



## WEEKLY REPORT

**To:** HONORABLE MAYOR AND COUNCIL MEMBERS

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

**Date:** March 3, 2023

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

- I met with Chief Broschard, other Contra Costa County Fire Protection Services District staff, and several city managers to discuss the Cal Fire Hazard Severity Zone Maps and the anticipated impacts they will have on cities including Clayton.
- The Police Chief and I met with Contra Costa County Animal Services Director Ward and her staff to discuss the services provided to our community. Animal Services depends on a good relationship with our Police Department to assist them with matters that are not in their area of responsibility, such as a wild animal that is injured but not yet deceased. Animal Services also provides for a fee services such as spay and neutering, and handling of deceased pets of residents. The Chief is in the process of adding a link to these services on our City website.
- The Community Development Director and I met with the owners of Oakhurst Country Club and their solar consultant to discuss a project they are proposing to locate on City property. The goal is to determine the project's feasibility before bringing to the City Council for their consideration. There is a mid-April PG&E application deadline to derive maximum financial benefit for both Oakhurst and the City.
- Continued discussions with Republic Services on our Updated Franchise Agreement. Our goal is to the City Council consideration this in May.
- I attended the Mayor's Conference in Orinda. Also in attendance were Mayor Wan, and Council Members Cloven and Trupiano. EBMUD made a presentation on things they are doing to manage costs related to infrastructure needs and climate change. They emphasized the importance in finding new and more innovative ways of doing business. The conference rotates monthly through each of the nineteen Contra Costa cities. Clayton will be hosting the September meeting at Oakhurst Country Club.
- I want to give a special thanks to our maintenance crew who have been working between storms and mudslides to get the ballfields at Clayton Community Park ready for the Clayton Valley Little League (CVLL) opening day. Thank you also to the CVLL volunteers who helped work on Field #3 last Saturday. It takes a team!



## COMMUNITY DEVELOPMENT

### Planning/Building:

- Processing request for issuance of 1 home occupation permit.
- Received and processed 1 application for rental of a City facility.
- Received the building permit from the Contra Costa Building Department for construction of replacement school-age and toddler play structures in Clayton Community Park. Coordinating with the contractor and City Maintenance Department staff to schedule commencement of work.
- 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.
- Reviewing responsive materials to the comprehensive completeness review of the 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.
- Communicating with representatives of the Oakhurst Country Club to explore possibilities for construction of a photovoltaic array on City-owned property adjacent to the Oakhurst Golf Course.
- 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 Planning Commission on February 28, 2023, the Commission held a public hearing and subsequently made a recommendation that the City Council amend sections of Clayton Municipal Code pertaining to accessory dwelling units and junior accessory dwelling units to comply with California law. The public hearing for the Council to introduce the recommended amendments is tentatively scheduled for the Council's regular meeting of March 21, 2023.

#### **Code Enforcement:**

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



## **POLICE ACTIVITY REPORT**

### **02/24/23 – 03/02/23**

#### **POLICE ACTIVITY REPORT 02/24/23 – 03/02/23**

Friday, February 24<sup>th</sup> – Officers responded to Yolanda Circle after receiving the report of a stolen vehicle. Officers have responded to this residence on numerous previous occasions. On this occasion, officers determined the adult son took the resident's car without permission although the son has driven the car on other occasions. Officers instructed the resident that this is a civil issue between he and his son.

Officers received a request to perform a welfare check on an elderly adult female walking on Clayton Road in slippers and a robe. Officers contacted the subject in front of City Hall and determined she was in need of medical assistance; she was transported to the hospital for further evaluation.

Sunday, February 26<sup>th</sup> – Officers responded to Black Point Place after receiving the report of a trespasser on a resident's property. When officers attempted to confront the young intoxicated adult, he evaded officers inside the backyard of a residence; the subject was arrested and booked into jail.

Officers responded to Mountaire Parkway after receiving the report of an elderly male having difficulty breathing. After life saving measures were attempted without success by Con Fire, the elderly male was pronounced dead. Further investigation revealed the elderly resident died of natural causes.

Monday, February 27<sup>th</sup> – Officers responded to Obsidian Way and later to Blue Oak Lane after receiving two separate reports of a thefts from vehicles. Officers determined an unknown subject(s) broke two windows of the Obsidian Way resident's car and stole cash along with miscellaneous items. Officers determined an unknown subject shattered the driver's side window of the Blue Oak Lane resident's car and stole small change.

Officers responded to a vacant business on Kirker Pass Road after receiving the report of vandalism. Officers determined an unknown subject(s) broke a window of a vacant business; the property manager was notified to board up the window.

Officers responded to Eagle Peak Avenue after receiving the report of vandalism. Officers determined an unknown subject(s) shattered the driver's side windows; nothing was missing from the car.

### **Chiefly Speaking**

On Monday, we held a meeting at Hoyer Hall to gauge the interest of the community in resurrecting the CERT (Community Emergency Response Team) program. We had a very good turnout, and we are looking forward to bringing this very valuable program back. More to come.....



### **MAINTENANCE:**

Our maintenance team was able to complete several different projects this week with an emphasis on getting the ball fields at Clayton Community Park ready for opening day of Clayton Valley Little League:

- We repaired the pocket door lock on the library employee restroom.
- Checked and cleaned several storm drains that were clogged due to the last storm.
- Met with two contractors to evaluate and receive estimates for mud slide dirt removal and clean up in four areas of the city.
- Roto Rooter was called to clear drains at Clayton Community Park as well as the women's restroom at the library.
- Staff met with Vice Mayor Diaz to discuss installing pavers in the large turf area at The Grove Park to support the sound speakers for the summer concert series.
- New infield mix was added and the ball fields at Clayton Community Park were dragged and prepped.
- Last Saturday our staff organized volunteers from CVLL to work on Field #3 to help us get it ready in time for the opening day ceremony.
- The hall lights in Clayton Police Department were repaired.
- Light bulbs were replaced in the library.
- Research was done for light covers in the library only to discover that the fixtures have been discontinued and parts are no longer available.
- Cob webs were removed from the library entrance inside the entry.
- The flags were changed at The Grove Park.
- Stones and wood were moved from the Keller House entry due to the recent storms which knocked down the remaining portion of the pillar and overhang.
- The Do The Right Thing banners were changed to INTEGRITY.
- Weeds were pulled on Clayton Road from Oakhurst Drive to Mitchel Canyon Road.
- Cleaned the Endeavor Hall hardwood floors
- 4 members of our crew took CPR training on Thursday this week.



## CITY ENGINEER'S REPORT

- Current land development applications in for Engineering Review of Improvement Plans and Final Map. Engineering coordinates with Planning on these developer projects.
  - Silver Oak Estates, 32 single family homes plus 3 ADUs, located in the area southside of Oakhurst Blvd opposite and between the two intersections of Yolanda Circle. This is the 2<sup>nd</sup> tentative map check review. Developer – West Coast Home Builders; Engineer – APEX Civil Engineering & Land Surveying. (2<sup>nd</sup> Submittal Engineering Review COMPLETE)
  - Oak Creek Canyon, 6 single family homes, located on the eastern City limits, north of Marsh Creek Road, opposite the Diablo Parkway intersection. This is the 1<sup>st</sup> plan check review. Developer – West Coast Home Builders; Engineer– APEX Civil Engineering & Land Surveying. (1<sup>st</sup> Plan Submittal Review COMPLETE – comments returned to developer)
  - Olivia Development – Senior Housing – on track for issuance of grading/demolition permits in early March to break ground on the project. Begin with High Street site first.
  - 500 Douglas Road (3 lot) Parcel Map Subdivision approved by City Council on February 21<sup>st</sup>.
  - Peacock Creek Townhomes, 30 units, located at the southeast corner of the intersection of Clayton Road and Peacock Creek Drive. 1<sup>st</sup> submittal for entitlement and tentative map approval was deemed incomplete in December 2022. 2<sup>nd</sup> submittal is expected from developer in March 2022.
- Downtown Pedestrian Improvements project will be evaluated on March 8<sup>th</sup> for potential \$40K in Transportation Development Act (TDA) grant funding through Contra Costa County/MTC.
- Storm damage reimbursement requests for public assistance from the City will need to be submitted into the FEMA portal by March 18, 2023. FEMA staff will then review claims and schedule field meetings with local staff. City Council will need to pass a Resolution to identify authorized persons to act on behalf of the City and specific contact persons.
- Upcoming GHAD Board meeting is tentatively scheduled for March 21, 2023 for a GHAD Manager Report and Facility Assessment. Staff would like to discuss operation and maintenance priorities and solicit input from the Board on future financial planning and budget allocations for the 2023-2024 GHAD budget.

- Engineering staff has been coordinating with the City of Concord on a joint grant application for a Planning Study to Implement Complete Street Improvements along Clayton Road in both cities. Potential improvements would include bicycle, transit, and pedestrian facilities, including any required stormwater and ADA improvements. The planning study is estimated to cost \$500,000 with close to 90% covered by the grant (if secured) and Clayton's proportional local match amount is estimated around \$17,000. In addition, Clayton staff is working with CCTA staff on a SMART signals project to upgrade technology at the western signals along Clayton Road to make them coordinated County/Region wide and adaptive for emergency events or major route closures through a centralized system. This will require Clayton to enter into cost sharing and operational agreements to allow for regional control in specific situations.



## **FINANCE**

- Mid-year budget report was presented to Budget/Audit Committee on February 27, 2023
- Kicked off FY 23-24 budget process and General Fund budget worksheets sent to each department leader to provide information.
- Meeting with Policy Chief and Maintenance supervisor on Friday, 3/3/2023 to discuss about the City property damages' receivable process.



## **CITY CLERK/HUMAN RESOURCES**

Updated the events calendar on the City's website to reflect:

- Clayton Library Memory Café beginning April 15
- Oakhurst Country Club Sip N Shop April 1
- Concerts in The Grove various dates beginning May 13 through September 16, 2023
- Classic Car Show and DJ events various dates beginning June 14 through July 26, 2023

Confirmed our new Office Assistant/Code Enforcement Officer is ready to start on March 13<sup>th</sup>



## UPCOMING MEETINGS AND EVENTS

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

- Clayton Valley Village Presentation
- Consider Termination of the Clayton Business and Community Association Master Use Agreement

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

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