



WEEKLY REPORT

To: HONORABLE MAYOR AND COUNCIL MEMBERS

From: Ron Bernal, Interim City Manager

Date: April 28, 2023

Here's a few of the things we've been working on and looking forward to another successful Art and Wine Festival this weekend:

- Along with the Fee Schedule Update, draft Investment Policy, and 5-Year Capital Improvement Plan (CIP), our draft 2023/24 budget was presented to the Budget and Audit Committee for their comments. We will be bringing back a full draft of the Fee Schedule to the committee in mid-May with the date still to be set.
- Along with Vice Mayor Diaz, Council Members Tillman and Trupiano, and organizer Council Member Cloven, I participated in the very well attended and successful Clayton Cleans Up event. When the day was complete, 82 bags of trash weighing 301 pounds and 51 bags of green waste weighing 403 pounds were collected and disposed properly disposed of. Our waterways and streets are the beneficiaries of the community's teamwork.
- I spoke with our incoming permanent City Manager Bret Prebula (May 15th) to discuss projects he'll be taking over and how to execute a smooth transition under his leadership.
- Our consultant team and I met with our State assigned oversight representative for our Bi-monthly report meeting for our Cal Recycle Correction Action Plan (CAP) and the action items related to SB1383 necessary to accomplish between now and March 2024.
- I met with our consultant assisting the City with the Republic Services Franchise Agreement negotiations to review the schedule related details. Next steps include a meeting with the Garbage and Recycling Ad Hoc and legal review by our City Attorney.
- Along with Supervisor Carlson and two of his aides, I participated in a tour of the Cemex facility. It was encouraging to hear about the measures being taken to minimize dust and mud, noise and future visual impacts and see the location of the mining operations that expose the high quality rock and aggregate.



COMMUNITY DEVELOPMENT

Planning/Building:

- Processed requests for issuance of 7 planning, building and/or engineering permits.
- Issued the Temporary Use Permit (TUP) and Noise Permit (NP) for the Clayton Business and Community Association's Art & Wine Festival on April 29 and 30.
- Processing applications for TUP and 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 staff for permit processing and promotion of the City's Summer Concerts in The Grove series starting on May 13.
- 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 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.
- Continuing to review 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.
- Provided comments on the resubmittal of plans 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 review of the 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.
- As required by State statute, submitted the City's recently amended Accessory Dwelling Unit Ordinance, adopted on April 4, 2023, to the Department of Housing and Community Development (HCD) for HCD staff's compliance review.
- Drafting responses to the Biennial Compliance Checklist required for receipt of funds pursuant to Contra Costa County Measure J.
- The Planning Commission meeting of April 25, 2023, was canceled.

Code Enforcement:

- New: 2
- Pending: 28
- Closed: 1



POLICE ACTIVITY REPORT

04/21/23 – 04/27/23

Friday, April 21st – Officers responded to London Court after receiving the report of a grand theft. Officers determined an unknown subject stole a catalytic converter from a resident's car.

Officers responded to the Clayton Station Shopping Center on a couple of occasions regarding transients causing a disturbance and or acting suspicious. Officers instructed the known transients to move along.

Saturday, April 22nd – 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 had issued a temporary civil restraining order against her son's girlfriend which has yet to be served.

Officers responded to Hummingbird Way after receiving the request to perform a welfare check. Officers determined the residents were OK.

Sunday, April 23rd – Officers responded to Rhine Court after receiving the report of a loud party. The residents agreed to turn down the music.

Monday, April 24th – Officers responded to Kelok Way in the early morning hours after receiving the report of a loud car. Officers cited three juveniles for curfew violations; their parents were also called to pick them up and drive them home.

Tuesday, April 25th – Officers responded to Safeway after receiving the report of a suspicious vehicle parked in back of the store. Officers determined the subjects inside the car were in possession of stolen mail, drug paraphernalia, and were under the influence of illicit drugs. They were arrested and booked into jail.

Officers responded to Semillon Circle after receiving the report of a civil restraining order violation. Officers have responded to this residence on several occasions on similar issues. On this occasion, the resident's neighbor threw rocks at his fence which was in violation of the order.

Officers responded to Petar Court after receiving the report of a disturbance. Officers have responded to this residence on several previous occasions. On this occasion, officers determined the resident and his girlfriend were involved in a verbal dispute. The girlfriend left for the evening.

Wednesday, April 26th – On a few occasions throughout the day, officers responded to the Clayton Station after receiving reports of transients causing a disturbance or who have been banned from stores. Officers instructed the known transients to move along.

Officers responded to Diablo View Middle School for a threats report involving 2 students. It was determined that there was no known immediate threat. Investigation is ongoing.

Thursday, April 27th – Officers responded to Mt. Dell Drive after receiving the report of loud music. The residents agreed to turn down the music.

Officers responded to Ohlone Heights for a civil standby while a male subject retrieved his vehicle from in front of a residence where his ex-girlfriend left it. The vehicle had been tampered with and it appears someone may have tried to steal it from this location.

Officers responded to Walgreen's for a disturbance. The male that was causing the disturbance was gone when officers arrived.

Officers responded to the area of Regency Drive for a report of juveniles ringing doorbells and running away. They were not located.

Chiefly Speaking

Staff is gearing up for the Art and Wine festival this weekend. See you there!



MAINTENANCE:

Our Maintenance staff has been working hard in preparation for the Art and Wine Festival this weekend including:

- Our crew was able to get The Grove Park splash pad controller installed and the splash pad running this week.
- Trimming was done on old Marsh Creek Road in the inbound direction.
- Weed spraying was done on Oakhurst Drive inbound and Mitchel Canyon Road.
- An irrigation quick coupler was repaired on old Marsh Creek Road.
- Weeds were recut on the sides of the trail system preparing for Art and Wine.
- Picked up, weighed and disposed of bags of trash and weeds from the Clayton Cleans Up.
- All turf areas were mowed this week.
- Weed and feed was applied to the large turf areas at Clayton Community Park.
- Weed work was done on Clayton Road inbound from City Limits.
- An irrigation check was done on Field 3 at Clayton Community Park.
- Irrigation was checked and sprinklers were repaired on old Marsh Creek Road.
- Pot holes were filled on Clayton Road and the Bruce Lee Trail.
- Barricades and cones were placed at the usual locations in preparation of Art and Wine Festival.
- The down town planters were checked for power.
- Weed work was done at The Grove Park.
- Graffiti was removed in the Grove Park men's restroom.
- Trimming work was done on Old Marsh Creek Road.

- Our weed abatement contractor will begin cutting fire-breaks in the Keller Ridge area next week.



CITY ENGINEER'S REPORT

- FEMA and Clayton staff completed its initial Exploratory Meeting Conference Call to go over general program requirements. The first in-person meeting will be held at City Hall on Monday May 1st to go over the specifics of each damage site. The City is claiming approximately \$680,000 in its Damage Inventory matrix from the severe storms within the month of January 2023. Approximately \$25,000 is related to tree clearance work, \$75,000 in mudslide clean up, \$80,000 landslide clean up along Donner Creek Trail near Regency Drive, and \$500,000 for creek bank repairs on Mt. Diablo Creek next to the Cardinet Trail.
- 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 (CIP) that integrates with the Annual Budget. The draft workplan for capital project was discussed at the Budget/Audit subcommittee meeting on Monday April 24th. Engineering staff will be programming paving projects in 2024, 2025, and 2027 and will seek approval from the City Council at its meeting in June 2023. Street selection for 2025 and 2027 will be determined in the future. Streets already planned to be resurfaced in 2024 include:

Mountaire Parkway from Marsh Creek Road to Mountaire Circle (by pool)

Mitchell Canyon Road from Clayton Road to Herriman Court

Regency Drive from El Molino Dr to Weatherly Drive

Mt. Dell Drive from Mt. Washington Way to End

Mount Vernon Drive from Mt. Edna Drive to End

Capistrano Court

Caulfield Court

Fleming Drive

Pinot Court (portion)

Bigelow Street



FINANCE

- Proposed FY23-24 Budget presentation done on Monday, 4/24/23 during Budget/Audit Committee meeting. On Tuesday, 4/25/23, had a meeting with Major Wan via MS Teams for additional discussion and expectation, then provide B/A committee members the detail Budget worksheets as requested. On Thursday 4/27/23, receive additional feedback/requests for the transactional details and provided.
- Issued the 32 letters to Business License (BL) holder on correct notification of BL classification.
- 79 Delinquency notices sent to Business License holders with balance due via email.
- Processed 7 business license new/renewal applications, 1 closeout
- Processed 1 facility rental



CITY CLERK/HUMAN RESOURCES

Nothing of significance to report.



UPCOMING MEETINGS AND EVENTS

May 1, 2023 Trails and Landscape Committee-Strategic Safety and Asset Management Subcommittee Meeting

May 2, 2023 City Council Meeting

CONSENT CALENDAR

- (a) 2023 Concerts in the Grove Calendar
- (b) Levy of High Street Special Tax
- (c) Levy of Lydia Lane Sewer Assessments
- (d) Levy of Oak Street Sewer Assessments
- (e) Levy of Oak Street Bridge Special Tax
- (f) Adoption of Revised Investment Policy

- (g) Military Equipment Use Annual Report
- (h) Terminating Local Emergency for Storms

ACTION ITEMS

- (a) Adopt updated Council Guidelines and Procedures
- (b) Status of City Council Future Agenda Item Requests
- (c) Council Member Request – City Special Agreements

CLOSED SESSION

- (a) Conference with Labor Negotiator – Miscellaneous City Employees

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