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BI-MONTHLY REPORT

TO: HONORABLE MAYOR AND COUNCIL MEMBERS
FROM: INTERIM CITY MANAGER
DATE: NOVEMBER 15, 2019

MAINTENANCE LOG

- Maintenance Crews repaired a leak in the mainline at the Water Feature on Oakhurst Drive.
- Our department also repaired several lights burned out on the Water Feature.
- We called Pond Solutions on Saturday 11/9 to clean the geysers on the Water feature that were not functioning properly due to a clogged impeller on the features pump.
- Maintenance crews trimmed the outbound direction of Clayton Road from Heritage Trail to Michel Canyon Road.
- Rex Lock and Safe was called to repair the lock on the front sliding doors at the Library that was worn out. The lock has been repaired. Additional work is now being done on the doors to ensure proper function.
- The Maintenance Department disposed of used batteries and old paint from the Corp Yard to the hazardous waste drop off site in Martinez.
- Maintenance staff was called out after hours to turn off a stuck irrigation Valve on Oakhurst Drive (the valve was repaired).

- Maintenance staff was called out after hours to shut down the drinking fountain at The Grove Park because it was reported leaking. (The fountain was repaired)
- Maintenance staff repaired a reported leaking mainline on Keller Ridge Drive adjacent to the golf course property.
- Waraner Tree service removed all brush from the V ditches in the Peacock Creek area.

POLICE REPORT

Thursday, October 31st – Officers responded to Black Diamond Trail parking lot after receiving the report of a theft from a vehicle. Officers determined that after the victim returned from a hike, the passenger window of his SUV was broken and a gym bag was stolen from the vehicle.

Friday, November 1st – Officers responded to Safeway after receiving the report of a petty theft. Officers determined an unknown subject walked out of the store without paying for grocery items. A thorough search of the area for the subject was met with negative results.

Saturday, November 2nd – Sunday, November 3rd – No reportable events.

Monday, November 4th – An Ahwanee Lane resident called the Police Department to report that on Halloween, her vehicle and residence were egged causing damage to her vehicle.

Tuesday, November 5th – Officers responded to the U.S. Post Office after receiving the report of a subject lying on the ground. Officers determined the known transient was intoxicated; he was arrested and booked into jail.

Wednesday, November 6th – While on patrol, officers stopped a vehicle on Marsh Creek Road and Center Street for Vehicle Code violations. Officers determined the subject was driving on a suspended license for DUI; he was arrested and released on his signed promise to appear.

Officers responded to a non-injury solo vehicle accident on Clayton Road and Black Diamond Tail.

Officers assisted California Department of Motor Vehicles Investigations Division with serving a warrant on a Falcon Place resident and booking him into jail.

Officers responded to Bigelow Street after receiving the report of a suspicious person. Officers located the transient on Samuel Court and determined he was intoxicated; he was arrested and booked into jail.

Thursday, November 7th – No reportable events.

Friday, November 8th – Safeway reported that a subject walked out of the store without paying for groceries, entered a vehicle and was last seen driving onto Kirker Pass Road. Officers located and stopped the subject vehicle and the passenger was in possession of stolen groceries and on probation; he was arrested and booked into jail. Officers responded to Clayton Road and Peacock Creek Drive after receiving the report of a possible drunk driver. Officers located the vehicle near Peacock Creek Drive and determined the driver was intoxicated; she was arrested and booked into jail.

Saturday, November 9th – No reportable events.

Sunday, November 10th – Officers responded to Coyote Circle after receiving the report of a domestic disturbance. Officers determined the couple was involved in a verbal dispute; officers diffused the situation and the wife and the two children left for the night.

Officers responded to a non-injury solo vehicle accident on Marsh Creek Road and Pine Lane.

Monday, November 11th – Officers responded to the Clayton Community Park after receiving the report of a battery. Officers determined a special needs adult under the care of a Social Vocational Center group, bit a small toddler. The mother took her child to the doctor for further evaluation.

Tuesday, November 12th – Officers responded to Peacock Creek Drive after receiving the report of a theft from a vehicle. Officers determined an unknown subject broke the rear driver's side window of the resident's vehicle while it was parked in the driveway; items missing included a laptop.

Wednesday, November 13th – An Eagle Peak Ave. resident called to report that sometime overnight an unknown subject entered her garage and stole a backpack containing books, a wallet and cash. This case remains under investigation.

Regency Drive's Parking Permit Violation Update – Since November 2nd, 14 citations were issued as a result of the City's new parking permit program.

CITY ENGINEER'S REPORT

Clayton Scores High Marks for Streets:

Metropolitan Transportation Commission (MTC) published its annual Bay Area Pavement Condition Summary <https://mtc.ca.gov/whats-happening/news/bay-area-streets-and-roads-deliver-smoother-ride-cities-counties-put-gas-tax> of the pavement conditions of all cities and counties within the 9 Bay Area Counties. Clayton scored high marks for pavement condition with an average Pavement Condition Index (PCI) of 84 out of a possible 100. That score ranks Clayton highest in Contra Costa County and tied for second highest PCI Bay Area wide just behind the City of Dublin (PCI 86) in Alameda County. Thank you to our City Council for supporting pavement preservation throughout the City. High PCI numbers mean that overall the average pavement in Clayton is in very good condition and that lends itself to supporting high property values throughout the City.

Capital Improvement Program – Project Cheat Sheet:

The attached spreadsheet is the first iteration of a project cheat-sheet that tracks Capital Improvement and other City projects that are funded and underway. This cheat-sheet provides basic information on these on-going projects that Council members can share with constituents. This is the first effort at providing this information. Staff will continue to refine this sheet going forward.



Clayton CIP
Spreadsheet.pdf

COMMUNITY DEVELOPMENT

The work assignments that the Community Development Department staff focused on during this period included the following:

- Presentation of a staff report and Ordinance to amend the Clayton Municipal Code to allow the keeping of chickens, with specified restrictions, in the City's single-family residential districts and detached single-family residential neighborhoods in Planned Development (PD) districts. This item was presented to the City Council at its November 5, 2019 meeting for consideration of Introduction and First Reading of the Ordinance. The Council approved Introduction and First Reading at that meeting. Staff has prepared the item for Second Reading and Adoption by the City Council at its November 19, 2019 meeting. The specified restrictions in the Ordinance are listed below:
 - Hens only (no roosters);
 - One hen per 1,000 square feet of lot area up to a maximum of 10 hens;
 - Generally contained within an enclosure not to exceed 100 square feet in area and a maximum of eight feet in height;
 - Enclosure must be setback a minimum of 50 feet from the front property line and 10 feet from a side and rear property line;
 - Food shall be placed in a food containment receptacle to minimize the attraction of rodents; and,
 - The enclosure and related area for the keeping of chickens shall be regularly cleaned and maintained to minimize odors and pests.
- Staff prepared and presented to the Planning Commission at its November 12, 2019 meeting the Olivia on Marsh Creek 81-unit Senior Housing Project. The project includes 74 market-rate units and seven affordable units to very low income households for seniors that are 55 years of age and older. The application involves a request for approval of a California Environmental Quality Act (CEQA) Infill Exemption, a Density Bonus Application, a Site Plan Review Permit, and a Tree Removal Permit. The staff and applicant made presentations to the Planning Commission at the meeting. The Commissioners had many questions for both the staff and the applicant and the public provided their

comments on the proposed project. The Planning Commission continued the item to the date certain of December 10, 2019, giving direction to staff to prepare responses to questions raised at the November 12th meeting and for the City Attorney to be present at the December 10th meeting.

- The City's Creekside Terrace Mixed-Use project is again ready for consideration for extension of previously approved entitlements. This item is expected to be brought to the Planning Commission at its December 10, 2019 meeting. The project was approved a number of years ago and is located on the west side of Oak Street between High Street and Center Street, along Mitchell Creek. The project includes 7,200 square feet of ground floor commercial space and seven second story residential units. The approvals include a Mitigated Negative Declaration, a Development Plan, and a Tentative Map.
- In terms of an interim reorganization of duties during a staffing transition period (i.e., the Community Development Department has an unfilled Code Enforcement Officer position), the Interim Community Development Director has been working with the Interim City Manager and Chief of Police to transfer Code Enforcement responsibilities from the Community Development Department to the Police Department.
- Staff has been working with a prospective tenant, Huckleberry's Yogurt and Coffee, to located in the existing Flora Square Building at the intersection of Oak Street and Center Street.
- Staff has been working on the needed Temporary Use Permit (TUP) for Christmas Tree Sales at St. John's Episcopal Church located at 5555 Clayton Road.
- Staff has been working on the Temporary Use Permit (TUP) and Noise Permit for the **Christmas Tree Lighting, Caroling, and Horse Carriage Rides in the Town Center scheduled for December 7, 2019.**

FINANCE

CAFR Compilation and Audit Preparation Update – The Finance Dept. has completed the work on the annual CPA audit and is working on preparation of the Comprehensive Annual Report for FY2019. Staff will have a completed draft by first week in December.

Improvement of Finance Department 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. More time is being spent requiring backup documentation on all check requests, vendor pass through charges, and CalCard purchases. Multiple processes have been identified that could be streamlined with digital transfer of information, eliminating redundant manual data entry.

Documentation of Processes – The Finance Department is spending time documenting processes to create an easier transition for incoming personnel.

Staffing – Jennifer Giantvalley, Accounting Technician, is now working 4/5 of FTE to help cover the shortage of staff due to the vacancy of the Admin position. The duties of Code Enforcement Officer have been temporarily moved to the Police Department administrative staff.

ASSISTANT TO THE CITY MANAGER’S OFFICE

The Assistant to the City Manager (A2CM) continued to fill in as needed in various duties due to staff schedules and current staff vacancies, including facility rental, code enforcement.

The A2CM reviewed the Olivia project and provided input to the Community Development Director and draft conditions related to recycling and stormwater.

The A2CM attended a regional stormwater manager meeting and regional recycling program managers meeting. She also, prepared information and attended the Legislative Ad Hoc Committee meeting, and is now preparing a draft policy based on direction given for a future Ad Hoc Committee follow up meeting.

The A2CM along with the Interim City Manager interviewed two candidates for the Office Assistant Position.

Finally, the A2CM also worked with Susan Hurl at Republic Services on their new website for Clayton which is now live and provides a variety of information related to garbage services and street sweeping. The link is provided below:

www.RepublicServices.com/ClaytonCA

UPCOMING MEETINGS AND EVENTS

City Council Regular Meeting
Hoyer Hall, Clayton Library

Tuesday, November 19th, 7pm

Planning Commission Meeting
Hoyer Hall, Clayton Library

November 26, 2019 **CANCELLED**

Respectfully submitted,

Joe Sbranti

Joe Sbranti
Interim City Manager
City of Clayton