had two warrants for her arrest; she was arrested and booked into jail.

Thursday, September 26<sup>th</sup> – No reportable events.

Friday, September 27<sup>th</sup> – Officers arrested a subject at the Police Department after determining she had a warrant for her arrest; she was booked into jail.

Saturday, September 28<sup>th</sup> – No reportable events.

Sunday, September 29<sup>th</sup> – Officers responded to El Camino Drive after receiving the report of a disturbance. Officers have responded to this same residence on previous occasions. On this occasion, officers determined the resident's grandson was displaying threatening gestures towards her. Officers diffused the situation between both parties and referred the incident to Contra Costa County Juvenile Probation, Contra Costa County Adult Protective Services Department and Contra Costa County Crisis Mobile Response Team.

Officers responded to 5555 Clayton Road after receiving the report of a hit and run accident. Officers determined the subject was intoxicated and had struck vehicles on Westbrook Court, Southbrook Court and North El Camino Drive before hitting a tree near St. John's Church. The subject was arrested and booked into jail.

Monday, September 30<sup>th</sup> – Officers were notified by a Mt. Vernon Drive resident that he was contacted by the U.S. Postal Service who told him that mail intended to be delivered to him was stolen from the Clayton Post Office on September 21<sup>st</sup>. Items of mail missing included the resident's disability check.

Officers responded to Black Point Court after receiving the report of a petty theft. Officers determined the resident's son's bicycle was stolen from Diablo View Middle School. This case remains under investigation.

Tuesday, October 1<sup>st</sup> – No reportable events.

Wednesday, October 2<sup>nd</sup> – Officers responded to Keller Ridge Drive after receiving the report of a hit and run collision. Officers determined that while the resident's vehicle was parked in front of his residence, an unknown work utility vehicle struck the parked car and fled the scene without stopping.

As a result of receiving notification from the City's Automated License Plate Reader (ALPR) system detecting a reported stolen car, officers stopped the vehicle in the parking lot of the library. Officers determined the vehicle was reported stolen from a rental company in Concord. The female subject was arrested and booked into jail.

### Police Department News

Recruitment is underway to fill the anticipated vacancy of our Police Administrative Clerk. Our current employee is in backgrounds for another position with the city of Antioch.

## **CITY ENGINEER'S REPORT**

### **Sanitary Sewer Management Plan - 2019**

Every five years the State Water Quality Control Board requires agencies that operate and maintain sanitary sewer collection systems to update and submit a Sanitary Sewer Management Plan (SSMP) to the State. Clayton's collection system has been operated and maintained under contract with the City of Concord for many decades and Central Sans treats the combined sewer at their treatment plant. Typically Concord would fold all of the operations, reporting, maintenance, repair and upgrades of Clayton's system into Concord's overall system and the two systems essentially operated as one larger overall collection system. Last year during an audit by the Board, Board staff determined that since Concord and Clayton are two separate systems with two separate governing bodies, the two systems would file separate SSMP's to the State. Thankfully, historic information and records for Clayton's collection system are readily available through Concord and the SSMP was straightforward to have prepared. Clayton used the same consultant to prepare our SSMP as Concord uses to prepare theirs. The Clayton SSMP is complete and is on the October 15<sup>th</sup> Council agenda for approval. Once approved, the SSMP will be posted on the City's website and submitted to the State for their records. Nothing else in the manner that our system is operated and maintained had to be revised. Concord still provides all of these services to Clayton under the same on-going contract. The only difference is the separate SSMP prepared and submitted by Clayton.

### **Regency Permit Parking Pilot Program**

This week maintenance received the remainder of the Permit Parking Signs and will install them on Regency immediately. The initial sign count prepared by the City Engineer was short two signs and two additional sign locations were added to close gaps in the coverage and increase enforceability. The new signs that were ordered were also revised to make them more easily read. Maintenance will install these signs at their first opportunity so that enforcement of the pilot program can be undertaken by the Police Department.

## **COMMUNITY DEVELOPMENT**

City staff met with representatives from 1<sup>st</sup> Light (a solar installation contractor) to review possible location(s) the Oakhurst Golf Course is evaluating for installation of solar panels. The sites under analysis include golf coursed opens space slope above (north of) Fairway 6 and 7<sup>th</sup> golf cart path for a ground-mounted solar array. (This is the slope below Hess Ranch property, North of Keller Ridge Dr.) City staff and the contractor also visited the Oakhurst Country Club building on Peacock Creek and reviewed with the contractor possible alternatives regarding location, orientation, use of trees for screening, etc. The contractor was receptive to the alternatives City staff had suggested and will be evaluating and analyzing other location options.

City staff met with representatives from Ponderosa Homes and an East Contra Costa County Habitat Conservancy staff member regarding a conceptual subdivision proposal for a development consisting of single-family dwelling units and open space areas on

8.65 acres, located on the west side of Mitchell Canyon Road just north and west of the existing subdivision located on Herriman Court. Ponderosa Homes is still conducting a feasibility analysis to ascertain whether or not they will move forward with a formal submittal. They requested to meet with Conservancy staff and City staff to address early on what types of issues may be related to Conservancy requirements and the East Contra Costa County Habitat Conservation Plan of which the City of Clayton is a member. This allows development in sensitive areas to pay pre-determined mitigation funds to the Conservancy to be used for purchase of other sensitive or more sensitive habitat area located within the habitat Conservation Plan area.

City staff has been working with an applicant who will be establishing a yogurt/ice cream/artisan coffee shop on the ground-floor tenant space located on the corner of Oak Street and Center Street in the Flora Square building in Clayton's Town Center. This space has been vacant since the buildings completion with property owners either not really looking to rent out the space or negotiate reasonable terms. The proposed use is permitted by right within the Town Center Specific Plan. Recently the property leasing company was changed to Cardoza Properties. After many months Cardoza was successful in having the current property owner agree to lease the premise. After addressing items related to garbage and recycling compliance, the applicant has obtained a city business license and successfully signed a lease this week. The business owner will be providing tenant improvement plans to the City staff within a few weeks. The business operator has stated that they have opened five businesses over the years so are familiar with plan and permitting requirements.

Community Development Department staff was contacted by a prospective cannabis delivery service applicant who wanted to know what the City's regulations were as related to cannabis delivery within Clayton. Being aware that the State has adopted cannabis regulations of its own, Community Development Department staff consulted with the City attorney to analyze whether or not the State's cannabis regulations superseded the City's cannabis regulations. The City Attorney informed Community Development Department staff that the City's regulations are still applicable and should be used to govern such delivery proposals.

The Code Enforcement Officer is coordinating with the Police Department regarding a complaint that City staff received about a property on Mitchell Canyon Road. The subject property contains possible non-operative vehicles as well as other stored items. All items are in the rear yard behind a six foot fence, and not visible from public streets. It is unclear what, if any, code violation may exist. In meeting with the property owner he indicated that all vehicles are operable, and he intends to tidy up the area, however he has extenuating circumstances as is undergoing major medical issues. Additional code research is still needed to determine if there is actually any code violation, and if so appropriate next steps.

## **CITY CLERK/HR**

Recent Recruitment Status:

Assisted in the set-up and logistics of the City Manager Interview process.

The City Clerk and Asst. to the City Manager met with Caltronics representative to discuss new copy machine lease options and new technology. Our current lease expires at the end of the year. A follow up meeting has been scheduled with their assessment and solutions team to discuss options appropriate to office needs.

## **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. Our auditors return for final fieldwork October 14.

### Gas Tax Reporting

Staff completed the required reports to government agencies on the Measure J Program 28, and the SB1 gas tax reporting.

### 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.

### Paychex payroll processing Issues

The Finance Dept. continues to work to resolve payroll processing issues with Paychex, our payroll vendor. Of particular issue last week was the handling of police payroll special items like Sec. 4850 pay, the pay an officer receives when on work related injury leave.

### Improvement of Finance Dept. processes

The Finance Manager recently audited the payroll spreadsheet calculation process for Police pay, resulting in improvements to the process to provide better internal controls. As well, our employee credit card processing company has upgraded the reporting process for monthly employee reporting, resulting in more electronic compatibility between the company and our accounting software. This has resulted in some elimination of data entry work through electronic uploading of the credit card expenditure data directly to the accounting system.

## **ASSISTANT TO THE CITY MANAGER'S OFFICE**

Worked on various Oktoberfest coordination items with the Event Co-Chairs and CBCA President.

Assisted Maintenance Supervisor on the North Valley Park bids and related staff report for the city council.

Completed and filed the Green Infrastructure Plan (178 pp) working with Kennedy & Associates, our outside contractor on this project. This Plan is required by the SF Regional Water Quality Control Board in our Municipal Stormwater Permit (MRP 3.0). Completed and filed the Annual Stormwater Report (78 pp) and filed with the SF Regional Water Quality Control Board. These documents will be placed on the City Web site as also specified by the State. The water board staff confirmed receipt the Annual Report including the Green Infrastructure Policy and the link to the Green Infrastructure Plan. The Green signed Green Infrastructure Policy memo was forwarded to the City Engineer and Com. Dev Staff as required by the permit. Although the Green Infrastructure Plan and Annual Report are uploaded to the Clean Water Program web site and State they will be uploaded to City Web site by our IT consultant under the City Engineer- Stormwater section as the Water Board staff desires.

Completed the Agenda and related reports, and attended the Trails and Landscape Committee Sept. 30<sup>th</sup> meeting. This included working with Finance to obtain most current draft FY 18-19 year end Budget to Actual and FY 19-20 Budget to Date information.

The City of Concord resumed removal of river rock and debris from the box culvert that goes under Kirker Pass behind Safeway. This work be completed before October 15<sup>th</sup>.

Laura and Janet met with Caltronics to discuss end of lease copy machine options and new technology. A follow up appointment with Caltronics on Monday, October 14 to speak with their solutions team to discuss software options that will interface with ADA complaint scan technology and cloud based Laserfiche or similar for certain electronic document storage.

## **UPCOMING MEETINGS AND EVENTS**

Clayton Oktoberfest	Saturday, October 5th 11:00am – 8:00pm
	Parade 12 p.m. Saturday
	Mayors Biergarten Keg Tapping Sat. 12:30pm
	Music by the Internationals Sat. 12:30 pm – 7:30pm
	Sunday, October 6th 11:00am – 5:00pm
	Music by the Internationals Sun. 12:30pm – 5:30pm

City Council Regular Meeting  
Hoyer Hall, Clayton Library

Tuesday, October 15, 7pm  
(6PM Closed Session at City Hall)

Planning Commission

October 8<sup>th</sup> - Meeting Cancelled

Respectfully submitted,

*Laura Hoffmeister*

Laura Hoffmeister  
Asst. to the City Manager  
City of Clayton