



WEEKLY REPORT

To: HONORABLE MAYOR AND COUNCIL MEMBERS

From: Ron Bernal, Interim City Manager

Date: March 10, 2023

Below are some other things we've been working on this week:

- Along with Mayor Wan and Council Member Trupiano, I attended an Energy Services and Infrastructure Renewal Ad Hoc meeting with representatives of Climatec to review their proposal for a Comprehensive Infrastructure Renewal and General Fund Savings Program. The program will address five main areas including street, pathway, and building lighting; water conservation, HVAC and building automation systems; electric vehicle (EV) charging; and solar photovoltaic (PV). Council consideration of the next phase of the project is being scheduled for April 4th so an application can be submitted to the CEC and PG&E before the April 14th deadline for NEM 2.0 projects. An item related to project financing will be on the March 21st Council Agenda to expedite this low interest funding opportunity.
- The City Council will be conducting first interviews of candidates for the permanent City Manager position on March 11th.
- The City Council will hold their annual Goal Setting Session on Monday March 13th beginning at 3:30 pm at Hoyer Hall. This will be a Special Council Meeting televised and on Zoom. An Organizational Assessment will be presented and areas for improvement in our organization will be highlighted for discussion. The community is encouraged to attend and be a part of this important process.
- Continued discussions with Republic Services on our Updated Franchise Agreement. We are still aiming for having the agreement for City Council consideration in May as our current contract extension expires on July 1st.
- Our Maintenance Supervisor and I visited two locations along the Cardinet Trail where the bank of Mt. Diablo Creek has eroded and is impacting the trail. Bids for temporary repairs are being sought while permanent repair is being developed for presentation to the resource agencies who will issue us permits and permission to work in the creek.



COMMUNITY DEVELOPMENT

Planning/Building:

- Processing requests for issuance of 14 planning and/or engineering permits.
- Received and processed 8 applications for rental of a City park or meeting facility.
- 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 Planning Commission's regular meeting of March 14, 2023, is canceled.

- **Code Enforcement:**
- New: 0
- Pending: 26
- Closed: 0



POLICE ACTIVITY REPORT

03/03/23 – 03/09/23

POLICE ACTIVITY REPORT 03/03/23 – 03/09/23

Friday, March 3rd – Officers responded to Kelok Way after receiving the report of a death. Further investigation revealed the resident died of an existing medical condition. Officers later responded to Indianhead Circle after receiving another report of a death. Further investigation revealed the resident also died of an existing medical condition.

Monday, March 6th – Officers responded to Verna Way after receiving the report of a theft from a vehicle. Officers determined a resident interrupted four (4) subjects attempting to steal the catalytic converter from his vehicle and had fled prior to officers' arrival. A thorough search of the area for the subjects were met with negative results. Officers responded to Walgreens after receiving the report of a petty theft. Officers determined two female subjects loaded up two shopping bags with cosmetics and left the store without paying for any of the items.

Tuesday, March 7th – Officers responded to Barcelona Way after receiving the report of tampering with a vehicle. Officers determined an unknown subject(s) entered a resident's unlocked car and tampered with the ignition.

Officers responded to Sylvaner Court after receiving the report of a grand theft. Upon officers' arrival, they found a subject hiding in the bushes who attempted to steal a resident's catalytic converter; he was arrested and booked into jail.

Wednesday, March 8th – While on patrol, officers stopped a vehicle near St. John's Church for Vehicle Code violations. Officers determined the subject was in possession of illegal drugs and provided false identification to officers; he was arrested and booked into jail.

Thursday, March 9th – Officers assisted two individuals with an insurance exchange after they were involved in a minor vehicle accident near Mitchell Canyon Road and Clayton Road.

Chiefly Speaking:

Officers continued traffic enforcement this week. The radar trailers were also deployed in problem areas.



MAINTENANCE:

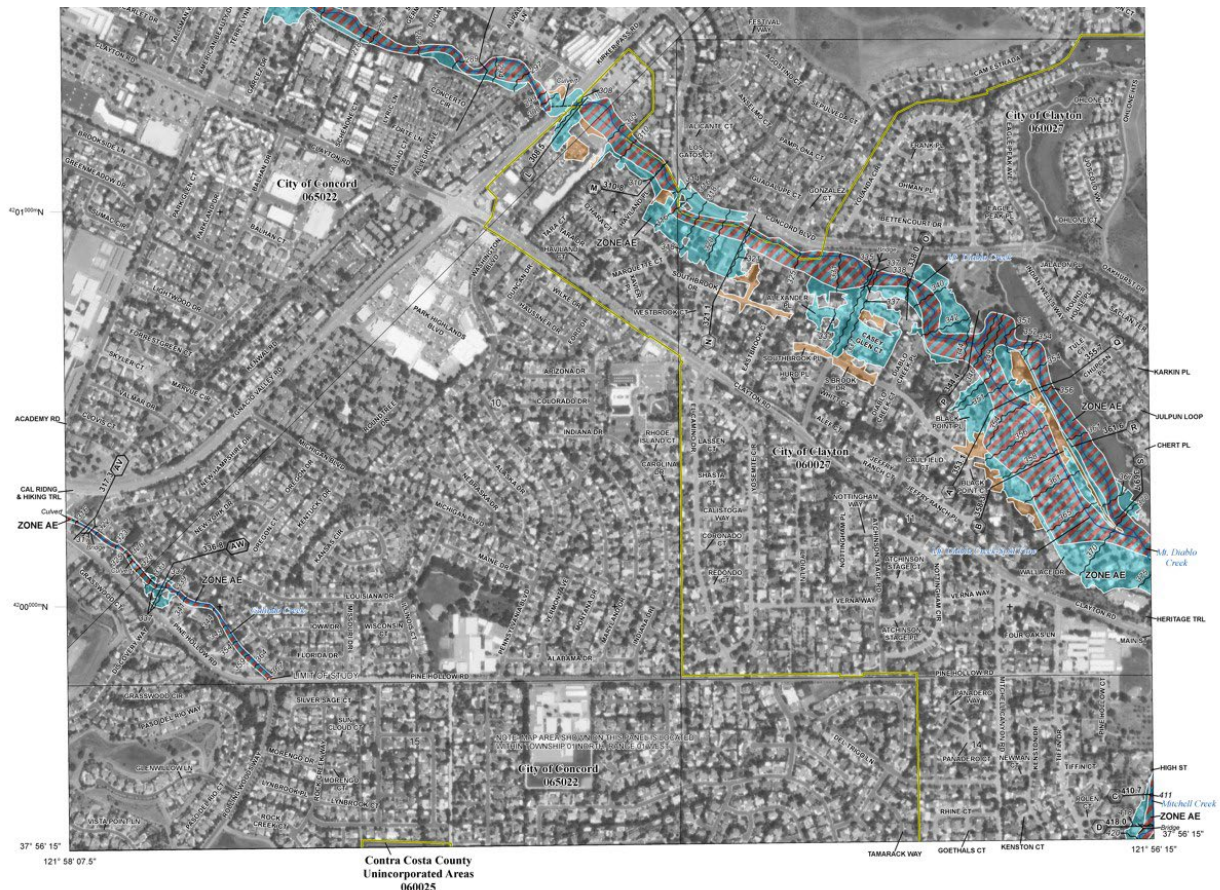
Our maintenance team spent a considerable amount of the week preparing for the forecasted heavy rains and potential for flooding. Additionally we accomplished the following:

- Irrigation repairs were started on Clayton Road (pathway near Library)
- Clayton Community Park ballfield dugouts were cleaned.
- Mud slides and creek washouts were surveyed with contractor Cowen and Thompson (excavating firm) for proposals to repair damage.
- Orange fencing was installed next to creek washouts for pedestrian safety.
- Shrubs were trimmed on Marsh Creek Circle.
- A broken irrigation valve was replaced on Clayton Road.
- The pathway on Alexander Ct. was trimmed and a dead Almond tree was removed.
- The lights in the Clayton Library parking lot were repaired.
- Removed a dumped washing machine from Golden Eagle Place.
- Chain saw maintenance was performed in preparation for upcoming storms.
- The turf at City Hall was mowed.
- Climatec personnel went through City Hall, the Library and Endeavor Hall to look at controls for HVAC systems.
- Our crews removed a homeless camp on Clayton Road at Lydia Lane at the request of the Police Department.
- Sandbags were filled to prepare for the upcoming storms.
- Weeds were removed on Oakhurst and Clayton Road.
- All storm drains and catch basins were checked for the upcoming storms.



CITY ENGINEER'S REPORT

- The City Engineer attended the California Office of Emergency Services (CAL-OES)/FEMA's Public Assistance Applicant's Briefing which went over the process of applying for the January 2023 storm damage cost recovery reimbursements. We will be inputting several projects under Debris Removal, Emergency Repair, and Permanent Project categories. The initial applications must be entered into the FEMA Grants Portal by March 18, 2023. Thereafter within 60 days FEMA staff will be reviewing and coordinating with local staff on eligibility and approving allocations. Clayton will fall under the Small Projects program (less than \$1M).
- With more upcoming storm events, we encourage residents to visit the City's sandbag station at the Keller House, north of City Hall and 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

- All the FY 23/24 budget worksheets were distributed to the Department Heads with deadline of March 20, 2023 to provide information.
- Working on the Labor Costing for the FY24 with GovInvest.
- Met with Police Chief and Maintenance supervisor to re-established the process to recover the cost of City's property damage. We have nine policy reports we've received from Chief and waiting for repair/replace estimates from maintenance to issue invoices to the responsible parties.
- Had a meeting with ClearGov and learned various valuable tools that can be utilize beyond the budgeting tool for the City.



CITY CLERK/HUMAN RESOURCES

- Confirmed our new Office Assistant/Code Enforcement Officer is ready to start on Monday March 13th and met with Community Development Director, Finance Director and City Manager to discuss this individual's roles and responsibilities.



UPCOMING MEETINGS AND EVENTS

March 11, 2023 Special City Council Meeting Closed Session

- City Manager Recruitment

March 13, 2023 Special City Council Meeting – Staff and City Council in person; public in person or via Zoom

- 2023-24 Goal Setting Workshop
- Extending the Proclamation of Local Emergency

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