



WEEKLY REPORT

To: HONORABLE MAYOR AND COUNCIL MEMBERS

From: Ron Bernal, Interim City Manager

Date: March 31, 2023

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

- The Police Chief, City Engineer and I met to discuss strategies for speed reduction on Clayton streets.
- Attended the Budget and Audit Subcommittee meeting where the 2023-24 budget and updated fee study schedules were presented. The subcommittee also discussed existing city contracts.
- I met with representatives of the Miscellaneous Employees Unit to discuss their agreement.
- The Finance Director and I met with several departments in preparation for the 2023-24 budget and 5-Year CIP (Capital Improvement Program).
- I discussed comments to the latest draft of the Republic Services Franchise Agreement with our consultant team. The current contract extension expires on June 30, 2023.
- I met with our consultant regarding the Corrective Action Plan (CAP) issued by CalRecycle related to SB1383 and edible food recovery capacity reporting.



COMMUNITY DEVELOPMENT

Planning/Building:

- Processing requests for issuance of 12 planning and/or engineering permits.
- Received and processed 2 applications for rental of a City park or meeting facility.

- Circulated for department review and comment the Temporary Use Permit and Noise Permit applications for the Clayton Business and Community Association's 2023 Art & Wine Festival on April 29 and 30, 2023. Working with applicants to complete applications for other temporary events scheduled to occur throughout the summer months.
- Coordinating with Maintenance Department staff in the ongoing construction to replace the two play structures at Clayton Community Park. Construction is anticipated to last through late April, 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.
- 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 responsive materials 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 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 of April 4, 2023, the City Council will be asked to adopt an ordinance amending the City's accessory dwelling unit regulations to comply with state law. As required by state law, the adopted ordinance must be forwarded to the state Department of Housing & Community Development (HCD) for their review and comment.
- Received a second letter of comments from HCD staff on the City's adopted Housing Element Update for the 6th Housing Cycle. Staff will be reviewing the letter with MIG, the City's consultant in preparation of the Housing Element Update.
https://claytonca.gov/fc/community-development/housing/housing-element/HCD_ReviewLetter_AdoptedHE_03302023.pdf
- The Planning Commission meeting of March 28, 2023, was canceled.

Code Enforcement:

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



POLICE ACTIVITY REPORT

03/24/23 – 03/30/23

POLICE ACTIVITY REPORT 03/24/23 – 03/30/23

Friday, March 24th – Officers responded to Pine Lane after receiving the report of a grand theft. Officers determined an unknown subject(s) stole the catalytic converter from a resident's vehicle.

Saturday, March 25th – While on patrol in the back of Postal Annex, officers confronted two known homeless subjects; one inside a U-Haul truck and another standing next to a second U-Haul truck. Officers cited one of the subjects since he was previously ATA'd from the shopping center and instructed the other subject to move along.

Sunday, March 26th – Officers responded to Widmar Court after receiving the report of a medical emergency. Officers provided life saving measures on a young adult male prior to CON Fire's and AMR's arrival; the subject was transported by AMR to the hospital for further medical treatment.

Monday, March 27th – Officers responded to Clayton Bicycles after receiving the report of a petty theft. Officers determined an unknown subject stole a bicycle from the store.

Officers responded to El Camino Drive after receiving the report of a death. Further investigation revealed the young adult resident died of a pre-existing medical condition.

Officers responded to Diamond Terrace after receiving the report of an assault. Officers determined a resident was involved in a verbal and physical dispute with his girlfriend's ex-boyfriend. This case will be forwarded to the District Attorney's office for review.

As a result of receiving notification from the City's Automated License Plate Reader (ALPR) system detecting a reported stolen truck from East Bay Regional Parks, officers attempted an enforcement stop. The driver failed to yield and a pursuit was initiated. The pursuit entered the City of Pittsburg and was terminated by the responding officer when it became unsafe to continue. After the pursuit, officers located and recovered the abandoned vehicle. Pittsburg Police Department and a Contra Costa County K-9 Officer were also notified and assisted with the investigation.

Chiefly Speaking

I'd like to acknowledge Officer Rodriguez's and Polewaczyk's successful life-saving measures on one of our residents Sunday night. Upon their arrival, the resident was unresponsive and both officers immediately took action in saving this young man's life.



MAINTENANCE:

- Maintenance crews cleared debris from the drainage cone behind the homes on Windmill Canyon Drive.
- Maintenance was performed on our large turf mower.
- All turf areas were mowed.
- Storm drains and creek inlets were checked this week due to more rain in this weeks forecast.
- The irrigation van brakes were replaced.
- Weeds were sprayed on Clayton Road in the westbound direction.
- Trimming was done on Oakhurst Drive adjacent to the Eagle Peak property.

- The play structure and poured-in-place mat project at Clayton Community Park has started and is proceeding well. Access between the two playground areas is being maintained for pedestrians and bicycles.
- A new control board was ordered for the Splash Pad at The Grove Park.
- Our electrical contractor installed two median light poles on Clayton Road at the Clayton Community Library and Clayton Road at Atchinson Stage Road.



CITY ENGINEER'S REPORT

- The City Engineer is collaborating with the Police Department to focus on reducing vehicular traffic speeds with Clayton. The focus is both major arterial roads, such as Clayton Road, Oakhurst Drive, Eagle Peak, Mitchell Canyon Road, and Marsh Creek Road along with neighborhood collector roads such as Keller Ridge Drive, Peacock Creek Drive, Regency Drive, Mountaire Parkway, and Atchinson Stage Road. We encourage our residents to be mindful of their speed when driving through the community. The Police will be placing the temporary speed feedback trailer at select locations to remind drivers of their speed. There will also be an increase in targeted speed enforcement along these corridors and beware citations will be issued to those excessively speeding.



FINANCE

- Met with CDD, Police and Engineering department for input on the FY24
- APIP/MPA annual renewal has been filed.
- Prepared and assist the Staff report for Investment Policy update, FY 22-23 Mid-year Budget update, and ARPA fund appropriate request
- Reconciling accounts for January and February.
- Set up training for HdL (Business License software) for our Office Assistant/Code Enforcement Officer.
- Set up training for Financial Edge for Finance Department and a training for dept heads for pulling reports (TBD)

- Set up City Property damage system and Office Assistant/Code Enforcement Officer to send out courtesy letters and worked on invoices.
- Finished and sent State Compensation Report which is due on 4/30/2023.
- Sent County Maintenance of Effort Report due on 3/31/2023.



CITY CLERK/HUMAN RESOURCES

Nothing to report.



UPCOMING MEETINGS AND EVENTS

April 4, 2023 City Council Meeting – Staff and City Council in person; public in person or via Zoom

Closed Session:

- City Manager Recruitment

Consent:

- Ordinance to Amend Municipal Code for Accessory Dwelling Units and Junior Accessory Dwelling Units
- Adopt Revised Investment Policy
- Authorize Participation in Additional National Opioid Litigation Settlement Agreements

Public Hearing:

- Resolution Authorizing Amending Installation Agreement with Climatec to Initiate Phase 2 of Comprehensive Infrastructure Renewal and General Fund Savings Program and Finding Amendment Exempt from CEQA

Action Items:

- Fiscal Year 2022-23 Mid-Year Budget Update
- Approve Funding Appropriation of ARPA Funds for Energy Cost Savings, Efficiency Measures and Asset Replacement

- Consideration of Canceling Any Regular Council Meetings During Summer 2023

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