



WEEKLY REPORT

To: HONORABLE MAYOR AND COUNCIL MEMBERS

From: Ron Bernal, Interim City Manager

Date: February 24, 2023

What a beautiful surprise to see snow on the hills this morning! Below are some other things we've been working on this week:

- I met with the Climatec project manager who is working on Phase II of the city's energy efficiency project that will include lighting, heating, ventilation and air conditioning, building automation systems, renewable energy (solar PV) and water conservation. Our goal is to have a project before the City Council for their approval on or before you April 4th meeting in order to meet important mid-April net energy metering program changes with PG&E. The Energy Services and Infrastructure Renewal Ad Hoc will be discussing the proposed project in early March.
- Council Member Trupiano and I met with Meg Hanna, president of the Clayton Community Library Foundation to discuss priorities and goals for their organization. Our discussion focused on ways we can collaborate with the County and local non-profits to arrive at a better maintained and cleaner facility in order to improve the patron and staff experience.
- Mayor Wan, Council Member Trupiano and I met with our Senior Government Affairs Representative and Local Customer Relationship Manager to discuss programs and opportunities Clayton can utilize to reduce costs and wait times for repairs. It is a pleasure to work in partnership with PG&E and to see their efforts to serve and become integral members of our community.
- Mayor Wan, the Finance Director, our investment consultants and I met to discuss the city's current investment portfolio and the strategy, both historically and currently utilized, to create safety and liquidity while maximizing returns. The city's 2022 Updated Investment Policy will be one of the items discussed at the February 27th Budget and Audit Subcommittee meeting.
- IT infrastructure wiring upgrades were performed at the Maintenance Services building and City Hall.



COMMUNITY DEVELOPMENT

Planning/Building:

- Processing requests for issuance of 7 planning or engineering permits.
- Processing request for issuance of 1 home occupation permit.
- Received and processed 5 applications for rental of City park amenities or facilities.
- Continuing to work with DeNova Homes on construction and inspection of the 18-unit Diablo Meadows Residential Development west of Mitchell Canyon Road near the municipal boundary. Vertical construction on the houses is nearing completion, with 6 residences and one accessory dwelling unit receiving final inspections.
- 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 are under review in the County Building Department, and a building permit has been issued for on-site improvements. 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.
- 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: 0
- Pending: 26
- Closed: 0



POLICE ACTIVITY REPORT

02/17/23 – 02/23/23

POLICE ACTIVITY REPORT 02/17/23 – 02/23/23

Friday, February 17th – Officers responded to Safeway after receiving the report of an unwanted guest. Per Safeway manager's instruction, officers advised the transient that should he returned to the store he would be subject to arrest under the City's Authority to Arrest (ATA) program.

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

Saturday, February 18th – Officers responded to a non-injury vehicle accident at Marsh Creek Road and Zinfandel Circle.

Officers responded to N. Mitchell Canyon Road after receiving the report of loud music. Upon officer's arrival, the DJ just finished for the evening.

Sunday, February 19th – Officers responded to Mountaire Parkway after receiving a request to perform a welfare check. The elderly resident was OK.

Monday, February 20th – Officers responded to Yolanda Circle after receiving the report of a disturbance. Officers have responded to this residence on numerous previous occasions. On this occasion, the intoxicated resident was arguing with his son; they both agreed to separate for the evening.

Wednesday, Sunday, February 22nd – Officers responded to Clayton Station after receiving the report of a suspicious subject pulling door handles in the parking lot. Officers determined the subject had a warrant for her arrest; she was arrested and booked into jail.

Officers responded to El Camino Drive after receiving a request to perform a welfare check on an elderly resident. Officers determined the resident's adult granddaughter had assaulted her. Although the resident declined to pursue prosecution against her granddaughter, officers referred this case to Contra Costa County Adult Protective Services.

Chiefly Speaking

I would like to acknowledge Officer Betty Rodriguez's diligent police work after stopping a subject for Vehicle Code violations who had a one-million dollar outstanding murder warrant for his arrest.



MAINTENANCE:

- Weeded Clayton Road median islands from Mitchell Canyon Road to Heritage Trail
- Had infield mix and soil delivered to the ballfields at Clayton Community Park to prep fields for upcoming start of Little League season.
- Met with Little League leadership to discuss providing materials for them to help prepare Field #3 for the upcoming season. The city is partnering with Little League and a group of volunteers who will be helping prep Field #3 this weekend.
- Cleared dirt and debris from the Clayton Road V-ditch between the Diablo View Middle School and Peacock Creek.
- Checked all city maintained trails and creeks to assess further storm damage and prepare for upcoming inclement weather expected this weekend.
- Discussed course of action for the landslide along the trail between Regency Drive and Weatherby Court with contractors.
- Met with representatives from Climatec, the company that is working on plans for an energy efficiency project and provided information about streetlights, buildings, generators and items related to the proposed project.



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. (2nd Plan Submittal Review COMPLETE)
 - 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. (1st Plan Submittal Review COMPLETE)
 - Olivia Development – Senior Housing – on track for issuance of grading/demolition permits in early March to break ground on the project. Begin with High Street site first.
 - 500 Douglas Road (3 lot) Parcel Map Subdivision approved by City Council on February 21st.
- Downtown Pedestrian Improvements project will be evaluated on March 8th for potential \$40K in Transportation Development Act (TDA) grant funding through Contra Costa County/MTC.

- Meeting with FEMA Disaster Recovery Assistance staff person the week of February 27th to review eligibility for storm damage cost recovery and preparation of forms for reimbursement.



FINANCE

- With the assistance of our former Interim Finance Director we've completed the Mid-Year Budget and Updated Investment Policy and will present it to the Budget and Finance Committee at their February 27th meeting.



CITY CLERK/HUMAN RESOURCES



UPCOMING MEETINGS AND EVENTS

February 27, 2023 Budget and Audit Subcommittee – Staff and City Council in person; public in person or via Zoom

- Discuss and provide comments to the Finance Director's mid-year budget report for Fiscal Year 2022-23
- Discuss and provide comments to the 2022 Updated Investment Policy

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