



## WEEKLY REPORT

**To:** HONORABLE MAYOR AND COUNCIL MEMBERS

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

**Date:** April 7, 2023

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

- Following the City Council approval to initiate Phase 2 of the Comprehensive Infrastructure Renewal and General Fund Savings Program with Climatec, provided executed documents for Climatec to submit an application to PG&E prior to the April 15, 2023 NEM (Net Energy Metering) 2.0 deadline. I also received proposals from third party finance institutions to provide project funding via tax exempt leases in the event the CEC (California Energy Commission) ECAA (Energy Conservation Assistance Act) 1% financing the City has applied for does not come to fruition. The \$2.049 million project will yield a projected \$4.735 million dollars in total lifecycle savings over the next 30-years.
- Along with Mayor Wan, Vice Mayor Diaz and Council Members Tillman and Trupiano, I attended the Mayor's Conference held on Concord. CCTA (Contra Costa Transportation Authority made a presentation regarding the "Redefining Mobility" summit.
- The Community Development Director and I met with the mayor to discuss the comment letter from HCD (California Department of Housing and Community Development) on our Housing Element submittal of January 31, 2023. Staff is discussing next steps in response to the comments as we continue to pursue a State certified Housing Element.
- I assisted the City Council, City Attorney and recruiter in the recruitment of Clayton's next permanent City Manager.
- I will be out of the office next week. Community Development Director Dana Ayers will be Acting City Manager until my return .



**COMMUNITY DEVELOPMENT**

## **Planning/Building:**

- Processing requests for issuance of 8 planning, building and/or engineering permits.
- Distributed (mailed and posted) Noise Permit notices for the CBCA 2023 Art and Wine Festival and the Summer Concerts in the Grove series.
- 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.
- Met with the developer of the three-lot Douglas Road Parcel Map subdivision to discuss the proposed residences to be constructed on the lots, as well as landscaping, utilities, and grading.
- 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.
- 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 11, 2023, is canceled.

#### **Code Enforcement:**

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



## **POLICE ACTIVITY REPORT**

### **03/31/23 – 04/06/23**

Saturday, April 1<sup>st</sup> – Officers responded to Wildcat Way after receiving the report of a disturbance. Officers determined the resident's son was causing a disturbance. Officers diffused the situation between he and his elderly parents.

Officers responded to Donner Creek Court after receiving the request to perform a welfare check. Officers determined the four-year-old child was OK.

Sunday, April 2<sup>nd</sup> – Officers responded to Wildcat Way after receiving the report of a disturbance. Officers responded to this residence the day before. On this day, the adult son was again causing a disturbance inside the home but had left the residence prior to officers' arrival. Officers provided information to the family on how to begin the eviction process.

Officers responded to El Camino Drive 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 adult son was OK.

Tuesday, April 4<sup>th</sup> – Officers responded to the Village Market after receiving the report of a disturbance. Officers determined the subject was causing a disturbance outside the store involving personnel from CON Fire and AMR who were there on an unrelated matter. The subject left after screaming nonsense to the officers.

Wednesday, April 5<sup>th</sup> – Officers received a phone call from a Concord resident who reported that an unknown subject struck his car while he was shopping in the Clayton Station Shopping Center. The unknown subject failed to leave a note.

Officers responded to Yolanda Circle after receiving the report of a disturbance. Officers have responded to this residence on several previous occasions. On this occasion, the resident and his impaired adult son were involved in a verbal dispute. Officers diffused the situation and the son agreed to stay in his room for the night.

Thursday, April 6<sup>th</sup> – Officers responded to Village Market after receiving the report of a petty theft. Officers determined an unknown subject(s) stole a small boy's bicycle while it was left outside the store.

Officers responded to Mountaire Circle after receiving the report of a hit and run accident. Officers determined a vehicle hit and knocked down the stop sign at the intersection of Mountaire Circle and Mountaire Parkway. The only item left at the scene was a license plate belonging to a nearby resident. This case remains under investigation.

### **Chiefly Speaking**

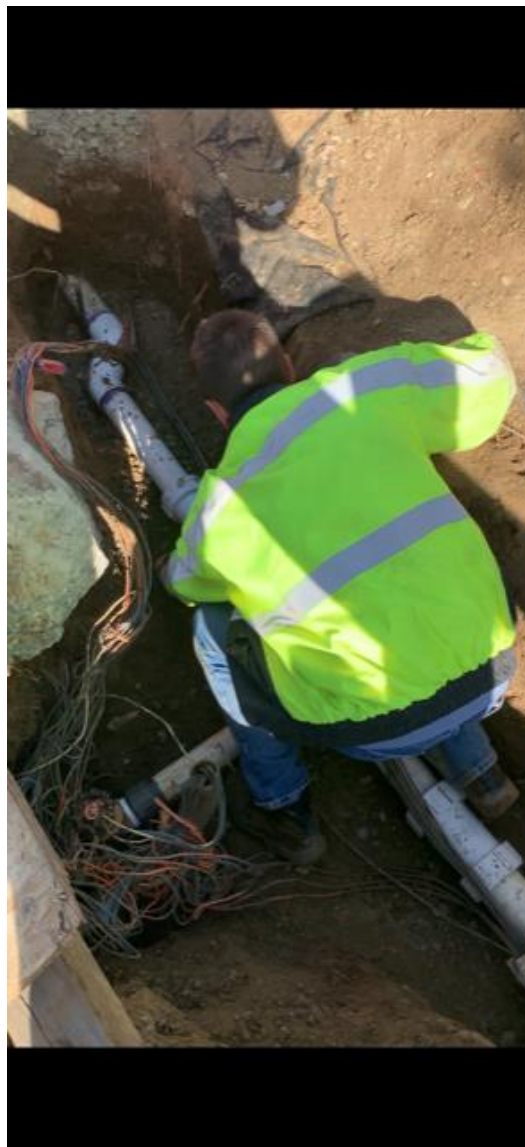
This week, we took possession of the Zero motorcycle that Council approved for purchase. It is currently at the mechanic getting a "check-up", and will be back next week. With better weather on the horizon, we look forward to Officer Stroski out there getting familiar with his new "ride."





## MAINTENANCE:

- Crews patched pot holes on Oakhurst Drive.
- Sprayed weeds on Clayton Road along the back of the sidewalk on both sides of the street along the back of sidewalk.
- Completed the repair of the mainline break on Clayton Road at the Library.



- Completed an irrigation valve replacement on Clayton Road east of Peacock Creek Drive.

- Completed repair of an irrigation line mainline break on Marsh Creek Road at Diablo View Middle School.
- Trimmed and weeded on Oakhurst Drive in the outbound direction.
- Diablo Lawnsapes completed the synthetic turf project at The Grove Park.



- Diablo View Construction completed the staining of the gazebos at The Grove Park.
- Crews removed a knocked down stop sign at the corner of Mountaire Drive and Mountaire Circle and installed a temporary stop sign until a permanent one is installed.
- We replaced several lights and one ballast at the Clayton Community Library.
- We repaired the double doors at the Clayton Library that had come off track.
- We inspected the playground install at Clayton Community Park. The project is proceeding per schedule and good progress is being made.





- We mowed the tall grass along the Bruce Lee Trail in preparation for the Art and Wine Festival this month.



## 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 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.



## FINANCE

- Filed MPA (Municipal Pooling Authority) Excess Cyber Renewal for FY23-24.
- Filed Single Audit Report with Census on March 31, 2023.
- Started the NEU (Non Entitlement Unit of Government) for April 2023 P&E (Project & Expenditure) Report with Department of Treasury SLFRF (State and Local Fiscal Recovery Funds) which is due on April 30, 2023.
- Met with Interim City Manager and Maintenance Supervisor for FY 2023 Budget and Master Fee Schedule Update.
- Met with our finance consultant and representative at GovInvest to complete the baseline of labor costs for the Master Fee Schedule Update.
- Issued invoices for Concerts in the Grove donations.
- Issued three invoices for the City property damage totaling \$27,040.54. This is something we have resumed doing and expect to offset expenses with insurance company and responsible party payments.
- Continued work on the city's Contract Service Vendor List in preparation for the 4/24 Budget and Audit Committee Meeting.
- Training with Digital Services for updating City's Website by Finance Department.
- New employee training for Business License software application.
- Processed six rental facilities rentals and refunds.
- Processed one business license renewal.





## CITY CLERK/HUMAN RESOURCES

Nothing to report.



## UPCOMING MEETINGS AND EVENTS

April 11, 2023 Planning Commission Meeting – Canceled

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