



## WEEKLY REPORT

**To:** HONORABLE MAYOR AND COUNCIL MEMBERS

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

**Date:** May 12, 2023

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Today's my last Weekly Report. Thank you for giving me the opportunity to serve you and the amazing people I've been privileged to work alongside as you were searching for our new permanent City Manager, Bret Prebula. I'm excited about Bret's arrival this Monday May 15<sup>th</sup> and look forward to doing whatever I can to help him transition smoothly into his new role. Here's some of the things we've been working on this week:

- I met individually with Mayor Wan, Vice Mayor Diaz, and Council Members Cloven, Tillman and Trupiano to discuss my final week as Interim City Manager and the upcoming transition with Bret this Monday.
- Along with Council Member Tillman, our Finance Director, City Engineer and Maintenance Supervisor I attended the Trails and Landscape Committee Meeting where work and projects from last year, the FY 2022/23 budget expenses to date and the proposed FY 2023/24 Budget were discussed.
- As Clayton's Board Member, I attended the quarterly Municipal Pooling Authority Board (MPA) Meeting to discuss the budget, and trends and predictions for insurance costs in the upcoming year. MPA is the insurance provider for Clayton and 19 other cities. Due to major catastrophic events including wildfires, floods, hurricanes both in our country and around the world, insurance costs are going up significantly not only this year, but in the foreseeable future. Interestingly cyber liability insurance rates are not rising as fast as others.
- I discussed final comments and received the final version of the City of Clayton Organizational Assessment. This document will provide valuable information related to current vs. needed staffing as the City Council considers the FY 2023/24 Budget and beyond.
- I spoke with a local business owner about the City's pig depredation program.
- The staff gave me a really nice surprise going-away breakfast this morning. Of all the things I'll miss about Clayton, the people I've been blessed to work with will be the biggest!



## 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 City's Summer Concerts in The Grove series. Provided assistance to Council subcommittee members in social media promotion of the series and announcement of the first concert on May 13.
- 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. Mailed out notices of NP decision for the Clayton Pride Parade to owners and occupants of property within 300 feet of the Town Center.
- 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 16 residences and two accessory dwelling units (ADUs) 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.
- Received resubmittal of revised plans for the Silver Oak Estates residential development proposed to consist of 32 single-family houses and three ADUs 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.
- Continuing review of the 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 ADU on the north side of Marsh Creek Road at its intersection with Diablo Parkway.
- Met with the City's consultant to discuss responses to comments received from State staff on the City's adopted Housing Element.
- Continuing to work with the City's consultants in preparation of pre-reviewed architectural plans for ADUs and digitization of General Plan Land Use and Zoning maps to be incorporated as layers into the City's developing geographic information system. The first ADU plan is undergoing plan check with the County Building Department.
- Drafting responses to the Biennial Compliance Checklist required for receipt of funds pursuant to Contra Costa County Measure J.
- Reviewed and provided feedback to Finance staff on draft changes to Community Development Department fees in the City's fee schedule.
- The Planning Commission meeting of May 9, 2023, was canceled.

#### **Code Enforcement:**

- New: 0
- Pending: 31
- Closed: 1



## **POLICE ACTIVITY REPORT**

### **05/05/23 – 05/11/23**

Friday, May 5<sup>th</sup> – Officers responded to Mt. Wilson Place after receiving a request to perform a welfare check. Officers determined the elderly resident was OK. Officers responded to the Grove Park after receiving the report of a teenager had been injured while playing whiffle ball. The teenager was transported by AMR to the hospital as a cautionary measure.

Saturday, May 6<sup>th</sup> – Officers responded to the Clayton Station on three occasions during the day regarding a homeless man yelling at people. On the last call, officers arrested the known transient near Starbucks for violating the ATA along with a probation violation; he was booked into jail.

Officers responded to an injury traffic accident at Clayton Road and Washington Blvd. Officers determined the subject on the motorcycle was intoxicated and suffered injuries; he was transported to the hospital for his injuries.

Sunday, May 7<sup>th</sup> – Officers responded to the Clayton Community Park after receiving the report of subjects riding a dirt bike on the field. A thorough search of the area for the subject(s) was met with negative results.

Officers assisted Walnut Creek Police Department by responding to an injury accident at Ygnacio Valley Road and Cowell Road.

While on patrol in the Clayton Station parking lot, officers located a suspicious vehicle parked in back of Safeway. Officers determined the vehicle was stolen from Antioch. Officers observed the two subjects exit the store, enter and exit the vehicle, walk away from the scene, and a short time later they were located on Kirker Pass Road. Officers also determined the male subject had several warrants for his arrest, and was on probation; he was arrested and booked into jail. The female subject was released to her mother.

Monday, May 8<sup>th</sup> – A Marquette Court resident contacted the Police Department to report a vehicle burglary. Officers determined an unknown subject stole tools from his locked toolbox attached to the back of his pickup truck.

Officers responded to Kelok Way after receiving a request to perform a welfare check. Officers determined the resident was in need of medical assistance. He was transported to the hospital for further evaluation.

Tuesday, May 9<sup>th</sup> – Officers responded to Diablo Creek Court after receiving the report of a residential burglary. Officers determined that during the time the resident was attending a funeral, an unknown subject(s) entered the resident's house through the back rear slider; items missing included jewelry.

Officers responded to Herriman Drive after receiving the report of a disturbance. Officers have responded to this residence on several prior occasions. On this occasion the resident's son was causing another disturbance inside the home. Officers advised the resident to seek a civil restraining order against her adult son.

Officers responded to El Camino Drive after receiving the report of a non-injury accident.

A Pittsburg resident reported to the Police Department that her front license plate was missing from her vehicle while it was parked at the Clayton Station Shopping Center.

Wednesday, May 10<sup>th</sup> – Officers responded to the end of Regency Drive after receiving the report of illegal dumping. Officers determined a new homeowner on Regency Drive was dumping contaminated dirt from his residence into the park area. Officers instructed him to remove the dirt and dispose of it properly.

Officers responded to Walgreens after receiving the report of a fire. Officers determined a small brush fire was ignited by an unknown source and extinguished by CON Fire.

Thursday, May 11<sup>th</sup> – A Diamond Terrace resident reported to the Police Department that his tires were slashed by an unknown subject sometime overnight.

### **Chiefly Speaking**

This week, Sergeant Marchut and I met with residents on Kelok Way to discuss concerns and requests they have regarding people parking at the end of the road to enjoy the view. There was very good dialogue, and I believe it was productive for all in attendance.



## MAINTENANCE:

Along with getting downtown ready for the first Concert in the Grove this Saturday, below are a few of the items Maintenance has been hard at work on:

- Dead weeds were cut on Clayton Road in the outbound direction.
- Trimming was started on Clayton Road in the inbound direction.
- All small turf areas were mowed.
- Spaying was done on Eagle Peak Drive as well as Keller Ridge Drive, Keller Ridge Drive and El Portal Drive.
- Irrigation was checked on Eagle Peak Drive, and Keller Ridge Drive.
- Weeds and suckers were removed from the medians on Old Marsh Creek Road.
- The men's and woman's restroom toilets at the library were all clogged with sticks and debris this week. Our crews tried to unclog them but we eventually needed to call Roto Rooter to help clear the lines.
- Weeds were cut down on Oakhurst Drive in the inbound direction.
- All small lawns were fertilized.
- Broken sprinklers were repaired on Eagle Peak Drive.
- Light bulbs were replaced at the Clayton Community Library.
- The fill line to the water tanks at The Grove restrooms was broken this week. Our crew was able to replace the line and get the restrooms up and running again.
- Barricades, trash cans and signage were taken to the Grove Park in preparation for the first concert in The Grove this Saturday.



## CITY ENGINEER'S REPORT

- FEMA and Clayton staff completed its in-person Recovery Scoping meeting with FEMA staff on Monday May 1<sup>st</sup>. Clayton staff discussed the proposed damages at each of the sites. The City is claiming approximately \$702,500 in its Damage Inventory matrix from the severe storms within the month of January 2023. Approximately \$25,000 is related to tree clearance work, \$20,500 in sandbags and supplies, \$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. The field visit to review major damage sites with their estimator is scheduled for Friday May 19<sup>th</sup> at 9:00 am.
- Property owners in the Oakhurst development (Indian Wells Way, Keller Ridge Dr, Peacock Creek Dr neighborhoods) are encouraged to attend the next GHAD meeting scheduled for Tuesday May 16<sup>th</sup>. Staff will be discussing recommendations for the necessary maintenance, monitoring, repairs, planned capital replacement, and establishing a reserve. In order to perform these recommendations, it will be necessary to consider a future increase to GHAD assessments that must be approved by the majority of the property owners.



## FINANCE

- Worked toward collecting delinquent Business License accounts.
- Worked with the consultant preparing the draft FY 2023/24 Fee Schedule Update in preparation for the 5/15/23 Budget and Audit Committee Meeting.
- Continued working on the draft FY 2023/23 budget for presentation at the 5/22/23 Budget and Audit Committee Meeting.
- Filed our annual ARPA fund report with the Department of Treasury.



## CITY CLERK/HUMAN RESOURCES

- Met with the Mayor and our Police Office Coordinator to discuss items related to the upcoming 4<sup>th</sup> of July Event.



## UPCOMING MEETINGS AND EVENTS

May 15, 2023 Budget and Audit Committee –Clayton Community Library Hoyer Hall 12:30 pm.

### ACTION ITEMS

- (a) Presentation on Proposed Update to Master Fee Schedule.

May 16, 2023 City Council Meeting

### CONSENT CALENDAR

- (a) Wednesday Night Clayton Classic Car Show Schedule (Information Only)
- (b) Approve Minutes of May 2, 2023
- (c) Approve Financial Demands and Obligations
- (d) Resolution Approving the City's Local Transportation Improvement Project for Fiscal Year 2023/24 Involving Road Maintenance and Rehabilitation Account – Local Streets and Roads Funds (RMRA-LSR; SB1)
- (e) Resolutions Accepting Public Improvements of Diablo Meadows Subdivision and Offer for Dedication Parcel G in form of additional ten-foot wide portion of Mitchell Canyon Road Right of Way from Civic Clayton LLC (Denova Homes)

### RECOGNITIONS AND PRESENTATIONS

- (a) Certificates of Recognition for “Do the Right Thing”—Integrity
- (b) Unsung Hero Award
- (c) Welcome and Recognition of New Local Businesses

### ACTION ITEMS

- (a) Receive Fiscal year 2020/21 and 2021/22 Annual Citizens Oversight Report by the Trails and Landscape Committee for Measure H, Citywide Landscape Maintenance District.

May 16, 2023 Oakhurst Geological Hazard Abatement District (GHAD) Meeting

### CONSENT CALENDAR

- (a) Approve Board of Director Minutes for January 17, 2023 and March 21, 2023.

### ACTION ITEMS

- (a) Discussion of Expenditures to be Budgeted for Fiscal Year 2023/24

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