



WEEKLY REPORT

To: HONORABLE MAYOR AND COUNCIL MEMBERS

From: Ron Bernal, Interim City Manager

Date: March 17, 2023

It's been another eventful week...here's some of the things we've been working on:

- I attended the League of California Cities 2023 Legislative Briefing: New Legislation Overview webinar. Lots of proposed legislation on everything from homelessness to housing. The State legislature is aggressively pursuing more ways to limit local control which the League is always fighting to preserve on our behalf.
- The City Council will be conducting second interviews of candidates for the permanent City Manager position on March 21st.
- The City Council held their annual Goal Setting Session on Monday March 13th. An Organizational Assessment was presented and areas for improvement was discussed. Staff presented their goals and priorities along with tools and technology that would improve processes and efficiencies. Council did not conclude their discussion on their goals. Another meeting will be set to conclude this process which will inform our 2023/24 budget process and the future direction for our community.
- Along with Mayor Wan and Vice Mayor Diaz, I participated in the CBCA Ad Hoc meeting with the CBCA President and Secretary. The dialogue was positive with a common goal to arrive at a new agreement that will keep this valued organization sponsoring their very successful events in downtown Clayton while ensuring the City receives its fair share of cost recovery.
- The City Clerk/HR Manager and I met with our IT contractor to discuss upgrades made to our system over the past several months and final things necessary to complete bring this phase of infrastructure and technology improvements.



COMMUNITY DEVELOPMENT

Planning/Building:

- Processing requests for issuance of 12 planning and/or engineering permits.
- Received and processed 5 applications for rental of a City park or meeting facility.
- Onboarding new Office Assistant/Code Enforcement Officer, Patrick Nemah.
- 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 building permits have 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.
- Reviewed responsive materials and provided comments on the resubmitted 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.
- Received and reviewing final map, grading and improvement plans, and related reports for the construction of the approved Oak Creek Canyon Residential Development consisting of six single-family houses plus one accessory dwelling unit on the north side of Marsh Creek Road at its intersection with Diablo Parkway.
- 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 City Council on March 21, 2023, the Council will be asked to conduct a public hearing to consider introducing an ordinance to amend the City's accessory dwelling unit regulations to comply with state law. The Council will also be asked to accept the General Plan Annual Progress Report and to authorize staff to submit the report to the state Department of Housing & Community Development and the Governor's Office of Planning and Research.

Code Enforcement:

- New: 0
- Pending: 26
- Closed: 0



POLICE ACTIVITY REPORT

03/10/23 – 03/16/23

POLICE ACTIVITY REPORT 03/10/23 – 03/16/23

Friday, March 10th – While on patrol on Clayton Road, officers stopped a vehicle for Vehicle Code violations. Officers determined the driver had a warrant for her arrest; she was arrested and booked into jail.

Officers responded to Marsh Creek Road after receiving the report of a theft from a vehicle. Officers determined an unknown subject(s) stole a catalytic converter from the resident's car.

Monday, March 13th – Officers arrested a subject inside the Police lobby who had a warrant for his arrest. He was transported to Concord Police Department for booking.

Tuesday, March 14th – Officers responded to Jeffry Ranch Court after receiving the report of vandalism. Officers determined an unknown subject(s) broke the resident's driver's side front window.

A short time later, officers responded to Mountaire Circle after receiving another report of vandalism. Officers determined an unknown subject(s) broke the resident's driver's side front window.

Officers responded to Safeway after receiving a report of a disturbance. Officers determined a male subject was causing a disturbance inside the store. Per Safeway, the subject was instructed not to return to the store or risk being arrested for trespassing under the City's Authority to Arrest (ATA) program.

Wednesday, March 15th – Officers responded to Safeway in the early morning hours after receiving the report of an unwanted guest. Officers determined the uncooperative subject was the same subject ATA'd from the store the day before; he was arrested and booked into jail.

Officers responded to Safeway parking lot after receiving the report of a theft. Officers determined an unknown subject stole a bicycle from an 11-year-old boy. A thorough

search of the area for the subject was met with negative results.

Officers responded to Oak Street after receiving the report of a wrong way driver that hit a PG&E pole. A thorough search of the area for the subject vehicle was met with negative results. PG&E was also notified to repair the pole.

Thursday, March 16th – A Jeffry Ranch resident came by the Police Department to report domestic violence issues he was having with his wife. _

Chiefly Speaking

I attended the California Police Chiefs Association luncheon in Monterey on Wednesday and was presented with an award for having served in the capacity of Chief of Police for the past five years.



MAINTENANCE:

Our maintenance team spent a lot of their week catching up on things that were delayed by the rain we've been experiencing. Some of the things we accomplished include:

- Storm drains were checked throughout the city.
- Creeks were surveyed for fallen trees and log jams.
- All mud slides were checked for movement and safety to the public.

- The library entrance, quad area and parking lot were cleaned.
- The garbage disposal at Hoyer Hall was repaired.
- The plastic shields that are broken over the shelves in the library were ordered.
- Shrubs were trimmed from the bike lane on the back side of Eagle Peak Drive.
- The shrubs on Keller Ridge Drive, Clayton Road, Eagle Peak Drive, old Marsh Creek and The Grove Park were fertilized.
- Weeds were pulled on Clayton Road out-bound parking strip, from Tara Drive to Clayton Station shopping center; and on Oakhurst in-bound parking strip from Indian Wells Way to Indian Head Way.
- The turf areas at Clayton Community Park, Lydia Lane Park and North Valley Park were mowed this week.
- Two homeowner fences were coned off due to them falling on Keller ridge and old Marsh Creek Road.
- We removed a fallen tree on Clayton Road adjacent to Mt. Diablo Elementary.
- We changed a plaque that was mistakenly placed on the wrong bench by our Contractor that refinished them recently.
- Our crew removed a knocked down light pole on the Oak Street ramp into downtown.

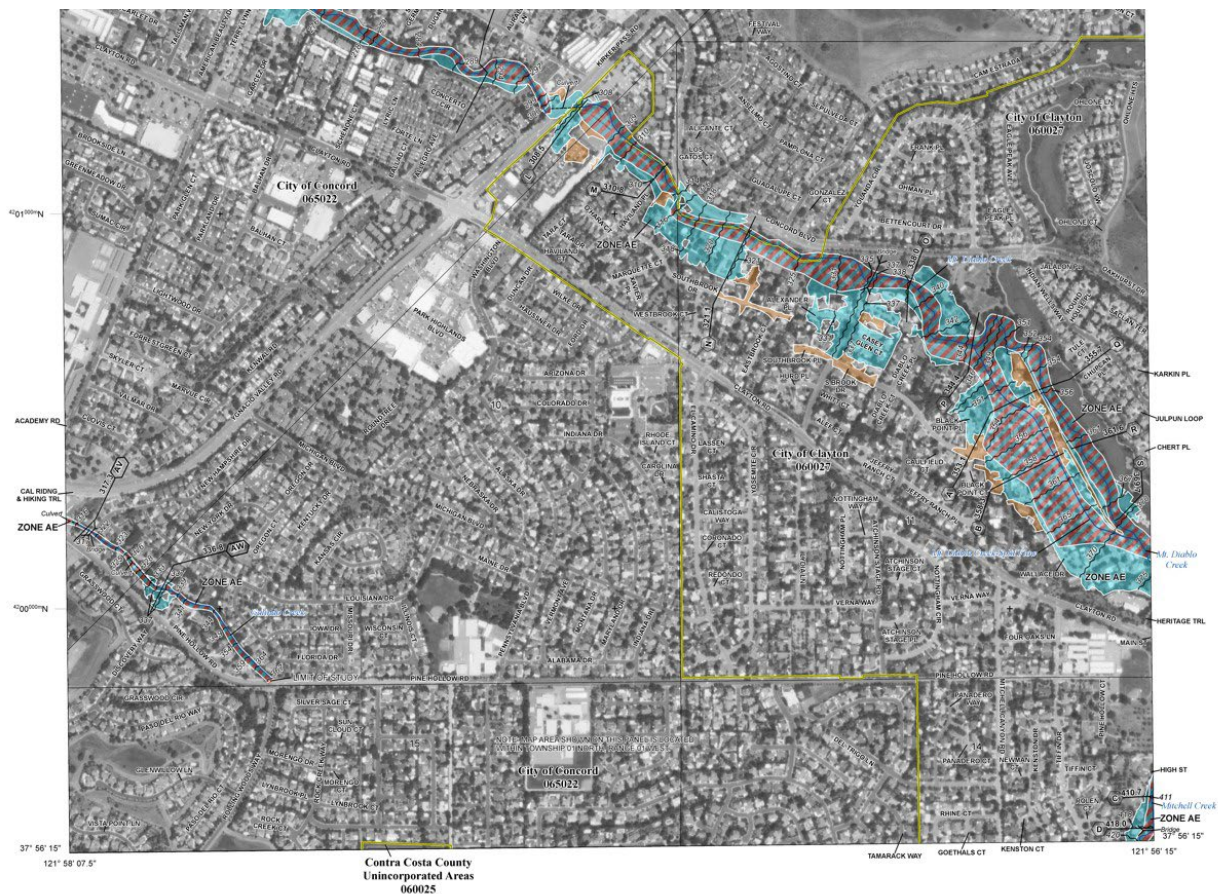


CITY ENGINEER'S REPORT

- The City Engineer has estimated approximately \$680,000 of storm related damage between debris removal, emergency repairs, and design and construction for permanent repairs. The FEMA reimbursement process begins with our submission of a Request for Public Assistance in the FEMA Grants Portal by March 18, 2023. Following the submission of this request, City Staff will meet with FEMA representative to review project sites and securing eligible grant amounts.
- We encourage interested parties or property owners within the Oakhurst Geologic Hazard Abatement District (Keller Ridge, Miwok Way, Indian Wells Way, and

Peacock Creek Drive neighborhoods) to attend the next GHAD Board meeting on March 21st after the regular City Council meeting held at 7:00 p.m. The GHAD Manager will be presenting a current assessment of the open space areas and drainage related facilities; along with the financial review of the upcoming FY 2023/2024 budget.

- With more upcoming storm events, we encourage residents to visit the City's sandbag station at the Keller House, north of City Hall and near the Library. It is a self-serve station with bags provided that can be filled with sand. Please bring your own shovel and generally fill the bags halfway for them to be most effective. Given the forecasted intensity and duration the lower portions of Mt. Diablo Creek near the Cardinet Trail may crest its bank and flood low lying areas.



This above map is from the FEMA Flood Insurance Rate Maps (FIRM) which depict anticipated areas to be flooded in a 1% chance storm event (100-year storm). For more details or to look up over areas with the City of Clayton, use the following link:
<https://msc.fema.gov/portal/home>



FINANCE

- Our new Office Assistant/Code Enforcement Officer started on March 13, 2023 and spent time to train him on some of the duties that he will be performing for the Finance Department.
- Eight City Property Damage notification letters dated 3/17/23 were issued to the responsible parties. Invoice will be issued within the two weeks follow by the notification letter.
- Filed ACIP renewal with MPA. APIP will be filed by the March 31, 2023
- Met with Financial Edge (Accounting software) to review some of the features and we need and discuss the additional training opportunities.
- Continue to work on the labor costing with GovInvest for the FY24 budget.
- Met with Community Development Director to review the available funding for the affordable housing unit purchases.
- Met with City Engineer to get clarification on GHAD fund details. The detail cost information to be provided to Larry next week after checking with Maintenance supervisor on the allocation of crews' time and other cost associated with GHAD.



CITY CLERK/HUMAN RESOURCES

- Onboarded our new Office Assistant/Code Enforcement Officer Patrick Nemah. Welcome to the City of Clayton Patrick!



UPCOMING MEETINGS AND EVENTS

March 21, 2023 Special City Council Meeting Closed Session

- City Manager Recruitment

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

- DTRT—Self Discipline
- General Plan Implementation and Housing Element Annual Progress Report
- Establish 2023/24 Equivalent Runoff Unit (ERU) Assessment Rate for NPDES Program
- Amending Professional Services Agreement with GovInvest Consulting Services
- Purchase 2016 Zero electric police motorcycle
- Public Hearing—Endeavor Hall Clayton Non-Profit Rental Fees
- Public Hearing—Ordinance to Amend Municipal Code Pertaining to Accessory Dwelling Units
- Apply for Loan from California Energy Commission for Proposed Energy Efficiency Project

Closed Session:

- Conference with Real Property Negotiators

March 21, 2023 Oakhurst Geological Hazard Abatement District

- GHAD Manager Report and Facility Assessment – Discussion of Operation and Maintenance Priorities

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