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Julie Pierce, Mayor
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BI-MONTHLY REPORT

TO: HONORABLE MAYOR AND COUNCIL MEMBERS
FROM: INTERIM CITY MANAGER
DATE: DECEMBER 6, 2019

MAINTENANCE LOG

It is common that the Maintenance division is very busy during the stormy weather. This first part of December has been no exception.

- Crews repaired and back filled an irrigation main line on Keller Ridge,
- Replaced ballasts and bulbs in the library,
- Installed all lights and decorations at City Hall as well as the down town area including the prep for the Grove Park tree lighting ceremony this Saturday,
- Crews have been working diligently cleaning drain inlets and picking up leaves to allow heavy rainfall to enter our creeks without obstruction,
- 10 yards of sand was delivered to the Keller house and the Corporation yard for the public and employees to be able to fill sand bags, (the sand is covered with a blue tarp at the Keller House),
- The roof on the Keller House had a temporary patch put on it by Air Tight Construction due to leakage. The roof will be repaired fully when weather permits. (Staff has checked the roof during recent storms and no leaks are detected),
- Graffiti was covered over near Mt Diablo Elementary in the drain culvert.

POLICE REPORT

Thursday, November 14th – While on patrol in the Safeway parking lot, officers were flagged down by Safeway employees reporting a petty theft. Officer determined that a subject had been confronted by employees as she attempted to walk out of the store

without paying for groceries. She abandoned the basket full of groceries and left the store. Since Safeway recovered the items, the store declined prosecution against the subject.

Friday, November 15th – Officers responded to a non-injury solo vehicle accident on Clayton Road and El Camino Drive and later to another non-injury solo vehicle accident on Oakhurst Drive and Eagle Peak Avenue.

Saturday, November 16th – While on patrol, officers stopped a vehicle near the Clayton Presbyterian Church for Vehicle Code violations. Officers determined the subject was on probation for driving on a suspended license for a DUI; he was arrested and released on his signed promise to appear.

Sunday, November 17th – Officers responded to Walgreens after receiving the report of a petty theft. Officers determined a female subject left the store without paying for general merchandise. This case remains under investigation.

Officers received a telephone call from Pleasant Hill Police Department advising they found several items of mail in a vacated hotel room in their city belonging to Clayton residents. Earlier in the day, officers received several reports from Regency Meadows' residents that mail was missing from their mailboxes. This case remains under investigation.

Monday, November 18th & Tuesday, November 19th – No reportable events.

Wednesday, November 20th – Officers were notified by a Concord parent that her young child ran away from her care in the Clayton Station. Officers located the young boy in the bushes near Starbucks; AMR transported him to the hospital for evaluation.

Thursday, November 21st – No reportable events.

Friday, November 22nd – Officers received the report of a stolen vehicle from Crow Place. Officers located the vehicle and after a pursuit during the morning rush hour traffic, they stopped it on Ygnacio Valley Road and Oak Grove Rd. Officers determined the driver and passenger inside the stolen vehicle were on probation; they were arrested and booked into jail.

Officers received two separate theft from vehicle reports from residents on Keller Ridge Drive and Condor Place. The stolen items included a wallet, Apple ear pods, notary equipment, tools, and shoes. These incidents were related to the stolen vehicle from Crow Place and suspects from that will be charged in these cases. Officers responded to the Snap Fitness parking lot after receiving the report of a hit and run accident. Officers determined a gym patron's parked vehicle was sideswiped by an unknown vehicle.

Saturday, November 23rd, Sunday, November 24th & Monday, November 25th – No reportable events.

Tuesday, November 26th – Officers responded to Yolanda Circle after receiving the report of a vandalism. Officers determined an unknown subject broke the passenger side window of her vehicle; nothing was missing from the car.

Wednesday, November 27th – Officers responded to Clayton Road and Marsh Creek Road after receiving the report of a suspicious circumstance. Officers determined an out of town subject, who earlier fled from a car collision in Concord, was in the middle of the street harassing drivers. Upon officers' arrival, the subject became combative and with the assistance from Concord Police Department, was restrained, arrested, and booked into jail.

Officers responded to Walgreens after receiving the report of a petty theft. Officers determined three unknown female subjects left the store without paying for numerous cosmetic items. A thorough search of the area for the subjects was met with negative results.

Officers responded to Safeway after receiving the report of a suspicious circumstance. Employees confronted two subjects who were about to leave the store without paying for groceries. Upon officers' arrival, officers determined one of the subjects had a warrant for his arrest; he was arrested and booked into jail. No loss was incurred by the store. Later in the evening, officers were on patrol at Safeway and observed a subject remove firewood located outside the door. After the subject entered her vehicle and departed the area, officers stopped her for Vehicle Code violations. Officers confirmed with Safeway the subject failed to pay for the firewood and since it was returned, the manager declined prosecution.

Officers responded to Bigelow Street after receiving the report of a theft from a vehicle. Officers determined an unknown subject entered a resident's unlocked vehicle; items missing included cash, sunglasses and a garage door opener.

Thursday, November 28th – Officers responded to Verna Way after receiving the report of a theft from a vehicle. Officers determined a resident's back license plate was missing from her vehicle.

Friday, November 29th – Officers responded to Bigelow Street and later to Mountaire Parkway after receiving two separate reports of thefts from vehicles. Officers determined an unknown subject(s) entered the residents' unlocked vehicles; items missing included a knife, handicap placard, FasTrak transponder, keys, and miscellaneous paperwork.

Saturday, November 30th & Sunday, December 1st – No reportable events.

Monday, December 2nd – A Clark Creek Circle resident came to the Police Department to report that she failed to receive a package from Walmart containing three Apple watches.

Tuesday, December 3rd – No reportable events.

Wednesday, December 4th – Officers responded to Clayton Community Park after receiving the report of vandalism. Officers determined an unknown subject(s) spray painted graffiti in the men's bathroom near the upper ball field.

Thursday, December 5th – While on patrol, officers located a known subject near Shop N Go who had a warrant for his arrest. He was arrested and released on his signed promise to appear.

Regency Drive's Parking Permit Violation Update – Since November 14th, 13 citations were issued as a result of the City's new parking permit program.

CITY ENGINEER'S REPORT

Clayton Downtown Planter Box Project:

The Downtown Planter Box project will begin on Monday December 9th after the City's tree lighting ceremony over the weekend. The project will continue through Q1 of 2020 and is scheduled for completion in Spring of 2020.

Senate Bill – 2 Grant Opportunity:

The City is planning on pursuing a grant sponsored under Senate Bill 2 that can provide funding for preparation of an Accessory Dwelling Unit ordinance as well as providing funding for the initial assembly of a Geographic Information System (GIS) program for the City. A resolution seeking City Council authorization to apply for, and accept, a grant award will be before City Council at the December 18th meeting. The grant amount is up to \$160,000.

COMMUNITY DEVELOPMENT

During this period, the Community Development Department welcomed Administrative Assistant Elvia Rubalcava that this department shares with the Finance Department. Elvia has stepped right in processing Home Occupation Permits and providing assistance to our Clayton residents! Additionally, during this time period Community Development Department staff has been working on a Temporary Use Permit and Noise Permit and processing several private development applications as follows:

- The Temporary Use Permit and Noise Permit have been conditionally approved for the CBCA's annual Christmas Tree Lighting, Caroling, and Horse Carriage Rides occurring in Clayton's Town Center for Saturday, December 7, 2019. As part of the conditions of approval, staff has provided requirements that rubber tires be used on the carriages and well as horse diapers being used for the horses. These measures will prevent impacts to our clean streets in the Town Center. Due to anticipated inclement weather, event representatives were considering rescheduling the event to Saturday, December 14, 2019; however, after further consideration, it was decided that **the event will be held on the originally-scheduled date of December 7th at 6pm.**
- At the Planning Commission meeting of December 10, 2019, staff will be bringing before the Commission consideration of time extensions for the Creekside Terrace Mixed Use Project Development Plan and Vesting Tentative Map which were conditionally approved by the Clayton City Council in 2010. The Creekside Terrace Mixed Use Project is located on the west side of Oak Street between Center Street and High Street

and entails a two-story structure with seven residential units on the upper floor and 7,200 square feet of commercial space on the ground floor. As a result of the project-related entitlements approaching expiration prior to the City being able to execute and follow through with development of the property, the City has kept the subject entitlements active by adopting the appropriate extensions each year. By extending the entitlements, the City continues to keep the Development Plan and Vesting Tentative Map current for future development negotiations and opportunities.

- Also at the December 10th Planning Commission meeting, staff is bringing forward as a continued item from the November 12, 2019 Planning Commission meeting, the Olivia on Marsh Creek 81-unit Senior Housing Rental Apartment project that includes seven affordable housing units to be deed-restricted to Very Low Income Households.
- Earlier this week, the applicants for the 32-unit Silver Oak Estates single-family detached residential subdivision proposed for a nearly 14-acre property along Mount Diablo Creek between the terminus of Lydia Lane and Oakhurst Drive submitted updated plans which staff will need to review and comment on.
- Staff is working with representatives of the proposed new Clayton Community Church on a 4.5 +/- acre parcel Pine Hollow Court to select an environmental consultant to prepare the required environmental document for the proposed project. A consultant has been identified and discussions are underway to finalize the contract with that consultant and proceed with the environmental initial study and needed environmental document.

FINANCE

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

Measure J Local Streets and Roads Compliance Audit – Cropper Accountancy has completed and issued the City of Clayton Measure J Audit Report for FY2019. The City of Clayton was randomly selected for this audit by Contra Costa Transportation Authority (CCTA) as a part of their oversight monitoring of local grants. The audit is paid for by CCTA. A copy of the report is attached.

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. 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 new software and 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 moved to the Police Department administrative staff. Our new Administrative Assistant started this week and appears to be an excellent addition to our City Staff. All office staff have embraced Elvia and are working together as a cohesive team to train her in her duties.



Clayton Measure J
FY2019 Audit Report

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. To date, no applications have been received.
- 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.
- Applications are being accepted for the position of Police Officer. This position is open until filled.

Maintenance Worker I Interviews are scheduled to take place on Thursday, December 12, 2019 for one (1) position of Maintenance Worker I. There are four (4) candidates scheduled to be interviewed.



Contracts are starting to come 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 is working on a special assignment at the moment. She will provide an update on her recent work activities in the next Bi-Monthly Report.

UPCOMING MEETINGS AND EVENTS

Holiday Tree Lighting Ceremony
Grove Park
December 7, 2019 6pm

***Welcome Ikani Taumoepeau !!
1st Day of Work as Clayton's City Manager***
December 9, 2019

Planning Commission Meeting
Hoyer Hall, Clayton Library
December 10, 2019 7pm

City Council Regular Meeting
Hoyer Hall, Clayton Library
Tuesday, December 17, 2019 7pm

Respectfully submitted,

Joe Sbranti

Joe Sbranti
Interim City Manager
City of Clayton