



WEEKLY REPORT

To: HONORABLE MAYOR AND COUNCIL MEMBERS

From: Dana Ayers, Acting City Manager

Date: April 14, 2023

Please find below the City Department reports for the week ending April 14, 2023.



COMMUNITY DEVELOPMENT

Planning/Building:

- Processing requests for issuance of 12 planning and/or engineering permits.
- 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 current and upcoming fiscal years' Community Development Department budget.
- 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.
- The Planning Commission meeting of April 11, 2023, was canceled.

Code Enforcement:

- New: 1
- Pending: 26
- Closed: 0



POLICE ACTIVITY REPORT

04/07/23 – 04/13/23

POLICE ACTIVITY REPORT 04/07/23 – 04/13/23

Saturday, April 8th – Officers responded to the Clayton Club after receiving the report of an accident. Officers determined the intoxicated subject was involved in two separate crashes. AMR transported her to the hospital for evaluation.

Sunday, April 9th – Officers responded to Wildcat Way after receiving the request to perform a civil standby. Officers stood by while the resident removed his clothing from the residence. Officers also served him with a civil restraining order.

Monday, April 10th – Officers responded to Safeway after receiving the report of a transient bothering customers as they left the store. Officers instructed the known transient to move along.

Tuesday, April 11th – Officers responded to Kelok Way after receiving a request to perform a welfare check on a subject inside a parked vehicle. Although the vehicle was not located on that street, officers did locate the subject inside his car parked near the Sherwin Williams Paint Store; he was transported by AMR to the hospital for further evaluation.

Wednesday, April 12th – In the early morning hours, officers responded to the Postal Annex after receiving the report of a disturbance. Officers determined two transients were involved in a verbal argument. Officers diffused the situation and the subjects left the area.

Thursday, April 13th – 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, officers determined the grandson of the resident needed medical assistance; he was transported by AMR to the hospital for further evaluation.



MAINTENANCE:

- Trimming and weeding was completed in the downtown area including the planters.
- Weeds were removed and trees were trimmed in the Corral.
- Shrubs were trimmed and weeds were removed in The Grove Park.
- Debris was removed from the planter areas in Stranahan Park.
- Suckers were removed from the Pepper tree along the horse trail on Clayton Road.
- Weeds were sprayed Oakhurst Drive, Clayton Road and old Marsh Creek Road.
- Weeds were cut at the Dog Park.
- A mainline repair was completed on Marsh Creek Road at Diablo Middle school.
- Pot holes were filled on old Marsh Creek Road at Mountaire Parkway.
- The weed cutting on the sides of all trails was completed this week in preparation for the Art and Wine Festival.

- The trails were blown off to clear cut grass after they were cut.
- Maintenance staff attended a short meeting on Four Oaks Lane to determine the placing of new signs to be installed.
- Waraner Brothers Tree Service cleared tree branches on the Cardinet Trail that were knocked down by an Oak tree on private property that fell adjacent to Mt. Diablo Creek.
- Hamilton Tree service removed an Oak tree that fell next to the creek on Oakhurst Drive during the January storms. This tree upheaved the 6-inch irrigation pipe that services Oakhurst Golf Course from our wells at Westwood Park. This pipe will need to be repaired next week in order to supply the golf course with water.
- Maintenance staff will be assisting The Concord Ward: Service Project, volunteer youths in spreading wood chips on Saturday this week at the Dog Park, Clayton Community Park and Stranahan Park. There will be approximately 100 youths taking part in this activity.



CITY ENGINEER'S REPORT

- The City Engineer received a request from the Dana Hills Homeowners Association to reduce the four vehicular lanes on Mountaire Parkway from Marsh Creek Road to the southern intersection of Mountaire Circle (by the pool) down to two lanes – one in each direction along with marked bike lanes and shoulder striping for curbside parking. Given the traffic volume is relatively low, the proposed change is intended to visually reduce the travel way to encourage drivers to slow down and to allow for other modes of transportation such as bicycles to share the roadway. The City currently plans to resurface (not repave with new hot mix asphalt) this segment of Mountaire Parkway in 2024 and will need to replace the striping anyway and could consider a change in the striping plans prior to construction. The HOA Board unanimously agreed to submit this request and are currently surveying the homeowner membership through April 17, 2023. The City would encourage any input from the community on this matter prior to the decision being made to either replace the traffic striping as is or reducing the number of traffic lanes and adding bike lanes.
- 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 Avenue, 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

- Worked with Department leaders to get additional clarification/adjustment for FY 23-24 Budget.
- Met with Maintenance Supervisor Jim Warburton and Interim City Manager Ron Bernal to review labor cost information for updating Master Fee Schedule.
- Implemented Outlook calendars to maintain the reservation of City's facilities rentals (Endeavor Hall, Hoyer Hall, Community Park and The Grove Park) to improve efficiency in maintaining of schedule/reservation and communicating real time update within the City Staff.
- Quarterly payroll report filed with Municipal Pooling Authority.
- Use Tax Report to California Department of Fee Administration.
- Processed 3 facility rental applications.
- Processed 5 business license renewals.



CITY CLERK/HUMAN RESOURCES

Completed Criminal Justice Information Services Security Awareness Training, Level 2 Security Awareness training, which is required to receive LiveScan results. This training is now due annually.



UPCOMING MEETINGS AND EVENTS

April 18, 2023 City Council Meeting – Staff and City Council in person; public in person or via Zoom

Consent:

- Resolution Directing the Preparation and Filing of an Engineer's Report for the Diablo Estates Benefit Assessment District

Recognitions and Presentations:

- Proclamation declaring the week of April 23 – 29, 2023 as “Clayton Community Library Week”
- Mount Diablo Interpretive Association (MDIA) Mitchell Canyon Educational Center Presentation

Action Items:

- Authorize the Mayor to Execute the City Manager Employment Agreement.
- Resolution Adopting the City of Clayton's Salary Schedule Effective April 18, 2023, in Conformance with the California Public Employees Retirement System (CalPERS) Requirements to Provide a Publicly Available Salary Schedule.
- Receive the Report and Provide Feedback on the Traffic Speed Strategy.
- Approve Funding Appropriation for American Rescue Plan Act (ARPA) Funds for Efficiency Measures and Asset Replacement and Acquisition.
- Provide Direction on whether to Appropriate Additional American Rescue Plan Act (ARPA) Funds for the Local Assistance Program (Clayton Cares) and whether to Modify the Amount Allowed per Grant Recipient.

April 19, 2023 Concerts in the Grove Standing Committee Meeting – 1st Floor Conference Room at City Hall at 3:00 p.m.

(Note: The agendas for the above meetings have been posted to the [City Council Agenda website](#). All items for future meetings are preliminary until the agenda for the next meeting is finalized.)