



WEEKLY REPORT

To: HONORABLE MAYOR AND COUNCIL MEMBERS

From: Reina J. Schwartz,  City Manager

Date: February 3, 2023

Happy Friday! This will be the last City Manager's Report that you will receive from me; as of next week, Interim City Manager Ron Bernal will capably be taking over the reports. A few last updates from me:

- Met with Republic Services regarding negotiations on a new franchise agreement that will ensure the City is in compliance with new legislation (SB 1383) regarding organics processing.
- Met with CalRecycle regarding edible food recovery programs also required under SB 1383.
- Wrapped up the bulk of the IT infrastructure upgrade at City Hall to improve system stability and security. Additional software and business process improvements are still underway.
- Supported the first meeting of the Concerts in The Grove Council Standing Committee.
- Met with the City of San Pablo regarding potential collaboration on meeting certain green infrastructure requirements under the new Municipal Regional Water Quality Permit (MRP 3.0).
- Met with Climatec to introduce Interim City Manager Ron Bernal to the Climatec team. Received an update on Phase I activities including site walks. The goal is to bring back the Phase I results and a recommendation on Phase II projects before the end of March 2023 in order to take advantage of better potential financial benefits associated with solar and selling power back to PG&E.
- Worked with external Auditor and Interim Finance Director to finalize the FY 2021/22 Annual Comprehensive Financial Audit.
- Posted video spotlight of Office Assistant Intern Ivan Chavez to Facebook and NextDoor. <https://www.youtube.com/watch?v=28ldP3OgYic>
- Onboarded Interim City Manager Ron Bernal.

Thank you to all for your support during my time in Clayton. I will miss everyone!



COMMUNITY DEVELOPMENT

Planning/Building:

- Processing requests for issuance of 13 planning, building, engineering permits.
- Continuing to work with DeNova Homes on construction and inspection of the Diablo Meadows Residential Development west of Mitchell Canyon Road. The first residence with ADU on Lot 18 has received final inspection approval.
- Working with the property owner and developer of the Douglas Road Minor Subdivision and coordinating with Engineering Department staff for the review of the final parcel map for the project.
- Continuing to work with the City's consulting engineer in the reviews of final civil improvement, grading and stormwater plans for the construction of The Olivia at Marsh Creek residential development on High Street and Marsh Creek Road. Architectural plans for the buildings on the properties are undergoing plan check with the County Building Department. Staff is working with the developer on execution of parking, pedestrian access, drainage improvement and affordability agreements for the project.
- Received and commencing review of responsive materials to the comprehensive completeness review of the application re-submittal for the Silver Oak Estates residential development proposed to consist of 32 single-family houses and 3 accessory dwelling units to be built on the south side of Oakhurst Drive near its intersection with Yolanda Circle. Staff has engaged a consultant for preparation of the analysis of potential environmental impacts of the proposed project.
- Received, reviewed and provided comments on an application for a proposed development of 30 townhouse units on the Oakhurst Country Club overflow parking lot located south and east of the intersection of Clayton Road and Peacock Creek Drive. Staff has engaged consultants for preparation of the analysis of potential transportation and other environmental impacts of the proposed project.
- Continuing to work with consultants in the preparation of: 1) amendments to the City's Accessory Dwelling Unit Ordinance for consistency with California law; and 2) pre-approved architectural plans to be made available to interested Clayton residents for construction of accessory dwelling units on residential properties.
- The adopted General Plan Housing Element update was delivered electronically to the State Department of Housing and Community Development on January 31, 2023. Staff of HCD will have up to 60 days to review the document for certification.

Code Enforcement:

- New: 1
- Pending: 24
- Closed: 0



POLICE ACTIVITY REPORT

01/27/23 – 02/02/23

Friday, January 27th – Officers responded to Cinco DeMayo Restaurant after receiving the report of an unwanted guest. Officers instructed the transient to move along.

Officers responded to Atchinson Stage Road after receiving a request to perform a welfare check. Officers determined the teen-age resident was in need of medical assistance; he was transported by AMR to the hospital for further evaluation.

Saturday, January 28th – While on patrol near Walgreens, officers observed a known transient run outside that store with an employee running behind him. Officers determined the transient stole a pack of cigarettes. Although Walgreens declined to prosecute the subject, they advised officers the transient is not welcome in the store. Officers advised the transient if he returned to the store, he would be subject to arrest under the City's Authority to Arrest (ATA) program.

Tuesday, January 31st – Officers responded to Diablo View Middle School after receiving the report of a threat. Officers determined a middle school student made the threat over a month ago. After further investigation, officers also determined there was no actual threat to the school.

Wednesday, February 1st – Oakhurst Country Club reported that two cows were loose on the golf course. Officers provided them with the telephone number of the owner.

Thursday, February 2nd – While on patrol, officers stopped a vehicle near Clayton Road and Atchinson Stage Road. Officers determined the subject was driving on a suspended license for DUI. He was arrested and released on his signed promise to appear.



MAINTENANCE:

- This week the crew continued to clean the drainage cone behind the Windmill Canyon homes.
- Removed mud from the slide on Marsh Creek Road at the Pumpkin Patch.
- Applied weather stripping to the book drop at the library to stop it from leaking.
- Removed garbage from all Parks and the Town Center area.



CITY ENGINEER'S REPORT

1. With the weather clearing up and getting slightly warmer, the City's contractor will be scheduling asphalt paving work around Clayton in the next two weeks. The locations scheduled for asphalt work include:
 - a. Ahwanee Lane – adjacent to the recently replaced sidewalk and gutter. Approximately a 12' wide area will need to be replaced. Expect some minor traffic control in the area.
 - b. Indian Wells Way at Chert Place – replace 15' by 15' area that is depressed around a sewer manhole.
 - c. Bigelow Street near #280 – grind uplifted pavement likely from a tree root and repave for a smooth surface.
 - d. Golden Eagle Place – pave asphalt next to new ADA curb ramp installed to access North Valley Park.
2. City Engineering staff will be working with maintenance staff to finalize estimates of storm-related costs for potential emergency funding reimbursement through the California Office of Emergency Services and FEMA. Most storm related damages were next to Mt. Diablo Creek/Donner Creek where flooding and erosion caused minor landslides or debris deposits. Staff has already submitted Initial Damage Estimates, and since Contra Costa County is now an eligible county for financial assistance, we will be meeting with FEMA staff prior to March 31st to go over each incident to potentially qualify for aid.



FINANCE

- The City's FY2021/22 audit was presented to the Council Budget & Audit Committee on January 23, 2023. It will be presented to the City Council at the February 7, 2023 meeting.
- The City's auditor is finishing the annual audit for the Clayton Financing Authority which will be brought forward as soon as it is complete.
- The City's new Finance Director, Angeline Loeffler, will start with the City on Monday February 13th. We are delighted to welcome her to Clayton.



CITY CLERK



UPCOMING MEETINGS AND EVENTS

February 7, 2023 – Staff and City Council in person; public in person or via Zoom

Discussion/Action:

- Annual Comprehensive Financial Report for FY2021/22
- First Reading – Ordinance to Amend Section 3.08.010 of the Clayton Municipal Code Regarding Check Signing
- Proposal to Add One Sergeant Position and Eliminate One Police Officer Position

(Note: all items are preliminary until the Agenda for the next meeting is finalized.)