



## WEEKLY REPORT

**To:** HONORABLE MAYOR AND COUNCIL MEMBERS

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

**Date:** April 21, 2023

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

- Climatec representatives and I met to discuss the status of the CEC (California Energy Commission) 1% financing application the City submitted in late March. Preliminary discussions between Climatec and CEC representatives indicate that our project is being viewed very favorably due to its diverse energy saving elements. The proposed EV (Electric Vehicle) charging station in combination with our two Zero electric motorcycles is an exciting proposal to the Energy Commission staff. The financing proposal is tentatively scheduled to be heard in July or August.
- Our new permanent City Manager Bret Prebola and I met to discuss his new job and the unique opportunities and challenges he will face when he comes on board on May 15<sup>th</sup>. Bret is currently Benicia's Assistant City Manager and brings expertise in the area of municipal information technology and finance. He is an excellent communicator and looks forward to meeting the community and businesses and sharing some of his ideas for making Clayton even better!
- Contra Costa County Fire Protection District (CCCFPD) Chief Broschard, Deputy Chief McAlister and I held our quarterly meeting to discuss items such as the upcoming fire season, the efforts to re-establish a Clayton CERT program, and the updated CalFIRE Fire Hazard Severity Zones Map (scheduled to be released in early summer) and the expected impact on the City of Clayton. Chief Broschard is planning on making a presentation to our City Council at their May 16<sup>th</sup> meeting.
- Our consultant team and I met about the Cal Recycle Correction Action Plan (CAP) and the multitude of action items related to SB1383 necessary to accomplish between now and March 2024. Monthly reports to the State and ongoing implementation, monitoring and reporting by both Republic Services and the City are part of the state's onerous requirements.
- Vice Mayor Diaz, Council Member Trupiano and I met for the Concerts in the Grove Subcommittee Meeting. Improvements to security and how the concert-goers and community can donate money to support the event have been implemented. The first concert of the series will be on May 13<sup>th</sup>.



## COMMUNITY DEVELOPMENT

### Planning/Building:

- Processing requests for issuance of 12 planning, building and/or engineering permits.
- Received applications for Temporary Use Permit (TUP) and Noise Permit (NP) for: 1) the Clayton Pride Parade in the Town Center on June 4; and 2) the Clayton Valley/Concord Sunrise Rotary 5k Run at Clayton Community Park and on Marsh Creek Road on June 18. Continuing to coordinate with applicants and staff for processing of TUPs and NPs for: 1) the Clayton Business and Community Association's Art & Wine Festival on April 29 and 30; and 2) the City's Summer Concerts in The Grove starting on May 13.
- 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 11 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 and conducted a site visit with the consultant.
- Received and reviewing 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 response to state staff comments on the City's adopted Housing Element; preparation of pre-reviewed architectural plans for accessory dwelling units; and digitization of General Plan Land Use and Zoning maps to be incorporated as layers into the City's developing geographic information system.
- The Planning Commission meeting of April 25, 2023, is canceled.

**Code Enforcement:**

- New: 2
- Pending: 27
- Closed: 0



## **POLICE ACTIVITY REPORT**

**04/14/23 – 04/20/23**

Friday, April 14<sup>th</sup> – Officers responded to various areas in Clayton Station throughout the day and night after receiving several reports of a transient that had fallen out his wheelchair. Officers determined the transient was fine, he didn't fall out of his wheelchair, and was found OK upon officers' arrival. He was instructed to move along.

Saturday, April 15<sup>th</sup> – Officers responded to Pappa Murphy's Pizza after receiving the report of a subject who was yelling at customers. Officers initially instructed the known transient to move along, but further investigation revealed he had a warrant for his arrest. Officers located the subject near Peet's Coffee where he was arrested and transported to jail.

Monday, April 17<sup>th</sup> – Officers responded to Regency Drive after receiving the report of a disturbance. Officers have responded to this residence on numerous previous occasions. On this occasion, the resident and his young adult son were involved in a verbal dispute. Officers diffused the situation and both parties resolved their issue.

Officers responded to Mt. Wilson Way after receiving the request to perform a welfare check. Officers determined the young teenager was in need of medical assistance. He was transported by AMR to the hospital for further evaluation.

Wednesday, April 19<sup>th</sup> – Officers responded to Panadero Way after receiving the request to perform a welfare check. Officers determined the resident was in need of medical assistance. She was transported by AMR to the hospital for further evaluation.

While on patrol in the Clayton Station Shopping Center, officers attempted to stop a known transient on a bicycle who had been previously ATA'd from the shopping center. Further investigation revealed he had a warrant for his arrest. Officers located the subject near Duncan Drive and Wilke Drive in Concord; he was arrested and booked into jail.

Thursday, April 20<sup>th</sup> – Officers responded to various areas of Clayton during the day including the library and downtown after receiving several reports of a transient yelling and causing a disturbance. Officers instructed the known transient to keep moving along.

### **Chiefly Speaking**

Sergeant Jason Shaw graduated from the Sherman Block Supervisory Leadership Institute this week. SBSLI is a program attended 3 days each month over an 8-month period. According to the Commission on Peace Officer Standards and Training, SBSLI is a program designed to stimulate personal growth, leadership, and ethical decision-making in California law enforcement front-line supervisors. The curriculum takes students through an analysis of management (planning, organizing, directing, etc.) and leadership (inspiring, challenging, developing, etc.) and how each discipline compliments the other. The course progresses from self-evaluation, to interpersonal evaluation, to organizational relationships. Congratulations Sergeant Shaw!



### **MAINTENANCE:**

Our Maintenance staff has completed a massive amount of work this week including:

- Trimming work was done on Old Marsh Creek Road.
- Weed spraying was done on Oakhurst Drive out bound, center median and inbound direction.
- An irrigation valve was replaced on Clayton Road between Peacock Creek Drive and Old Marsh Creek Road.
- A main line repair was done in the lower parking lot at Clayton Community Park.
- A knocked down stop sign was replaced on Mountaire Drive at Mountaire Circle.
- Pot holes were patched on Clayton Road and Oakhurst Drive.
- Graffiti was removed in the men's restroom at The Grove Park.
- An All-Way Stop Sign was replaced at the intersection of old Marsh Creek Road and Mountaire Drive.

- Irrigation was checked on field 2 at Clayton Community Park.
- An irrigation check was done on Clayton Road from old Marsh Creek Road to Oakhurst Drive.
- All turf areas were mowed this week.
- Weed and Feed fertilizer was applied to all small turf areas.
- The broken main feed line to the pond at Oakhurst Country Club that feeds their irrigation system was determined to be the golf courses responsibility. They have made the repair to the 6" line to restore water.
- Burned out lights were changed out at City Hall.
- The new playground construction at Clayton Community Park was checked this week. The construction crew's supervisor says they should be completed with the project by the end of next week.
- Last Saturday our Maintenance staff assisted 100 youths from The Church of Jesus Christ and Later Day Saints in spreading wood chips in Clayton Community Park, The Dog Park and Stranahan Park. I was surprised by the excellent leadership and hard work of the team. The project was a huge success!



## CITY ENGINEER'S REPORT

- FEMA staff has recently reached out to start the reimbursement review process on Clayton's Disaster relief application from the end of March 2023. The process begins with an Exploratory Meeting Call to go over general program requirements. All requests for financial assistance must be finalized and documented in a Damage Inventory matrix within the next 60 days for damages due to the severe storms within the month of January 2023. A review of project sites is likely to come in the next few months.
- Engineering staff has been working closely with the Finance Department over the last few weeks in coordinating projected expenditures for upcoming capital improvement projects for FY2024 and planning for the next three FYs (2025-2027). We are developing a stand-alone 5 year Capital Improvement Plan that integrates with the Annual Budget. The draft workplan for capital project will be discussed at the Budget/Audit subcommittee meeting on Monday April 24<sup>th</sup> and following up with the City Council at meetings in May/June 2023.



## FINANCE

- Prepared budgets and staff reports for the April 24<sup>th</sup> Budget and Audit Committee Meeting.



## CITY CLERK/HUMAN RESOURCES

- Organized and participated in our Annual MPA (Municipal Pooling Authority—City's insurance provider) Walk n' Lunch –11 walkers were treated to lunch at Canessa's courtesy of MPA. Azalea from MPA stopped by and dropped off keychains with sunscreen and a clear backpack containing a frisbee, water bottle and a visor. All City Staff members were provided keychains with sunscreen. Using the wheel of names, Gabby from the Police Department was the lucky recipient of the clear backpack, water bottle, frisbee and visor!
- Began logistics for the upcoming 4<sup>th</sup> of July Parade and Contra Costa County Mayors' Conference hosted by the City of Clayton in September.



## UPCOMING MEETINGS AND EVENTS

April 24, 2023 Budget and Audit Committee Meeting

- (a) Fiscal Year 2023-24 Proposed Budget
- (b) Draft Capital Improvement Plan Worksheets for FY23-FY27
- (c) Revised Investment Policy
- (d) Master Fee Schedule Update

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