



WEEKLY REPORT

To: HONORABLE MAYOR AND COUNCIL MEMBERS

From: Ron Bernal, Interim, City Manager

Date: May 5, 2023

It seems like the rain is never going to stop long enough for us to get started on our weed abatement work and the Art and Wine Festival was well attended and successful (a big thanks to City of Clayton's own Sandy Johnson). Besides providing staff assistance to Art and Wine, here's some of the things we've been working on this week:

- Along with our City Engineer, Maintenance Supervisor and Council Member Tillman, I met with the Trails and Landscape Committee (TLC) Strategic Safety and Asset Management Plan Subcommittee to discuss the strategic/safety/sustainability plan. Funded in the FY 22/23 budget this plan is intended to assist in future project planning, workload scheduling and asset management. Work on this project will be led by the City Engineer with input from the Strategic Safety and Asset Management Plan Subcommittee and begin in 4 to 6 weeks.
- I met with the Miscellaneous Employee Unit negotiating team to provide them with City Council's responses to their contract modification requests. The group indicated they will be prepared to present the City Council with another proposal at the June 6, 2023 Council meeting.
- I met with Bret Prebula to discuss meetings he had with City Council and how he'd like to see the handoff occur when he begins as our permanent City Manager on May 15th. He has asked me to assist with this transition along with a couple of short-term projects so he can focus on his initial priorities and upcoming budget meetings.
- I met with a resident who was dealing with a public nuisance situation in her neighborhood and was looking for ways to address the matter without creating conflict with her neighbor. Her kind and gentle approach were an inspiration to me.
- In last week's report, I failed to mention that Mayor Wan was also in attendance and participated in the Clayton Cleans Up event resulting in the full City Council being a part of this event. Seeing our City Council work together, to make Clayton an even better place, is a beautiful thing!



COMMUNITY DEVELOPMENT

Planning/Building:

- Processed requests for issuance of 8 planning, building and/or engineering permits.
- 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 two accessory dwelling units 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.
- Drafting responses to the Biennial Compliance Checklist required for receipt of funds pursuant to Contra Costa County Measure J.
- The Planning Commission meeting of May 9, 2023, is canceled.

Code Enforcement:

- New: 2
- Pending: 30
- Closed: 0



POLICE ACTIVITY REPORT

04/28/23 – 05/04/23

Friday, April 28th – Officers responded to the Village Market after receiving the report of a theft. Officers determined the subject, who was on probation, stole grocery items from the store. He was arrested and booked into jail.

Officers responded to Mt. Whitney 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.

Saturday, April 29th– Officers responded to Shell Lane after receiving the report of a porch theft. Officers determined an unknown subject stole a package from the resident's front porch.

Officers responded to La Veranda Restaurant after receiving the report of an intoxicated female needing assistance inside the bathroom. The subject was transported by AMR to the hospital for further evaluation.

Officers were flagged down to assist with two intoxicated subjects in the back of the Clayton Club. The parents of both of the young adults were called to drive them home.

Sunday, April 30th – Officers responded to Easley Drive after receiving the report of a porch theft. Officers determined an unknown subject stole a package from the resident's front porch.

Officers responded to Walgreens after receiving the report of a domestic disturbance. Officers determined the couple inside a vehicle and parked in front of Walgreens were involved in a verbal dispute.

Monday, May 1st – Officers responded to Indian Wells Way after receiving the report of vandalism. Officers determined an unknown subject smashed the back window of a resident's car.

Officers responded to Lenny's Barber Shop after receiving the report of an unwanted guest. Officers instructed the known transient to leave the area.

Officers responded to Walgreens after receiving the report of a petty theft. Officers located the subject inside the store who admitted stealing the items. In lieu of prosecution, the store allowed the subject to purchase the items.

Tuesday, May 2nd – Officers responded to Starbucks after receiving the report of an unwanted guest. The known transient was gone upon officers' arrival.

Wednesday, May 3rd – Officers responded to Walgreens after receiving the report of an unwanted guest. The subject was gone upon officers' arrival.

Thursday, May 4th – Officers responded to Mountaire Parkway after receiving the report of a disturbance. Officers determined the elderly married couple was involved in a physical altercation. The husband was transported by AMR to the hospital for further evaluation.

Officers responded to Safeway after receiving the report of a theft. Officers determined two unknown female subjects walked out of the store without paying for a cart full of groceries; they were gone upon officers' arrival.

Chiefly Speaking

All the ARPA funded projects that were approved for the PD are underway.

- The Tattle Lights have arrived and are awaiting installation by County Signals. I did a site survey with the traffic Sergeant and Traffic Officer, and mapped out where they will be installed.
- The video surveillance system and electronic door lock systems have both been ordered and will be installed once received.

I would like to thank the City Council for approving these items. They are instrumental in making us safer and more efficient.



MAINTENANCE:

The weed abatement fire break work scheduled for this week in the Keller Ridge area was postponed due to rain and will begin on Monday weather permitting. The part ordered for the new playground equipment at Clayton Community Park is scheduled to arrive and be installed next week. Here are some of the other projects we were working on this week:

- Trimming was completed on Old Marsh Creek Road in inbound direction.
- Irrigation was checked at Clayton Community Park Field 1.
- Irrigation system checks are now a priority due to the approaching season change.
- Irrigation repairs were made on Eagle Peak Drive.
- Weeds were cut down at City Hall.
- The irrigation mainline was repaired on Clayton Road in the outbound direction.
- All turf areas were mowed.
- Weed abatement fire break cutting was postponed due to rain. Work will start next week in the Keller Ridge area.
- Maintenance picked up their new Big Text flat-bed trailer from B&D trailer in Martinez.
- A large fallen branch was removed from the pathway at Lydia Lane Park.
- A bag of trash removed from the can and left on the pathway at Lydia Lane Park was removed.
- The nozzles on the splash pad at the Grove Park were adjusted.
- The urinal in the men's restroom at Clayton Community Park was unclogged.
- An estimate was received for the damaged guard rail at the North end on Mitchel Canyon Drive.



CITY ENGINEER'S REPORT

- FEMA and Clayton staff completed its in person Recovery Scoping meeting with FEMA staff on Monday May 1st. Clayton staff discussed the proposed damages at each of the sites. 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. The next step is setting a field visit at each of the major damage sites with their estimator to reach consensus of the needed repairs.
- 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 16th. 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.
- 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

- Provided information for upcoming 5/8/23 Trails and Landscape Committee meeting.
- Continued work on Proposed FY 23/24 Budget presentation for the upcoming 5/22/23 Budget and Audit Meeting.
- Working with staff on approximately 100 delinquent business license accounts.



CITY CLERK/HUMAN RESOURCES

- Met with the City Manager and Miscellaneous Unit negotiating team to receive the City Council's response to the terms proposed at the 5/2/23 Closed Session City Council meeting.
- Gave our incoming City Manager Bret Prebula a tour of City Hall and introduced him to Police Department and City staff.



UPCOMING MEETINGS AND EVENTS

May 8, 2023 Trails and Landscape Committee Meeting – City Hall First Floor Conference Room (moved from Hoyer Hall) at 6:30 pm

CONSENT CALENDAR

- (a) Landscape Maintenance District Staff Activity Report 4/30/22 – 4/30/23
- (b) Landscape Maintenance District Projects Update

BUSINESS ITEMS

- (a) Review status of Landscape Maintenance District FY 22/23 expenses thru 5/1/23
- (b) Review Landscape Maintenance District proposed budget including CPI adjustment for FY 23/23 as Citizens Oversight Committee for Measure H.

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