



WEEKLY REPORT

To: HONORABLE MAYOR AND COUNCIL MEMBERS

From: Ron Bernal, Interim City Manager

Date: February 17, 2023

Wishing everyone a wonderful three-day weekend as we celebrate Presidents Day this Monday February 20th when all City offices will be closed. Here are a few of the things we've been working on this week:

- I'm pleased to announce our new Finance Director Angeline Loeffler started this week and is a wonderful addition to the team we're building here at City Hall.
- The City Council held a Special Closed Session Meeting to meet with the recruiter for the permanent City Manager position. The next meeting in this process will be on March 11th.
- Our consultant team and I met with Republic Services to continue discussions regarding a new Franchise Agreement. Our current agreement extension expires June 30th and we are working toward having the Prop 218 process and new agreement and rates ratified before the end of June.
- I met with the other MPA (Municipal Pooling Authority) Board Members to hear a report on the FY 2021/22 Financial Audit and projections for our insurance rates in the upcoming year.
- IT infrastructure wiring upgrades were performed at the Maintenance Services building.
- Our new Office Assistant/Code Enforcement Officer is scheduled to start March 13th. This will free up the Community Development Director and Assistant Planner who have assumed most of the duties assigned to this position since it became vacant in December.
- This Wednesday City Hall was closed to the public marking the first day of this weekly occurrence. This change will provide staff, who are still in the building, with an opportunity to work uninterrupted in order to increase productivity and efficiency. I haven't heard any concerns or complaints from the community and will determine the need for this program to continue once our vacant Office Assistant/Code Enforcement Officer and Assistant to the City Manager positions have been filled.



COMMUNITY DEVELOPMENT

Planning/Building:

- Processing requests for issuance of 7 planning or engineering permits for construction projects on existing residential properties.
- Processed requests for issuance of 3 home occupation permits.
- Received and processed 7 applications for rental of City park amenities or facilities.
- 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. The final map will be on the City Council agenda for February 21, 2023, with a recommendation for approval.
- 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.
- Reviewing responsive materials to the comprehensive completeness review of the application 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.
- Communicating with representatives of the Oakhurst Country Club to explore possibilities for construction of a photovoltaic array on City-owned property adjacent to the Oakhurst Golf Course.
- Continuing to work with consultants in the preparation of pre-approved architectural plans to be made available to interested Clayton residents for construction of accessory dwelling units on residential properties.
- At the regular meeting of the Planning Commission on February 14, 2023, the Commission approved a request for a one-year extension to exercise the Development Plan Permit approval entitlement for the Oak Creek Canyon Residential Development.

- The next regular meeting of the Planning Commission is scheduled for February 28, 2023. The agenda includes a request for the Commission to make a recommendation that the City Council amend sections of Clayton Municipal Code pertaining to accessory dwelling units and junior accessory dwelling units to comply with California law.

Code Enforcement:

- New: 1
- Pending: 25
- Closed: 0



POLICE ACTIVITY REPORT

02/10/23 – 02/17/23

POLICE ACTIVITY REPORT 02/10/23 – 02/16/23

Saturday, February 11th – Officers responded to Main Street after receiving the report of an assault. Officers determined an employee was punched in the face by a pre-teen after he attempted to steal from Village Market. This case will be forwarded to the Juvenile Probation Office.

Sunday, February 12th – While on patrol in the Safeway parking lot, officers contacted a subject associated with a suspicious vehicle parked near the store. Officers determined the subject had a warrant for his arrest; he was arrested and booked into jail.

Officers responded to Yolanda Circle after receiving the report of a disturbance. Officers have responded to this residence on several prior occasions. On this occasion, officers determined the resident and his intoxicated adult son were involved in a verbal argument; both parties agreed to separate for the evening.

Monday, February 13th – Officers responded to Clayton Road and Lydia Lane after receiving the report of a minor injury accident.

Wednesday, Sunday, February 15th – Officers responded to Walgreens after receiving the report of a petty theft. Officers determined an unknown subject stole general merchandise from the store.

While on patrol, officers stopped a vehicle near Kirker Pass Road for Vehicle Code violations. Officers determined the driver had a warrant for her arrest; she was arrested and booked into jail.

Thursday, February 16th – Officers responded to Condor Place after receiving the report of a burglary. Officers determined sometime overnight an unknown subject entered the resident's unlocked back door and stole a purse.

Chiefly Speaking

This past week, officers have been vigilantly performing traffic enforcement throughout the City.



MAINTENANCE:

The Interim City Manager and Maintenance Supervisor toured the publicly maintained properties and facilities within the city to discuss plans for tackling the many demands of the department. Other projects that occurred this week include:

- Seeded, aerated and began grooming Field #1 at Clayton Community Park
- Repaired two major water line breaks at upper Clayton Community Park
- Repaired the fountain at the Dog Park



CITY ENGINEER'S REPORT

- 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

- First of all, I want to thank everyone for the warm welcome to the City of Clayton. Everyone was so friendly and stopped by to say hello on my first few days which was a wonderful experience.
- I am working with the City Manager and the former Interim Finance Director on the Mid-Year Budget in preparation for a presentation at the February 27th Budget and Finance Committee.



CITY CLERK/HUMAN RESOURCES

- Onboarded the new Finance Director
- Updated the City website removing outdated information



UPCOMING MEETINGS AND EVENTS

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

Consent Calendar:

- Adopt Ordinance to Amend Clayton Municipal Code Regarding Check Signing Authority
- Termination of Local Emergency for COVID-19
- Douglas Court Parcel Map Approval

Action Items:

- Consider Continued Use of Hybrid Meetings for Council, Planning Commission and Budget and Audit Committee Meetings
- Set March 13, 2023 for Annual Goal Setting Special City Council Meeting
- Endeavor Hall Non-Profit Rental Rate Discussion

Recognitions and Presentations:

- Swearing-in new of Police Sergeant Torrey Jarvis

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