



WEEKLY REPORT

To: HONORABLE MAYOR AND COUNCIL MEMBERS

From: Reina J. Schwartz  City Manager

Date: January 20, 2023

Happy Friday!

On Wednesday January 18, 2023, City staff gathered for an employee appreciation and service milestone recognition event. We recognized the following employees for the service milestones they achieved during calendar year 2022: Jennifer Giantvalley (10 years); Jorge Gonzales (5 years); Orlando Johnson (1 year); Dana Ayers (1 year); Tanner Vice (1 year); Betty Lopez (1 year). It was wonderful to be able to stop and enjoy some time with staff and celebrate accomplishments!



COMMUNITY DEVELOPMENT

Planning/Building:

- Processing requests for issuance of 3 building and/or engineering permits.
- 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 underway.
- 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.
- 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 are working with the developer on execution of parking, pedestrian access, improvement and affordability agreements for the project. Building permits have been issued for construction of the initial site improvements and the building located on the 6170 High Street property.

- Received and commencing review of responsive materials to the comprehensive completeness review of the application re-submittal 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.
- Continuing to work with consultants in the preparation of: 1) amendments to the City's Accessory Dwelling Unit Ordinance for consistency with California law; and 2) pre-approved architectural plans to be made available to interested Clayton residents for construction of accessory dwelling units on residential properties.
- At its regular meeting of January 17, 2023, the City Council certified the Final Environmental Impact Report (EIR) prepared for the General Plan and future zoning code amendments related to the Housing Element update and adopted the Housing Element Update and related General Plan Land Use Element amendments. The adopted Housing Element will be sent to the California Department of Housing and Community Development Department (HCD) for a 60-day review by that agency. The adopted Housing Element will be posted online on the Housing Element webpage (<https://claytonca.gov/community-development/housing/housing-element/>) for public review seven days prior to submittal to HCD.
- The upcoming January 24, 2023, regular meeting of the Planning Commission is canceled.

Code Enforcement:

- New: 1
- Pending: 22
- Closed: 1



POLICE ACTIVITY REPORT

01/13/23 – 01/19/23

Friday, January 13th – Officers responded to CVS Pharmacy’s parking lot after receiving the report of a vehicle collision. Officers determined one of the drivers sustained minor injuries and was transported to the hospital by her daughter for further evaluation.

Officers responded to Mountaire Parkway after receiving the request to perform a welfare check. Officers determined the elderly resident was OK.

Saturday, January 14th – Officers responded to Windmill Canyon Drive after receiving the request to perform a welfare check. Officers determined the adult child was having difficulty with her father. Officers provided resources to help her with her home situation.

Sunday, January 15th – Officers responded to Mountaire Parkway after receiving the report of an unwanted guest. Officers determined the resident and her out of town brother were involved in a verbal dispute. The brother agreed to leave the residence.

Monday, January 16th – Officers responded to Walgreens after receiving the report of a disturbance. Officers defused the situation between an employee and customer.

Officers responded to Rachel Ranch Court after receiving the report of an accident. Officers determined a subject was involved in an accident which damaged a resident’s fence. Officers located the owner of the vehicle walking on Concord Blvd. and determined she was intoxicated; she was arrested and booked into jail.

Wednesday, January 18th – Officers responded to N. El Camino Drive after receiving the report of an attempted residential burglary. Upon officers’ arrival, a screen from a rear bedroom window was on the ground and officers determined there was no evidence to indicate an attempted entry was made.

Officers responded to Peacock Creek Drive after receiving the report of a disturbance. Officers have responded to this residence on numerous previous occasions. On this occasion, officers determined the resident’s adult son was causing a disturbance inside the home. Officers offered advice on the process of filing a civil restraining order against the son.

While on patrol in the Clayton Station Shopping Center, officers stopped a vehicle on Kirker Pass Road for Vehicle Code violations. Officers determined the subject had a warrant for his arrest, provided false information, and was on probation; he was arrested and booked into jail.

Thursday, January 19th – Officers responded to Shop & Go after receiving the report of a disturbance. Officers determined two subjects were involved in a verbal and physical dispute outside the store.

Officers responded to Semillon Circle after receiving the report of a civil restraining order violation. Officers have responded to this residence on several previous occasions. On this occasion, the resident's rear neighbor vandalized her fence. Since the resident obtained a civil restraining order against this subject, this case will be forwarded to the District Attorney's Office.

Chiefly Speaking

Officers were once again busy responding to issues relating to the weather including closing Marsh Creek Road at Pine Lane due to several mudslides.



MAINTENANCE:

Most of this week has been spent attending to continued clean-up from the recent storms. Continued thanks to all the maintenance staff who have been working extra hard to keep up. Thank you!



CITY ENGINEER'S REPORT

No updates this week.



FINANCE

- The City's external Auditor is finalizing the City's FY2021/22 audit. We anticipate being able to present the draft Audit to the Council Budget & Audit Committee on Monday January 23, 2023.
- The City has made a conditional job offer to a Finance Director candidate and the candidate is completing the background process.



CITY CLERK



UPCOMING MEETINGS AND EVENTS

February 7, 2023 – Staff and City Council in person; public in person or via Zoom

Discussion/Action:

- Add One Police Sergeant position and Eliminate One Police Officer position
- Annual Comprehensive Financial Report for FY2021/22
- First Reading – Ordinance to Amend Section 3.08.010 of the Clayton Municipal Code Regarding Check Signing

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