



WEEKLY REPORT

To: HONORABLE MAYOR AND COUNCIL MEMBERS

From: Ron Bernal, Interim City Manager

Date: February 10, 2023

It's been a great first week here in beautiful Clayton. Thank you for the warm welcome and no shortage of things to do! Here are a few of the things we've been working on:

- The Wi-Fi issues we experienced at Tuesday night's City Council meeting, which didn't allow us to utilize Zoom or live streaming, have been resolved. It was an unusual problem that our IT folks say should not happen again.
- The City Engineer and I met with Concord staff to discuss the Sewer Rate Study that is underway. Concord provides sewer service for our public system. The five-year plan will project capital, maintenance and operation costs and determine recommended rate increases. Concord's Infrastructure and Franchise Committee are meeting March 8th and 22nd where the study and recommendations will be discussed prior to sending it to the Concord City Council for their consideration.
- Contra Costa County Fire Protection District Chief Lewis Broschard has reached out to begin discussions about the proposed CalFire Fire Hazard Severity Zone Maps. SRA (State Responsibility Area) is for unincorporated areas <https://calfire-forestry.maps.arcgis.com/apps/webappviewer/index.html?id=4466cf1d2b9947bea1d4269997e86553>. The RED (Very High Fire Hazard Severity) surrounding much of Clayton would indicate that there's a good probability that a portion of Clayton will be similarly designated when LRA (Local Responsibility Area) maps for incorporated areas are unveiled later this year.
- IT infrastructure upgrades are still occurring with work being done at the Maintenance Services building this week.
- Our new Finance Director Angeline Loeffler will begin Monday February 13th. We're excited to fill this important position, especially with the FY 2023/24 budget process beginning to ramp up.
- Beginning Wednesday February 15th City Hall will be closed to the public every Wednesday. This change will provide staff with an opportunity to work uninterrupted in order to increase productivity and efficiency. Once we have filled our vacant Office Assistant/Code Enforcement Officer and Assistant to the City Manager positions we will determine the ongoing need for this change. In the meantime, I appreciate the City Council and community's understanding and support.



COMMUNITY DEVELOPMENT

Planning/Building:

- Processing requests for issuance of 6 building permits, 6 planning permits (home occupation, sign, tree removal), and 2 engineering permits.
- Continuing to work with DeNova Homes on construction and inspection of the Diablo Meadows Residential Development west of Mitchell Canyon Road near the municipal boundary. Vertical construction on the houses is nearing completion, with one residence and one accessory dwelling unit receiving final inspections.
- 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 two buildings located on the 6450 Marsh Creek Road and 6490 Marsh Creek Road properties are under review in the County Building Department for plan check. Staff is working with the developer on execution of parking, pedestrian access, 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.

- Process rental applications and inquiries for Endeavor Hall, Clayton Community Park and Ballfields, The Grove and Hoyer Hall
- The next regular meeting of the Planning Commission is scheduled for February 14, 2023. The agenda includes a request for extension of the Development Plan Permit approval for the Oak Creek Canyon Residential Development.

Code Enforcement:

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



POLICE ACTIVITY REPORT

02/03/23 – 02/09/23

Friday, February 3rd – Officers responded to Safeway after receiving the report of a petty theft. Officers determined a male subject stole an electric scooter from the store. Officers located the subject in the Ygnacio Valley Shopping Center; the scooter was returned to the store and Safeway declined to pursue any charges against the subject.

Officers responded to Arrowhead Terrace after receiving the report of loud music in the pool area. Upon Officers' arrival, juveniles were leaving the pool and apologized for their behavior.

Saturday, February 4th – While on patrol on Clayton Road, officers attempted to stop a vehicle for Vehicle Code violations. Since the vehicle failed to yield, a pursuit was initiated but was terminated since it entered the City of Concord and it became unsafe to continue. Officers responded to Skipolini's Pizza after receiving the report of a burglary. Officers determined an unknown subject(s) broke a window of the business and stole a safe containing money. This case remains under investigation.

Officers responded to Mt. Teton Place after receiving the report of a death. Further investigation revealed the elderly resident died of natural causes.

Monday, February 6th – A known subject caused a disturbance inside the Police Department's lobby. Officers instructed her to leave.

Tuesday, Sunday, February 7th – Officers responded to Clayton Bicycles after receiving the report of a burglary. Officers determined an unknown subject pried open the backdoor of the business and stole one bicycle.

Officers responded to Yolanda Circle after receiving the report of an unwanted guest.

Officers determined the resident had a civil restraining order against her adult daughter. Upon officers' arrival, the subject had already left with the resident's two dogs. Several hours later, officers were called back to the residence since the daughter returned with the dogs; she was arrested and booked into jail.

Thursday, February 9th – A Tiffin Drive resident reported that she was a victim of a scam. The unsuspecting victim believed she was talking to her nephew who claimed to be in jail and needed bail money in order to be released; the resident sent cash to an unknown address in Ohio.

Chiefly Speaking

I would like to take this opportunity to extend my gratitude to City Council for approving the Police Department's request to create a fourth Sergeant's position. As a result, I am proud to announce the promotion of Police Officer Torrey Jarvis to Sergeant Torrey Jarvis.



MAINTENANCE:

- Crews were still working on damage caused by flooding and landslides from last month's storms. They spent the majority of this week continuing to remove mud and debris from storm drain inlets and other locations including:
 - Marsh Creek Road at the Pumpkin Patch mud and debris away from the fence
 - Windmill Canyon inlet cone and access road removal and repairs



- Mowed all lawns of city-owned facilities
- Fertilized all city parks



CITY ENGINEER'S REPORT

- UPDATE- 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:
 - Ahwanee Lane – next 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. To be scheduled in next two weeks.
- The following work was completed this week:
 - Indian Well Way at Chert Place – replace 15' by 15' area that is depressed around a sewer manhole
 - Bigelow Street near #280 – grind uplifted pavement likely from a tree root and repave for a smooth surface
 - Golden Eagle Place – pave asphalt conform next to new ADA curb ramp installed to access North Valley Park.
- Current land development applications in for Engineering Review of Improvement Plans and Final Map. Engineering coordinates with Planning on these developer projects.
 - Silver Oak Estates, 32 single family homes plus 3 ADUs, located in the area southside of Oakhurst Blvd opposite and between the two intersections of Yolanda Circle. This is the 2nd plan check review. Developer – West Coast Home Builders; Engineer – APEX Civil Engineering & Land Surveying
 - Oak Creek Canyon, 6 single family homes, located on the eastern City limits, north of Marsh Creek Road, opposite the Diablo Parkway intersection. This is the 1st plan check review. Developer – West Coast Home Builders; Engineer– APEX Civil Engineering & Land Surveying.



FINANCE

- The City's FY2021/22 audit was presented to the City Council at the February 7, 2023 meeting where they received the report.
- 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.



CITY CLERK

- On February 7th, the Contra Costa County Board of Supervisors voted unanimously to end the county COVID Emergency Declaration on February 28, 2023 to maintain consistency with the State's scheduled termination of statewide COVID-19 Declaration of Emergency. The Clayton City Council will be considering a similar measure at their February 21st meeting when the city's Declaration of Emergency will be rescinded effective February 28th.



UPCOMING MEETINGS AND EVENTS

February 21, 2023 – Staff and City Council in person; public in person or via Zoom

Discussion/Action:

- Adopt Ordinance to Amend Clayton Municipal Code Regarding Check Signing Authority
- Termination of Local Emergency for COVID-19
- Consider Continued Use of Hybrid Meetings for
- Douglas Court Parcel Map Approval
- Set date for Annual Goal Setting Special City Council Meeting
- Endeavor Hall Rental Policy Discussion
- Swearing-in new Police Sergeant

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