



## WEEKLY REPORT

**To:** HONORABLE MAYOR AND COUNCIL MEMBERS

**From:** Ron Bernal, Interim City Manager

**Date:** March 24, 2023

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Here's some of the other things we've been working on this week:

- Worked with the recruiter and participated in second interviews for the permanent City Manager with both the leadership team and after with the City Council. The process is going well with the next step being a Closed Session City Council Meeting where they will discuss terms and compensation.
- Our IT contractor updated software on city computers as part of our ongoing efforts to improve overall system security and capabilities.
- The consultants who prepared the Clayton Organizational Assessment presented at the City Council Goal Setting Session on 3/13 and I met to discuss finalizing the report.
- An application was submitted to the CEC (California Energy Commission) for a 1% interest loan for the potential energy efficiency project the City Council will be considering at their 4/4 regular meeting.



### COMMUNITY DEVELOPMENT

#### Planning/Building:

- Processing requests for issuance of 10 planning and/or engineering permits.
- Received and processed 3 applications for rental of a City park or meeting facility.

- Coordinating with Maintenance Department staff in the start of construction to replace the two play structures at Clayton Community Park. Construction is anticipated to last approximately 4-6 weeks, weather depending.
- Coordinating with Finance Department staff in the review of the City's current schedule of Community Development Department fees and review of the current and upcoming fiscal years' budgets.
- Participated in training on the City's cloud-based records storage system, as a first step toward converting the Community Development Department's paper files to digital records.
- 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. The first set of plans has been

received from the consultant and will be submitted to the Contra Costa Building Department for plan check.

- Continuing to work with the City's housing element consultant to prepare digital General Plan Land Use and Zoning maps to be incorporated as layers into the City's developing geographic information system.
- At the regular City Council meeting on March 21, 2023, the City Council conducted a public hearing and subsequently introduced an ordinance to amend the City's accessory dwelling unit regulations to comply with state law. The Council also received the General Plan Annual Progress Report. Staff submitted the report, as required, to the state Department of Housing & Community Development and the Governor's Office of Planning and Research.
- The Planning Commission meeting of 3/28 is canceled.

**Code Enforcement:**

- New: 2
- Pending: 26
- Closed: 0



## **POLICE ACTIVITY REPORT**

### **03/17/23 – 03/23/23**

#### **POLICE ACTIVITY REPORT 03/17/23 – 03/23/23**

Friday, March 17<sup>th</sup> – Officers responded to Mitchell Canyon Road after receiving the report of loud music. The residents agreed to turn down the music.

Officers responded to the Clayton Club's backyard after receiving the report of a disturbance. Upon officers' arrival, the subjects, who were involved in a verbal dispute, left the saloon without incident.

Saturday, March 18<sup>th</sup> – Officers responded to the Clayton Club after receiving the request for assistance. Officers determined the intoxicated male needed a ride home; the Clayton Club's staff called him an Uber.

Officers responded to Clayton Presbyterian Church's parking lot after receiving the request to perform a welfare check on a subject inside a vehicle. Officers determined the subject was fine and had declined medical treatment.

Sunday, March 19<sup>th</sup> – Officers responded to Yosemite Court after receiving the request to perform a welfare check. Officers have responded to this residence on numerous previous occasions. On this occasion, the resident's great-grandson needed medical

assistance. He was transported by AMR to the hospital for further evaluation.

Officers responded to Clayton Road and Oakhurst Blvd. after receiving the report of a non-injury vehicle accident.

Officers responded to Mt. Etna Drive after receiving another request to perform a welfare check. Officers determined the elderly resident needed medical assistance. He was transported by AMR to the hospital for further evaluation.

Monday, March 20<sup>th</sup> – Officers responded to Mountaire Circle and Mt. Vernon Drive after receiving the report of a suspicious vehicle. As officers were parking their police vehicle behind the suspicious vehicle, the suspicious vehicle rolled back into the police vehicle. Officers determined the occupants were in the backseat of the car when it was accidentally put in gear. No one was injured.

Tuesday, March 21<sup>st</sup> – Officers responded to Petar Court after receiving a request to perform a welfare check. Officers have responded to this residence on several prior occasions. On this occasion, the resident requested he be transported by AMR to the hospital for further evaluation.

Thursday, March 23<sup>rd</sup> – Officers responded to the Clayton Community Church after receiving the request to perform a welfare check. Officers determined a teenager was in need of medical assistance. She was transported by AMR to the hospital for further evaluation.

A Peacock Creek Drive resident reported that an unknown subject stole a package from his front porch.

### **Chiefly Speaking**

I had the honor of participating in a question and answer forum with the East County NAACP on Wednesday along with four other county police chiefs and Sheriff Livingston. I enjoyed the interaction, and I hope that everyone that attended both in person and virtually found it informative.



## **MAINTENANCE:**

- Demolition of the playground play structures and poured in place mat removal began this week. It is anticipated the work will be completed within eight weeks weather permitting.
- We checked storm drains, catch basins and mud slides in anticipation of more upcoming rain.

- Our trim crew started size control trimming shrubs on Oakhurst adjacent to Seeno's fence.
- We started spraying weeds in the right of ways and medians on Clayton Road.
- Two toilets were unclogged in the men's rooms at Clayton Community Park and also at the Grove Park.
- A large tree has fallen across the trail from Oak Street to old Marsh Creek. The owner of the tree has been advised and the tree should be removed soon.
- We continued working on the irrigation break at the Buss stop on Clayton Road next to the library.
- Contact was made with water Play Solutions to repair the splash pad at The Grove Park.
- Our Maintenance Supervisor attended the permanent City Manager interviews.



## 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 began with our submission of a Request for Public Assistance in the FEMA Grants Portal last week. Following the submission of this request, City Staff will meet with FEMA representative to review project sites and securing eligible grant amounts.
- The Oakhurst GHAD Board met on Tuesday 3/21 and received a status report, listened to proposed monitoring work and had an initial discussion regarding anticipated funding shortfall this and future fiscal years. 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 visit the City's website and watch the video of the meeting to learn more.
- The Contra Costa Transportation Authority (CCTA) received a One Bay Area Grant (OBAG3) for a Countywide Smart Signal Project. This multi-regional/jurisdiction project is intended to replace signal related hardware with "smart" technology to allow regional coordination along major traffic corridors within Contra Costa County. CCTA

would design and contract for the construction upgrades, estimated at \$487K with majority paid by the OBAG grant (\$431K or 88.53%) with each local agency/city needing to provide the remaining local match (\$56K or 11.47%). This proposed project would include the upgrade of signals along Clayton Road at four intersections: Washington Blvd, St. Bonaventure Church entrance, El Camino Drive, and Mitchell Canyon Road. The City Council will discuss the merits of this project at a future City Council meeting



## ***FINANCE***

- Prepared agenda items for the 3/27 Budget and Audit Committee Meeting the schedule for the 2023/24 budget and fee study update along with review of city contracts will be discussed.
- Met with the City Manager and City Clerk/Human Resources Manager, and Maintenance Supervisor to review preliminary 2023/24 budget projections.



## **CITY CLERK/HUMAN RESOURCES**

- Assisted with preparation for the City Council interviews with City Manager candidates.
- Organized training on Docuware scanning and storage software for department heads and staff.



## **UPCOMING MEETINGS AND EVENTS**

March 27, 2023 Budget and Audit Subcommittee Meeting

- Schedule for 2023/24 budget processing and Fee Study Update.
- Review City contracts

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