



6000 Heritage Trail, Clayton, CA 94517
Telephone: 925.673-7300 FAX: 925.672-4917

Tuija Catalano, Mayor
Julie Pierce, Vice Mayor
Jim Diaz
Jeff Wan
Carl Wolfe

BI-MONTHLY REPORT

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

MAINTENANCE LOG

- Irrigation repair has been ongoing throughout the City
- An irrigation Mainline was repaired at Clayton Community Park (field 3)
- The domestic water line was repaired at The Grove Park
- Trimming has been started on Keller Ridge Dr.
- Trimming shrubs is in progress in the out bound direction of Oakhurst Dr.
- Trimming was completed on the west end of Eagle Peak Dr.
- Permit Parking signs were installed on Regency Dr. and Rialto
- Plumbing was repaired in the police department women's restroom
- The Clayton water feature was checked prior to and ran for Labor Day
- Warner Brothers Tree Service trimmed trees in the east and west directions for traffic signal sight clearance on Marsh Creek Road at Diablo Middle School

POLICE BLOTTER

Thursday, August 22nd – No reportable events.

Friday, August 23rd

Several residents on Caulfield Drive reported a vehicle in their neighborhood was driving recklessly. Additionally, our ALPR cameras sent out a Stolen Vehicle alert, and Officers located the vehicle on Clayton Road and Kirker Pass Road. The vehicle had been reported stolen from San Leandro, it was pursued into Concord where Concord Police Department took over the investigation.

Saturday, August 24th – No reportable events.

Sunday, August 25th

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 near Marsh Creek Road and Regency Drive. Officers determined that driver of the reported stolen vehicle was actually friends with the owner and had his permission to use the vehicle. The driver was released from the scene and the vehicle was removed from the stolen vehicle system.

Monday, August 26th

Officers responded to Yosemite Circle after receiving the report of a residential burglary. Officers determined sometime in the past four days, a subject entered the resident's bedroom window and stole a laptop. This case remains under investigation.

Officers responded to Main and Diablo Streets after receiving the report of a minor injury accident. Officers determined a 12-year-old male was struck by a vehicle as he darted out on his bicycle from the sidewalk without yielding to traffic.

Tuesday, August 27th

Officers responded to El Camino Drive after receiving the request for assistance from a homeowner. The resident requested officers to remove cannabis plants from the backyard of her residence, which she said belonged to her ex-husband. Officers removed 25 of the 31 plants, and allowed the resident to keep six of the plants inside the house per the City's Municipal Code.

Wednesday, August 28th; Thursday, August 29th; & Friday, August 30th – No reportable events.

Saturday, August 31st

Officers responded to Safeway after receiving the report of a petty theft. Officers determined two male subjects stole grocery items from the store. The subjects were gone upon officers' arrival.

Sunday, September 1st

Officers responded to Southbrook Drive after receiving the report of suspicious activity. Officers located a Clayton subject who had a warrant for his arrest and was in possession of an illicit drug and drug paraphernalia; he was arrested and booked into jail.

Officers responded to the Grove Park after receiving the report of a suspicious person. Officers determined the subject was intoxicated, uncooperative and resisted assistance

from the officers. One officer sustained an injury and the subject also sustained a minor injury when force was used to affect his arrest. Both were treated and released from the hospital with the subject being transported and booked into jail.

Monday, September 2: No reportable events.

Tuesday, September 3rd

Officers responded to Clayton Valley Presbyterian Church after receiving the report of a petty theft. Officers determined an unknown subject(s) stole a flag off their flag pole.

Officers responded to Clayton Road and Marsh Creek Road after receiving the report of a subject passed out at the wheel of her car. Officers determined the subject was extremely intoxicated; she was transported to the hospital where she was treated, cited and released.

Wednesday, September 4th

Officers, along with Concord Police Department, responded to the report of an accident on Clayton Road and Kirker Pass Road. Officers determined a physical altercation ensued between a couple following the collision. Furthermore, the dispute between the subjects started in the parking lot of the Pavilion Bar and Grill resulting in vandalism to a vehicle. The collision and assault investigation was turned over to the Concord Police Department.

Officers responded to Shell Lane after receiving the report of a petty theft. Officers determined that while the resident's vehicle was parked on Center Street and Gold Rush Court an unknown subject(s) stole both license plates from his car.

Police Department News

Officer Enea sustained an injury while affecting an arrest on Sunday, he is recovering well and in good spirits. Once he is released to modified duty he will be assigned to the office until he is fully recovered.

The Regency/Rialto Drive permit parking pilot program is starting this weekend. There will be a "warning" period before actual citations will be issued. During that warning period violators will be given information about the location of the South Mitchell Canyon Mt. Diablo State Park Parking Lot.

CITY ENGINEER'S REPORT

Pedestrian Safety and Our Schools

Four proposed traffic safety projects that are seeking funding:

- Complete the intersection improvements at Old MCR and Clayton Road (Middle School) to provide a "scramble pedestrian cycle".
- Renew street striping and crosswalk striping around Mount Diablo Elementary School and add interactive stop signs at Pine Hollow and Mitchell Canyon.
- Lighted/interactive 'Signal Ahead' warning sign on outbound MCR approaching the middle school.
- Interactive 'Stop' signs at the intersection of Old MCR and Center.

FEMA/Cal OES Grant

Clayton has been awarded a FEMA/Cal OES grant to complete the preparation of the City's Local Hazard Mitigation Plan (LHMP). Authorization to accept the grant and designate signators is before Council on September 17th. The grant is \$96,960 (\$29,000 of that total being provided in local match made up of Clayton staff time charged to the project.)

COMMUNITY DEVELOPMENT

- CDD staff together with the City Engineer and his team have been actively reviewing and meeting with representatives of two proposed development projects – the 81-unit Olivia Senior Housing Development on properties at 6170 High Street and 6450 and 6490 Marsh Creek Road and the 6-lot single family residential subdivision on vacant property along Marsh Creek Road opposite Diablo Parkway. Staff and the applicants are working through a variety of site development and design issues to prepare these two active applications for consideration at noticed, public hearings before the Planning Commission, and/or City Council later this year.
- Representatives of Ponderosa Homes have again contacted staff to schedule further meetings as they continue to determine their interest in possibly purchasing and submitting an application to develop two currently vacant properties that combined measure 8.65 acres in area. These properties are located on the west side of Mitchell Canyon Road adjacent to the Herriman Court subdivision.
- Staff has been gathering and reviewing information as part of processing the required temporary use permit (TUP) for the upcoming Oktoberfest celebration scheduled for October 5th and 6th in Clayton's Town Center.
- The Code Enforcement Officer is working on a variety of matters, including helping to assure that basketball hoops are safely placed and not causing unsafe conditions in the City's public rights-of-way.
- The Interim CDD Director along with the Interim Finance Manager have been assisting the City Clerk to review applications for an applicant pool for interviews for the permanent Office Assistant/Code Enforcement Officer position.

CITY CLERK/HR

Recent Recruitment Status:

Community Development Director – will be re-opened to “open until filled”. Of the applications received there was one (1) application that met minimum qualifications.

Finance Manager – five (5) candidates will be interviewed on Monday, September 16, 2019 for one (1) open position.

Office Assistant/Code Enforcement Officer – seven (7) candidates will be interviewed on Wednesday, September 18, 2019 for one (1) open position.

Ongoing City Clerk Training:

Attended a City Clerk meeting with Contra Costa County Records' Office who went over Basic Recording Requirements, Common Documents for Recording, Maps, Notary Acknowledgement vs. Jurat, and Filing CEQA Documents. Hand-out information was shared with key staff (Assistant Planner, City Engineer, and Community Development Director) who assist in preparation of these types of documents for recording.

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 mid-September. Our auditors return for final fieldwork September 30.

Consolidated Investment Portfolio Report– The Finance Dept. completed the Quarterly Consolidated Investment Portfolio Report for 6/30/19. The City Treasurer has reviewed and approved this report. It can appear as a Consent Calendar item on the next Council Meeting.

Measure J Program 28 Audit – The City of Clayton was randomly 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 Oktoberfest Committee on wrapping up the permit processing for the upcoming CBCA Oktoberfest. The Temporary Use Permit and Noise Permit should be ready to be finalized next week.
- Reviewed and provided input to the Municipal Pooling Authority (MPA) our self-insured Risk Management JPA on various documents they are updating.

- Began review of the latest draft Green Infrastructure Plan being 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).
- Completed the review of applications for the vacant Finance Manager position.
- Assisted the City Clerk in identifying possible outside agency staff to serve on oral board for the Office Assistant position.
- Continued coordination and review of quotes for equipment and installation of new AV, web stream and microphones, and assisted hearing devices for Hoyer Hall, and begun initial work with IT consultant on beginning assessment of computer upgrades/replacement; flat screen monitor/ TV for the conference room and evaluation of additional computer connections and phone.

UPCOMING MEETINGS AND EVENTS

Clayton Certified Farmers' Market Main Street public parking lot	Saturdays, 9am – 1pm June 15 th – Sept. 21 st
Planning Commission Meeting Hoyer Hall, Clayton Library	September 9, 2019 Meeting Cancelled
Concert in the Grove featuring VYBE Society	Saturday, September 14 th , 6 - 8:30pm
City Council Regular Meeting Hoyer Hall, Clayton Library	Tuesday, September 17 th , 7pm (5PM Closed Session)

Respectfully submitted,

Joe Sbranti

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Interim City Manager
City of Clayton