



**CLAYTON CITY COUNCIL
REGULAR MEETING AGENDA**

**Tuesday, January 21, 2025
7:00 p.m.**

**Hoyer Hall, Clayton Community Library
6125 Clayton Road, Clayton, CA 94517**

Kim Trupiano, Mayor

Jeff Wan, Vice Mayor

Richard Enea, Councilmember

Jim Diaz, Councilmember

Holly Tillman, Councilmember

1. CALL TO ORDER AND ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENT ON NON - AGENDA ITEMS

Members of the public may address the City Council on non-agendized items within the Council's jurisdiction. To ensure an orderly meeting and an equal opportunity for everyone, each speaker is limited to three (3) minutes, or the time established by the Mayor. In accordance with State Law, no action may take place on any item not appearing on the posted agenda. The Council may respond to statements made or questions asked or may at its discretion request staff to report back at a future meeting concerning the matter.

Public comment and input on other agenda items will be allowed when each item is considered by the Council.

4. **CONSENT CALENDAR**

Consent Calendar items are typically routine in nature and are considered for approval by one single motion. Members of the Council, audience, or Staff wishing an item removed from the Consent Calendar for purpose of public comment, question, discussion, or alternative action may request so through the Mayor.

- a. Approval of the January 7, 2025, Meeting Minutes. (City Clerk)
(View)
- * b. Authorize Execution and Recordation of Noise Abatement Agreement for Oakhurst Golf Course Maintenance Activities
(Interim Community Development Director)
(View)

5. **RECOGNITIONS AND PRESENTATIONS**

- a. Certificates of Recognition to Public School Students for Exemplifying the “Do the Right Thing” Character Trait of “Kindness” During the Months of November and December 2024.
- b. Certificates of Recognition for Saving a Life: Officer Wiggins and Sgt. Enea

6. **REPORTS**

- a. City Manager / Staff
 - Link to ClearGov Transparency Portal:
<https://cleargov.com/california/contra-costa/city/clayton/checkbook>
- b. City Council / Committees
(View)

7. **PUBLIC HEARINGS**

(There are no Public Hearings scheduled for this meeting.)

8. **ACTION ITEMS**

- * a. Adopt a Resolution Authorizing The Revised Job Descriptions For The Full-Time Administrative Clerk, the Part-Time Community Services Leader and Approving the Additions of a Full-Time Management Analyst, Senior Planner and Community Development Technician, and a Resolution Approving a Publicly Available Pay Schedule for the Full-Time Positions of Administrative Clerk, Management Analyst, Senior Planner and Community Development Technician and the Part-Time Community Services Leader. (Assistant City Manager)
(View)

- b. Approve a Grant Application for the Mountaire Parkway Bicycle Lanes Project to the Metropolitan Transportation Commission for the Allocation of Fiscal Year 2025-2026 Transportation Development Act (TDA) Article 3 Pedestrian/Bicycle Funding Including Adopting a Resolution Approving the Grant Application, Finding the Project is Categorically Exempt Under CEQA and Filing with the County Clerk Recorder.
(City Engineer)
[\(View\)](#)

9. **ADJOURNMENT**

The next regularly scheduled meeting of the City Council will be February 4, 2025. For meeting information and materials, please visit the City's website at www.claytonca.gov

Meeting Information and Access

- A complete packet of information containing staff reports and exhibits related to each public item is available for public review in City Hall located at 6000 Heritage Trail and on the City's website at www.claytonca.gov
- Agendas are posted at: 1) City Hall, 6000 Heritage Trail; 2) Library, 6125 Clayton Road; 3) Ohm's Bulletin Board, 1028 Diablo Street, Clayton; and 4) City Website at www.claytonca.gov
- Any writings or documents provided to a majority of the City Council after distribution of the agenda packet and regarding any public item on this agenda will be made available for public inspection in the City Clerk's office located at 6000 Heritage Trail during normal business hours and is available for review on the City's website at www.claytonca.gov
- If you have a physical impairment requiring special accommodation to participate, please call the City Clerk's office at least 72 hours (about 3 days) before the meeting on (925) 673-7300.
- **E-mail Public Comments:** Public comment may also be sent to the City Clerk at cityclerk@claytonca.gov by 5:00 p.m. on the day of the meeting. All e-mailed public comments will be forwarded to the entire City Council and made part of the official meeting file.

Each person attending the meeting who wishes to speak on an agendized or non-agendized matter (within the council's jurisdiction), shall have a set amount of time to speak as determined by the Mayor.

(DRAFT)



**MINUTES
OF THE
REGULAR MEETING
CLAYTON CITY COUNCIL**

TUESDAY, JANUARY 7, 2025

1. **CALL TO ORDER AND ROLL CALL** – The meeting was called to order at 7:00 p.m. by Mayor Trupiano held via a hybrid meeting format live in-person and Zoom videoconference, and broadcast from Hoyer Hall, Clayton Community Library, 6125 Clayton Road, Clayton, California. Councilmembers present: Councilmember: Diaz, Enea, Tillman, Vice Mayor Wan, and Mayor Trupiano. Staff present: City Manager, Kris Lofthus; Assistant City Manager, Regina Rubier; Interim Police Chief, Don Mort; City Attorney, Malathy Subramanian; City Clerk, Stephanie Cabrera.

2. **PLEDGE OF ALLEGIANCE** – Led by Mayor Trupiano

3. **PUBLIC COMMENT ON NON - AGENDA ITEMS**
Members of the public may address the City Council on non-agendized items within the Council’s jurisdiction. To ensure an orderly meeting and an equal opportunity for everyone, each speaker is limited to three (3) minutes, or the time established by the Mayor. In accordance with State Law, no action may take place on any item not appearing on the posted agenda. The Council may respond to statements made or questions asked or may at its discretion request Staff to report back at a future meeting concerning the matter.

Public comment and input on other agenda items will be allowed when each item is considered by the council.

Glen Miller – Spoke regarding concerns with loitering, littering and street light outage near Peacock Creek

Lauren Kindorf – Spoke regarding staffing and requested an update on recruitment status.

Meredeth G. – Spoke regarding Hybrid meetings and a street light outage on Round House Place.

Scott Denslow – Spoke regarding the loitering and littering near Peacock Creek and spoke regarding hybrid meetings.

4. CONSENT CALENDAR

It was moved by Councilmember Diaz, seconded by Vice Mayor Wan, to approve Consent Calendar item 4(a) (Passed; 5- 0).

- a. Approval of the December 17, 2025, Meeting Minutes:
(City Clerk)

5. RECOGNITIONS AND PRESENTATIONS

(There are no Recognitions or Presentations scheduled for this meeting.)

6. ACTION ITEMS

- a. Consider and Decide Whether to Continue Use of Hybrid Meetings for City Council, Planning Commission and Budget/Audit Committee Meetings.
(City Manager)

Keith Haydon, Laura Kindorf, Ed Miller, Meredith Yalenty, Terri Denslow, Scott Denslow, Rachel Levy, Karen Amos, Scott Collier, Rosy Straka, Roy Correa, and Jordan Tillman – Spoke in support of continuing hybrid meetings with remote public comment.

It was moved by Vice Mayor Wan and seconded by Councilmember Diaz to discontinue the use of remote public comment. (Passed 4/1; Yes: Councilmembers: Enea, Diaz, Vice Mayor Wan, and Mayor Trupiano. No: Councilmember Tillman)

- b. Consider Adoption of Proposed Updates to the City Council Guidelines and Procedures. (City Manager)

Laura Kindorf – Spoke regarding concerns with updates to how councilmembers can request items to be agendized.

Terri Denslow, Meredith Yalenty, Keith Haydon, Scott Denslow, Karen Amos, Brooke Halliday, Matt Tillman – Spoke regarding concerns with a lack of transparency with recommended updates to the council guidelines.

Dane Horton – Spoke in support of the recommended updates to the council guidelines.

It was moved by Vice Mayor Wan and seconded by Councilmember Diaz to Adopt the proposed updates to the City Council Guidelines. (Passed 4/1; Yes: Councilmembers: Enea, Diaz, Vice Mayor Diaz, and Mayor Trupiano. No: Councilmember Tillman)

- c. Discuss and Approve City Council Committees and Assignments for Standing/Ad-Hoc Committees and Liaison Positions.

Committee	Primary	Alternate
Association of Bay Area Governments (ABAG)	Tillman	Diaz
Budget and Audit	Trupiano/Wan	
Citizens Corp (CERT)	Diaz	Trupiano
City Sponsored Special Events	Diaz/Trupiano	
Clayton Financing Authority (CFA)	Discuss at a future meeting	
Community Park Sports Field Committee	Enea/Wan	
Contra Costa Water District (CCWD)	Diaz	Enea
CCCTA – County Connection	Diaz	Tillman
Do the Right Thing	Tillman	Trupiano
Unsung Heroes	Full Council	
East Bay Division - League of California Cities	Enea	Diaz
East Contra Costa County Habitat Conservancy (ECCCHC)	Trupiano	Wan
Garbage and Recycling	Committee dissolved	
Interview Committees:		
Planning Commission	Full Council	
Trails and Landscape Committee	Full Council	
Clayton Community Library Foundation	Trupiano	Tillman
Mayors Conference	Full Council	
Mt. Diablo School District	Tillman/Enea	
Geological Hazard Abatement District	Discuss at a future meeting	
Trails and Landscaping Committee Liaison	Tillman/Wan	
TRANSPAC	Enea	Tillman
Internship Training Program	Full Council	
Parking Ad-Hoc	Tillman/Wan	

Lauren Kindorf – Requested an update on the Financial Sustainability Committee and meeting scheduling.

It was moved by Vice Mayor Wan and seconded by Councilmember Diaz to accept the Council Committee Assignments. (Passed 5/0).

7. REPORTS

a. City Manager / Staff

- Link to ClearGov Transparency Portal:

<https://cleargov.com/california/contra-costa/city/clayton/checkbook>

Kris Lofthus, City Manager, spoke regarding the Planning Commission vacancy and how to apply. Mr. Lofthus shared an update on the Community Development consultant and introduced the Interim Police Chief Don Mort. Interim Chief Mort spoke regarding his experience and plans for his time in Clayton.

8. PUBLIC HEARINGS

(There were no Public Hearings scheduled for this meeting.)

9. COUNCIL ITEMS – Limited to Council requests and directives for future meetings.

Councilmember Tillman Councilmember Tillman requested to agendaize a discussion with the City Attorney to discuss hiring an independent third party to conduct an investigation into staff turnover and requested governance training for the City Council.

Mayor Trupiano requested a future discussion on developing a city flag, and governance training for the City Council.

10. COUNCIL REPORTS

Councilmember Tillman attended former Chief McEachin’s farewell luncheon and the Hannukah celebrations downtown, swearing in ceremony for Supervisor Scales-Preston. Met with staff and constituents regarding Firewise.

Councilmember Enea attended former Chief McEachin’s farewell luncheon, the holiday tree lighting, and met with constituents.

Councilmember Diaz attended former Chief McEachin’s farewell luncheon, the Hannukah celebrations downtown, and the County Connection Board meeting.

Vice Mayor Wan met with constituents and attended the Budget & Audit, and City Sponsored Special Events Committee meetings.

Mayor Trupiano attended the Hannukah celebrations downtown, the Budget & Audit, and City Sponsored Special Events Committee meetings.

11. **ADJOURNMENT** – on a call by Mayor Trupiano, The City Council adjourned its meeting at 9:09 p.m.

Please note the Minutes of this meeting set forth all actions taken by the City Council on the matters stated, but not necessarily in the chronological sequence in which the matters were taken up.



STAFF REPORT

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: Farhad Mortazavi, APA, Interim Community Development Director

DATE: January 21, 2025

RE: AUTHORIZE EXECUTION AND RECORDATION OF NOISE ABATEMENT AGREEMENT FOR OAKHURST GOLF COURSE MAINTENANCE ACTIVITIES

RECOMMENDATION

That the City Council authorize execution and recordation of noise abatement agreement for Oakhurst Golf Course Maintenance Activities.

BACKGROUND

Golfers at the Oakhurst Golf Course frequently tee off at sunrise and depart the course at sundown causing maintenance operation to typically occur before and after when the golfers are present on the course, causing noise complaints from neighboring properties. A noise abatement measure became necessary to mitigate the situation.

DISCUSSION

Empire Acres LLC doing business as Oakhurst Country Club (herein "Club"), the managing and operating corporation of the Oakhurst Country Club located at 1001 Peacock Creek Dr., Clayton, CA 94517, has requested on behalf of the owner of the Club, Troon Golf Management, that the City Council authorize execution of such a noise abatement agreement pertaining to the Club's golf course maintenance activities. With the consideration that exceptional circumstances exist because golfers typically tee off at sunrise and depart the course at sundown - causing maintenance operations to typically occur before and after when golfers are present on

the course, the City Manager and the Club General Manager have negotiated the terms of such a noise abatement agreement. Clayton Municipal Code Section 9.30.050 (C) - adopted by Ordinance No. 349 - allows the City Council, where exceptional circumstances exist, to approve an agreement between the City and a property owner establishing various noise abatement procedures which agreement, when executed and recorded.

FISCAL IMPACT

There are no immediate fiscal impacts associated with the project.

ENVIRONMENTAL REVIEW

The City Council's action is not a project subject to the California Environmental Quality Act (CEQA) as it is more akin to an administrative function of the City with no direct or indirect change in the environment. It is therefore exempt pursuant to State CEQA Guideline 15378 as an administrative activity of the government that will not result in direct or indirect physical changes in the environment.

ATTACHMENTS

1. Noise Abatement Agreement - Oakhurst Golf Course Maintenance Activities

RECORDING REQUESTED BY
AND WHEN RECORDED MAIL TO:

City Clerk
City of Clayton
6000 Heritage Trail
Clayton, CA 94517

SPACE ABOVE THIS LINE FOR RECORDER'S USE

**NOISE ABATEMENT AGREEMENT
FOR OAKHURST GOLF COURSE MAINTENANCE ACTIVITIES**

WHEREAS, Clayton Municipal Code Section 9.30.050(C) allows the City Council, where exceptional circumstances exist, to approve a noise abatement agreement between the City of Clayton (“City”) and a property owner that when executed and recorded make Chapter 9.30 of the Clayton Municipal Code inapplicable to specific activities upon the property; and

WHEREAS, , Empire Acres LLC doing business as Oakhurst Country Club (herein "Club"), the managing and operating corporation of the Oakhurst Country Club located at 1001 Peacock Creek Dr., Clayton, CA 94517 (“Property”), has requested on behalf of the owner of the Club, , Troon Golf Management that the City Council authorize execution of such a noise abatement agreement pertaining to the Club's golf course maintenance activities; and

WHEREAS, the City Manager and the Club General Manager have negotiated the terms of such a noise abatement agreement (“Agreement”); and

WHEREAS, exceptional circumstances exist because golfers typically tee off at sunrise and depart the course at sundown causing maintenance operations to typically occur before and after when golfers are present on the course.

NOW, THEREFORE, IT IS HEREBY AGREED by and between the undersigned parties as follows:

1. Throughout the entire year the Club shall assign its maintenance crews to perform morning work first on holes #1, #2, #3, #16, #17, #18 no earlier than 6:00 a.m. and thereafter maintenance work will be performed on holes #3, #4, #5, #6, #7, #8 and #10, #11, #12, #13, #14, #15- inclusive no earlier than 7:00 a.m., and no later 8:00 p.m. on weekdays and 8:00 a.m. to 8:00 p.m. on weekends. The latter holes being those closest to adjacent residences.

2. Maintenance vehicle traffic will be rerouted as far away as possible from adjacent residences, e.g., on hole #4 maintenance vehicle traffic will travel along the right side of the hole furthest away from the homes in the rough area and not on the cart path prior to 7:00 a.m. and after 8:00 p.m.

3. The Club shall respond to complaints regarding noise caused by maintenance operations that are received during the weekday on the same day. The Club shall respond to calls received before 10:00 a.m. on weekends on the same day and respond by the next day if received after 10:00 a.m. on a weekend.

4. Any complaint the Club receives which is not promptly resolved may be appealed by either the complaining party or the Club to the City Manager whose decision as to the appropriate resolution of the complaint shall be final. The City and the Club find that as of the time of the execution of this Agreement, it is impractical, if not impossible, to reasonably ascertain the extent of damages which shall be incurred by City as a result of a breach by the Club of its obligations under this Agreement. The City and the Club agree that the liquidated damages amount specified below represent reasonable estimates of the amount of such damages considering all of the circumstances existing on the effective date of this Agreement, including the harm to the City, and the community as a whole that reasonably could be anticipated and the anticipation that proof of actual damages would be costly or impractical. In placing their signatures below, each party specifically confirms the accuracy of the statements made herein and the fact that each party has had ample opportunity to consult with legal counsel and obtain an explanation of the liquidated damage provisions at the time that this Agreement was made. Liquidated damages for non-compliance with this Agreement shall constitute a \$100 fine after the first complaint, \$200 after the third complaint, and \$500 for each complaint thereafter.

5. The Club will provide the City with a list of maintenance equipment that is to be replaced in the next eighteen months. The equipment list shall be submitted to the City no later than 30-days from execution of this Agreement. The City shall be notified if new equipment is purchased and used for maintenance. The Club will make every effort in the replacement program to acquire equipment that operates in a more quiet, efficient manner, i.e., replacement of several "transport" vehicles powered by gasoline engines with electric powered vehicles.

6. This Agreement shall remain in effect for a period of thirty-six full calendar months following the date of execution by the City and the Club. During the last four months of the term of this Agreement the Club will conduct a survey of the owners of residences adjacent to the golf course to determine the efficiency of the Club's maintenance noise abatement procedures pursuant to the provisions of this Agreement with the results of such survey to be reported to the City Manager. The City Manager will then recommend whether this Agreement be renewed for a mutually agreed upon period of time or otherwise modified.

7. The regulations herein set forth shall pertain only to the golf course maintenance activities of the Club and not to other activities conducted on the Club's property, such as swimming and tennis events.

8. The terms hereof shall be binding upon the successor and assigns of the parties hereto.

9. It is the intention of the Club to operate all golf course activities in a manner that does not disturb the neighboring residents. In this regard the following electric equipment (or the equivalent) will be purchased and in operation by January 1, 2025, unless already in possession: three Cushman Hawk transports, one Smithco SandStar, one Ransomes Eplex greens mower. When necessary, each of these equipment will be replaced with similar electric equipment.

10. Any breach, default or violation of this Agreement may result in sanctions imposed against the Club at City's discretion in the form of either termination of this Agreement or any such remedies, penalties, or fees that are permitted under this Agreement and/or Clayton Municipal Code Section 9.30.070-9.30.080 and 9.30.100.

This Agreement will be recorded in the Contra Costa County Recorder's Office and shall run with land, a legal description of the Property is attached hereto, marked Exhibit "A", and made a part hereof.

Dated: _____, 2024

CITY OF CLAYTON

By: _____
City Manager

APPROVED AS TO FORM:

EMPIRE ACRES LLC dba
OAKHURST COUNTRY CLUB

Malathy Subramanian
Clayton City Attorney

By: _____

By: _____

STATE OF CALIFORNIA)
) ss.
COUNTY OF CONTRA COSTA)

On _____, 2025, before me, the undersigned, a notary public, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence, to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his authorized capacity, and that by his signature on the instrument the person, or entity on behalf of which the person acted, executed the instrument.

Witness my hand and official seal.

Notary Public

STATE OF CALIFORNIA)
) ss.
COUNTY OF CONTRA COSTA)

On _____, 2025, before me, the undersigned, a notary public, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence, to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his authorized capacity, and that by his signature on the instrument the person, or entity on behalf of which the person acted, executed the instrument.

Witness my hand and official seal.

Notary Public



City Council Agenda Item 6b

STAFF REPORT

FROM: Mayor and Councilmembers

DATE: January 21, 2025

SUBJECT: City Council Reports

Councilmember Diaz:

- January 7th, Meeting with City Manager
- January 8th, Attended Administration & Finance Committee Meeting (County Connection)
- January 9th, Attended Mayor's Conference - Oakley
- January 16th Attended County Connection Board Meeting

Councilmember Enea: Report pending

Councilmember Tillman:

- January 14th- attended the county supervisor rotation and luncheon.
- January 15th- attended the Cal Cities East Bay Division board of directors meeting
 - Our next division meeting is February 27th in San Leandro. Please be on the lookout for Sam Caygill's email with location, etc. The first hour we are having a mixer to introduce the 50 newly elected officials to our leadership team and others in attendance. This will be followed by our initial conversation with our East Bay legislative representatives on working together this year.
 - Senator Jesse Arreguin, Assembly members Rebecca Bauer Kahan and Liz Ortega are confirmed so far and will share their priorities for this year.
- I have had numerous conversations with residents regarding Firewise. Several homeowners want to become more involved, and I am also working on setting up a town hall regarding insurance with experts in the field. I will share more details as they become available as I know this is an important topic to many residents.

- Two community updates:
 - East Contra Costa County Habitat Conservancy Public Advisory committee has an opening for rural/suburban resident. I have shared the email with the city clerk for posting.
 - Per their social media pages, the Contra Costa County's Sustainability Commission is looking for new members! The Sustainability Commission helps the County improve the health and safety of everyone who lives and works here. The Commission provides advice on how to deliver programs that provide clean energy to homes and businesses, safe biking and walking routes, more trees and gardens, and readiness to increasingly extreme weather. Learn more about the Commission and find the link to the application form on the Sustainability Commission webpage (<https://www.contracosta.ca.gov/6393/Sustainability-Commission>). Applications are due by 5 p.m. on January 19, 2025.

Vice Mayor Wan:

- January 8th, Agenda setting meeting
- January 13th, January Budget & Audit Committee meeting
- Engaged in conversations with residents

Mayor Trupiano:

- January 8th, Agenda setting meeting, looking at the agenda calendar for 1/21 and 2/4
- January 9th, Mayor's Conference, in Oakley, several regional appointments were made, and I introduced new Councilmember Richard Enea, Councilmember Jim Diaz, City Manager Kris Lofthus and City Clerk Stephanie Cabrera-Brown.
- January 13th, January Budget & Audit Committee meeting, moving forward with recommendations for Investment Management and Advisory Services by UBS, city staffing recommendations, job descriptions and salary ranges, and recommendation on spending authority for library refresh project.
- January 14th, Clayton Community Library Foundation board meeting, providing update on city business, discussion about library refresh project and 30th birthday celebration of library



[\(Back to Agenda\)](#)

City Council Agenda Item 8a

STAFF REPORT

TO: Honorable Mayor and Councilmembers

FROM: Regina Rubier, Assistant City Manager

DATE: January 21, 2025

SUBJECT: Adopt a Resolution Authorizing The Revised Job Descriptions For The Full-Time Administrative Clerk, the Part-Time Community Services Leader and Approving the Additions of a Full-Time Management Analyst, Senior Planner and Community Development Technician, and a Resolution Approving a Publicly Available Pay Schedule for the Full-Time Positions of Administrative Clerk, Management Analyst, Senior Planner and Community Development Technician and the Part-Time Community Services Leader

RECOMMENDATION

Staff recommends, and the Budget and Audit Committee concurs that the City Council approve two Resolutions authorizing:

1. Update the job description for Administrative Clerk
2. Reclassify the Community Development Director and Assistant Planner positions to a Senior Planner to include the related job specification, benefit package and pay range with a low annual salary of \$108,021 and a high annual salary of \$131,300
3. Reclassify the Facilities Attendant to Community Services Leader and update the job description and pay range with a low hourly wage of \$17.92 and a high hourly wage of \$21.78. This is a part-time position and scheduled to work as needed.
4. A Full-time-time classification of Management Analyst to include the related job specification, benefit package and pay range with a low annual salary of \$88,896 and a high annual salary of \$108,054.
5. A Full-time classification of Community Development Technician to include the related job specification, benefit package and pay range with a low annual salary of \$61,675.53 and a high annual salary of \$74,966.99.

PREVIOUS ACTION

On June 4, 2024, the City Council approved the FY 2024-25 budget, which allocated funds for an Administrative Assistant, a Community Development Director, an Assistant Planner and Facilities Attendant. A need for a Management Analyst position was identified for mid-year.

While this role was considered during the budget planning process, it was decided that the new City Manager would conduct their own analysis and provide further recommendations regarding the realignment of the City's administrative staff. There was additional discussion regarding a Code Enforcement Officer and during the budget process, it was decided that the position would be hired using a consultant. The on-going cost of the consultant has been determined not cost effective, therefore, it is staff's recommendation to add a Community Development Technician to address Code Enforcement Officer and Permit Technician duties.

BACKGROUND

The City's Classification and Compensation Plan, along with the publicly accessible Master Pay Schedule and approved Position List, provides comprehensive details on job descriptions, classifications, pay ranges, and allocated positions for all City employees. While developing and approving the FY 2024-25 budget, significant discussion arose around staffing vacancies.

- (1) The City currently includes an Administrative Clerk position in its official list of job classifications, however, the job description is outdated.
- (2) Currently, the City's official list of job classifications includes both a Community Development Director position and an Assistant Planner position. However, staff is proposing to consolidate these two roles into a single Senior Planner position.
- (3) Staff recommend reclassifying the Facilities Attendant position to Community Services Leader. This job description is more in line with the needs and expectations of the role.
- (4) During budget discussions, it was identified that adding a Management Analyst could address high-level administrative responsibilities. It was ultimately decided to leave the final decision to the incoming City Manager, allowing them to shape their team as needed.
- (5) When the Fiscal Year 2024-25 budget was initially created, Code Enforcement services were being managed by an external consulting firm.

DISCUSSION

The City currently needs assistance with the following roles. From May 2024 through current, the City is using outside consultants to provide some of these services. External contracting is far more expensive, management does not always get to select the most qualified employees from the various firms and the time in the office is limited. In addition, it has been determined by management that fulfilling these positions with a city employee better serves the community.

- (1) The City currently includes an Administrative Clerk position in its official list of job classifications. Currently, staff is seeking approval for updated language to reflect changes to the position's responsibilities, qualifications, or other relevant details. These updates are intended to ensure the job description aligns with the current

needs and expectations of the role, as well as to provide clarity for future hiring and operational efficiency.

- (2) Currently, the City's official list of job classifications includes two distinct positions: Community Development Director and Assistant Planner. However, to improve efficiency and make better use of available resources, staff is proposing to merge these two roles into a single position titled Senior Planner. This proposed restructuring is intended to streamline departmental operations by reducing redundancy and fostering a more cohesive approach to community development tasks. The financial savings and reallocation resulting from this consolidation would be directed toward the creation of a new position, the Community Development Technician. This role is envisioned as a key addition to the department, with a focus on addressing critical operational priorities such as enhancing code compliance efforts, facilitating smoother and more efficient permit processing, and providing support for a variety of community development activities. By reorganizing the department in this manner, the City aims to align its staffing structure with evolving community needs, ensuring more effective service delivery while maintaining fiscal responsibility. This change is expected to result in a more dynamic and responsive team capable of better serving residents and supporting the City's growth objectives.
- (3) Staff recommend reclassifying the Facilities Attendant position to Community Services Leader. This job description is more in line with the needs and expectations of the role.
- (4) During budget discussions, it was identified that adding a Management Analyst could address high-level administrative responsibilities. It was ultimately decided to leave the final decision to the incoming City Manager, allowing them to shape their team as needed. This position is responsible for providing comprehensive support across a range of administrative and operational functions. Key responsibilities include assisting with human resources activities such as recruitment, onboarding, employee relations, and record maintenance. The role also involves managing contracts by ensuring compliance, tracking timelines, and maintaining accurate documentation. Additionally, the position will oversee procurement processes, including vendor selection, purchase orders, and inventory management. Staff reporting duties will require compiling and analyzing data to prepare regular updates and performance summaries. The position will also play an integral role in supporting the preparation of budgets by gathering financial data, monitoring expenditures, and ensuring alignment with organizational goals. This multifaceted role is essential in ensuring the smooth operation and efficiency of administrative functions.
- (5) When the Fiscal Year 2024-25 budget was initially created, Code Enforcement services were being managed by an external consulting firm. However, after a comprehensive review, staff have determined that hiring a full-time Community Development Technician is essential to effectively support the operations of the Community Development front counter. This role will not only assist with general inquiries and provide customer service but will also handle a range of important responsibilities, including processing temporary use permits, special event permits, park and facility rental applications, and aid the Senior Planner. They will

also conduct complaint-based code enforcement actions as needed. The addition of this position is expected to enhance the efficiency and responsiveness of the department, addressing both code enforcement needs and permit processing in a more streamlined and integrated manner.

Staff are prepared to recruit for these positions. When making a salary recommendation, we first look to the regional labor market and the City’s comparable entities; we looked at all cities in Contra Costa County with populations less than 40,000 and found a representative data set to find classifications that are most comparable Clayton’s classification. Then we look internally at parity throughout the City’s compensation plan.

The salary recommendations and appropriate market surveys for the Administrative Clerk, the Senior Planner, the Management Analyst, the Community Development Technician and the part-time Community Services Leader are on the following pages.

Administrative Clerk

The Administrative Clerk will be responsible for the following duties

- Provide exceptional customer service to the public at the front counter of city hall.
- Monitor phone calls and provide information as requested and to also connect callers with appropriate staff members.
- Construct City Council, Planning Commission, and other committee agenda packets.
- Provide general office support to administrative staff
- Create and maintain various paper and digital files as instructed by the City Clerk.

Currently, there is not an established pay range for this position on the City’s publicly accessible pay schedule, however, there is a Police Administrative Clerk position. The Administrative Clerk is comparable in duties and scope to use the same pay scale for both positions. This recommendation aligns with industry standards and the City’s compensation framework, ensuring transparency and consistency across similar positions while fulfilling operational needs.

Staff recommends setting pay with a 5-step model and the top annual step of \$66,342.71 for full-time Administrative Clerk and approved benefits package as stated in the “Terms and Conditions of Employment for the Undesignated Miscellaneous City Employees Unit Effective the Fiscal Years of 2023-24 and 2024-25. This results in a five-step pay range as shown below.

Administrative Clerk Salary Steps:

A	B	C	D	E
54,580.31	57,309.33	60,174.80	63,183.54	66,342.71

Senior Planner

The market survey for the Senior Planner (below) shows the average top monthly wage for a full-time position at \$139,501.

Senior Planner				
Agency	Class Title	Annual		
		Min		Max
Discovery Bay				
El Cerrito	Senior Planner	95,448		119,316
Hercules	Senior Planner	104,649		133,578
Lafayette	Senior Planner	106,548		148,944
Martinez	Senior Planner	116,229		148,339
Moraga	Senior Planner	109,448		133,031
Orinda	Senior Planner	117,276		140,744
Pleasant Hill	Senior Planner	106,548		152,556
Pinole				
San Pablo				
Number of Matches				
		7		
Median of Comparators				
		106,548		140,744
Average of Comparators				
		108,021		139,501

Once market average and mean are established, staff reviewed how the pay aligned with other similar classifications and class levels in the compensation plan. Because there are no similar classifications currently in use in the City, staff recommends setting pay at the market average for the full-time Senior Planner as shown below and approved benefits package as stated in the “Terms and Conditions of Employment for the Undesignated Miscellaneous City Employees Unit Effective the Fiscal Years of 2023-24 and 2024-25. The recommended salary steps are based on the average low of the comparators and each step is increased by 5%.

Senior Planner Salary Steps

A	B	C	D	E
108,021	113,422	119,093	125,048	131,300

Community Services Leder

The market survey for Community Services Leader (below) shows the average top hourly wage for part-time position to be \$21.23.

Community Services Leader				
Agency	Class Title	Min	Max	
Discovery Bay	Recreation Leader II	16.75	17.75	
El Cerrito	Recreation Aide	20.39	24.79	
Hercules	Sr. Facilities Attendant	16.95	21.63	
Lafayette	Building Attendant	18.00	22.00	
Martinez	Recreation Leader III	20.50	22.00	
Moraga	Facilities Attendant	16.00	19.50	
Pleasant Hill Parks & Rec District	Special Events Assistant	20.42	24.82	
Pinole	Recreation Leader	16.00	18.84	
San Pablo	Recreation Leader	16.28	19.78	
	Number of Matches	9		
	Median of Comparators	16.95	21.63	
	Average of Comparators	17.92	21.23	

Once market average and mean are established, staff reviewed how the pay aligned with other similar classifications and class levels in the compensation plan. Because there are no similar classifications currently in use in the City, staff recommend setting pay at the market average for the part-time Community Services Leader as shown below. The recommended salary steps are based on the average low of the comparators and each step is increased by 5%.

Community Services Leader Pay Steps

A	B	C	D	E
17.92	18.82	19.76	20.75	21.78

Management Analyst

The market survey for the Management Analyst (below) shows the average top monthly wage for a full-time position at \$119,391.

Management Analyst				
Agency	Class Title	Annual		
		Min		Max
Discovery Bay	Management Analyst	79,914		99,742
El Cerrito	Management Analyst	78,156		122,112
Hercules	Management Analyst	76,926		98,187
Lafayette	Management Analyst	96,444		134,832
Martinez	Management Analyst	103,940		141,999
Orinda	Management Analyst	97,998		119,576
Pleasant Hill	Management Analyst	84,372		113,388
Pinole	Management Analyst	98,487		119,712
San Pablo	Management Analyst	102,744		124,968
Number of Matches		9		
Median of Comparators		96,444		119,712
Average of Comparators		90,998		119,391

Once market average and mean are established, staff reviewed how the pay aligned with other similar classifications and class levels in the compensation plan. Because there are no similar classifications currently in use in the City, staff recommends setting pay at the market average for the full-time Management Analyst as shown below and approved benefits package as stated in the “Terms and Conditions of Employment for the Undesignated Miscellaneous City Employees Unit Effective the Fiscal Years of 2023-24 and 2024-25. The recommended salary steps are based on the average low of the comparators and each step is increased by 5%.

Management Analyst Salary Steps

A	B	C	D	E
90,998	95,548	100,325	105,341	110,608

Community Development Technician

Currently, there is not an established pay range for this position on the City's publicly accessible pay schedule, however, there is a Police Office Coordinator position. The Community Development Technician is comparable in duties and scope to use the same pay scale for both positions. This recommendation aligns with industry standards and the City's compensation framework, ensuring transparency and consistency across similar positions while fulfilling operational needs.

Staff recommends setting pay with a 5-step model and the top annual step of \$74,966.99 for full-time Community Development Technician and approved benefits package as stated in the "Terms and Conditions of Employment for the Undesignated Miscellaneous City Employees Unit Effective the Fiscal Years of 2023-24 and 2024-25. This results in a five-step pay range as shown below.

Community Development Technician Salary Steps

A	B	C	D	E
61,675.53	64,759.30	67,997.27	71,397.13	74,966.99

FISCAL IMPACT

These positions will not require a budget adjustment for FY 2024-25. We anticipate, if the City Council approves the motion on January 17, 2025, that these positions will be staffed for the last three months of the fiscal year.

CEQA IMPACT

None.

Attachments:

1. Resolution Authorizing the Revised Job Descriptions 2025
2. Resolution Authorizing the Revised Salary Schedule 2025
3. Exhibit A – Job Specifications for Administrative Clerk, Senior Planner, Community Services Leader, Management Analyst and Community Development Technician
4. Exhibit B – FY 2024-25 Org. Chart
5. Exhibit C – Proposed Mid-Year FY 2024-25 Org. Chart
6. Exhibit D – Functional Org. Chart
7. Exhibit E - Total Financial Analysis
8. Exhibit G – FY 2024-25 Revised Pay Schedule

RESOLUTION NO. XX-2025

**AUTHORIZING THE REVISED JOB DESCRIPTIONS FOR THE FULL-TIME ADMINISTRATIVE CLERK, THE PART-TIME COMMUNITY SERVICES LEADER AND APPROVING THE ADDITIONS OF A FULL-TIME MANAGEMENT ANALYST, SENIOR PLANNER AND COMMUNITY DEVELOPMENT TECHNICIAN THE CITY COUNCIL
City of Clayton, California**

WHEREAS, The City has established Classification and Compensation Plans, a Master Pay Schedule, and a Position Allocation Table detailing all job classifications, salary ranges, and allocations of personnel; and

WHEREAS, The City has completed classification reviews to revise three new classes and related specifications and pay ranges; and

WHEREAS, The City desires to revise the job descriptions of part-time Community Services Leader and full-time Administrative Clerk included and incorporated herein as Exhibit A (Job Descriptions) ; and

WHEREAS, The City desires to add a full-time Management Analyst, a full-time Senior Planner and a full-time Community Development Technician with the job descriptions included and incorporated herein as Exhibit A ; and

WHEREAS, The revision and addition of these positions will provide additional means for accomplishment of the City's mission in an efficient and cost-effective manner; and

WHEREAS, the net fiscal impact of these changes will not require additional FY 2024-2025 budget authority; and

WHEREAS, It is necessary to authorize the City Manager to amend the City's Classification Plan effective January 22, 2025, to incorporate the above changes.

NOW, THEREFORE BE IT RESOLVED that the City of Clayton does hereby approve the job descriptions for classifications of part-time Community Services Leader, full-time Administrative Clerk, full-time Management Analyst, full-time Senior Planner, and full-time Community Development Technician attached and included herein as Exhibit A and authorize the City Manager to amend the City's Classification Plan , effective January 22, 2025, to incorporate the above changes.

PASSED, APPROVED AND ADOPTED by the City Council of Clayton, California, at a regular public meeting thereof held on the 21st day of January 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

THE CITY COUNCIL OF CLAYTON, CA

Kim Trupiano, Mayor

ATTEST:

Stephanie Cabrera-Brown, City Clerk

Exhibit A: Classification specifications for part-time Community Services Leader, and full-time positions of Administrative Clerk, Management Analyst, Senior Planner and Community Development Technician.

RESOLUTION NO. XX-2025

A RESOLUTION OF THE CITY COUNCIL APPROVING A PUBLICLY AVAILABLE PAY SCHEDULE FOR THE FULL-TIME POSITIONS OF ADMINISTRATIVE CLERK, MANAGEMENT ANALYST, SENIOR PLANNER AND COMMUNITY DEVELOPMENT TECHNICIAN AND THE PART-TIME COMMUNITY SERVICES LEADER

**THE CITY COUNCIL
City of Clayton, California**

WHEREAS, the City of Clayton (“City”) entered into a contract with the California Public Employees’ Retirement System (“CalPERS”) to provide retirement benefits to its employees; and

WHEREAS, CalPERS provides pensions to eligible employees pursuant to the Public Employees’ Retirement Law, Government Code section 20000 *et seq.* (“PERL”); and

WHEREAS, CalPERS regulations require that employee salaries be included on a Publicly Available Pay Schedule as defined in California Code of Regulations, Title 2, Section 570.5 for classic members and Section 571.1 for new members; and

WHEREAS, Sections 570.5 and 571.1 also require that the City’s Publicly Available Pay Schedule be approved by the City Council in accordance with public meeting laws; and

WHEREAS, The City has established Classification and Compensation Plans, a Master Pay Schedule, and a Position Allocation Table detailing all job classifications, salary ranges, and allocations of personnel; and

WHEREAS, The City has completed classification reviews to revise three new classes and related specifications and pay ranges; and

WHEREAS, The City desires to revise the classifications of part-time Community Services Leader and full-time Administrative Clerk and the related salary ranges); and

WHEREAS, The City desires to add a full-time Management Analyst, a full-time Senior Planner and a full-time Community Development Technician; and

WHEREAS, The revision and addition of these positions will provide additional means for accomplishment of the City’s mission in an efficient and cost-effective manner; and

WHEREAS, It is necessary to authorize the City Manager to amend the City’s Master Salary Schedule effective January 22, 2025, to incorporate the above changes.

NOW, THEREFORE BE IT RESOLVED that the City of Clayton does hereby approve the part-time Community Services Leader and full-time Administrative Clerk and their related pay ranges

attached and included herein as Exhibit A and authorize the City Manager to amend the City's Master Salary Schedule, effective January 22, 2025, to incorporate the above changes.

BE IT FURTHER RESOLVED that the City of Clayton does hereby approve the additions of the full-time Management Analyst, the Senior Planner and the full-time Community Development Technician and their related pay ranges attached and included herein as Exhibit A and authorize the City Manager to amend the City's Master Salary Schedule, effective January 22, 2025 to incorporate the above changes.

PASSED, APPROVED AND ADOPTED by the City Council of Clayton, California, at a regular public meeting thereof held on the 21st day of January 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

THE CITY COUNCIL OF CLAYTON, CA

Kim Trupiano, Mayor

ATTEST:

Stephanie Cabrera-Brown, City Clerk

Exhibit A: Revised FY2024-25 Pay Schedule



City of Clayton Class Specification
FLSA Status: Non-Exempt
Date Revised: January 21, 2025

CLASS TITLE

ADMINISTRATIVE CLERK

DEFINITION

Under general supervision of the City Clerk, the Administrative Clerk performs a variety of secretarial, general clerical and routine administrative duties as required. Sorts, logs and maintains a variety of records and files, provides information and assistance to other city staff and the public regarding assigned programs, policies and procedures. Responsibilities include assisting with preparation and publication of Council agenda, attendance at City Council meetings as needed and assist with the preparation of official City Council minutes. Assists in the administration of the City-wide records and information management system.

CLASS CHARACTERISTICS

The incumbent performs a full range of office and administrative support duties as assigned; provides responsible and universal clerical and secretarial duties. The person in this position receives only occasional instructions or assistance as new or if unusual situations arise and is fully aware of the operating procedures and policies of the work unit. Incumbents are expected to use professional judgment and skill in the performance of assignments, which are subject to review by supervisors.

EXAMPLES OF TYPICAL JOB FUNCTIONS

Class specifications are intended to present examples of the duties performed by employees in the classification. Any one position may not include all the duties listed, nor do the listed examples include all tasks that may be performed by positions in this class.

- Incumbent performs duties as assigned including organize and coordinate work activities, sets priorities and meet critical deadlines, relieve supervisor of administrative work including investigating and answering complaints and aiding in resolving operational and administrative problems.
- Participates in the preparation, distribution and publication of agendas and related materials for public meetings and hearings such as City Council/Successor Agency/Planning Commission meetings; ensures legal requirements are met for publication and posting of agenda and legal notices; attends all publicly noticed meetings as needed; prepares a summary of actions, and minutes.

- Demonstrate a full understanding of applicable policies, procedures and work methods associated with assigned duties. Performs a variety of office administrative tasks like ordering materials and supplies, schedules appointments, maintains a calendar, maintains tickler file; schedules and arranges meetings and makes travel arrangements; organizes meetings by notifying participants, makes room arrangements, and prepares required informational materials.
- Monitor office calls and refer callers to proper authority, sort and distribute mail, respond to visitors and provide information and assistance, research information related to city regulations and office policies, assist city staff in interpreting and applying city policies, procedures, codes and ordinances.
- Accept payments for services, licenses, permits, fees and rentals; may explain billing procedures and other regulatory policies to customers.
- Compile, prepare, and enter data into a computer from various sources including accounting, statistical, and related documents; input corrections and updates, verifies data for accuracy and completeness.
- Prepares draft reports, project management documents, resolutions, and ordinances. Reviews finished materials for thoroughness, accuracy, format, compliance with policies and procedures, and appropriate English usage; organize and maintains various administrative, reference and follow-up files.
- Operates a variety of office equipment including a computer, calculator, and copier machines.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.
- Perform other duties as assigned.

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions.

QUALIFICATIONS

The requirements listed below are representative of the minimum qualifications for entry into the classification and do not necessarily convey the qualifications of incumbents in the position.

Knowledge of:

- Organization, operation, and services of the city and of outside agencies as necessary to assume assigned responsibilities.
- Functions and organization of municipal government.
- Applicable federal, state and local laws, codes and regulations including the Brown Act, California Public Records Act and Political Reform Act.
- Modern office administrative practices and procedures, modern office equipment including multi-line telephones, computers and applicable software applications such as word processing, spreadsheets, and databases
- Basic principles and practices of fiscal, statistical, and administrative research, record keeping and report preparation.
- Office safety practices

- Principles and practices of business letter writing and the standard format for typed materials.
- Principles and practices of sound business communication.
- English usage, spelling, grammar and punctuation.
- Customer service and public relations methods and techniques.

Ability to:

- Understand the organization and operation of the city and of outside agencies as necessary to assume assigned responsibilities.
- Perform a variety of responsible and difficult administrative duties and activities of a general and specialized nature in support of the assigned department, division or program area.
- Participate in researching compiling, analyzing, and interpreting data, and applying general and specific administrative and departmental policies and procedures.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Utilize public relations techniques in responding to inquiries and complaints.
- Use sound judgement in following and applying appropriate laws, regulations, policies and procedures.
- Independently prepare correspondence and memos from brief instructions.
- Communicate clearly and concisely, both orally and in writing, and understand and carry out oral and written directions.
- Respond tactfully, clearly and appropriately to inquiries from the public or other agencies.
- Plan and organize work to meet changing priorities and deadlines
- Establish and maintain a variety of files and records, perform routine mathematical calculations.
- Operate office equipment including computers and software applications such as word processing, excel and database applications.
- Maintain effective work relationships and demonstration of skills when dealing with the city staff and general public.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Qualified candidates must possess a high school diploma or G.E.D equivalent, additional specialized general office and clerical training or college level course work in business administration or a related field is desirable.

And

- One (1) year of responsible clerical, secretarial and office administrative support experience which provides the knowledge, skills, and abilities described above.
- Experience in local government agency is desirable.

Licenses and Certifications:

- Possession of a Valid California class C driver license upon appointment.
- Possession of, or ability to obtain, certification through the International Institute of Municipal Clerks as a Certified Municipal Clerk (CMC) is desirable.
- Possession of, or ability to obtain, a California Commission as a Notary Public is desirable.

Special Requirements:

- Ability to travel to different sites and locations.

PHYSICAL DEMANDS

These physical demands may be performed with or without reasonable accommodation:

Ability to sit for prolonged periods of time, stand, walk, kneel, crouch, stoop and twist to lift, carry, push and/or pull light to moderate amounts of weight. While performing the duties of this class employees are required to talk or hear in person and by telephone, use hands to finger, handle, feel or operate standard office equipment. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter, or calculator and to verbally communicate to exchange information.

ENVIRONMENTAL AND WORKING CONDITIONS

These described work environment characteristics are representative of those an employee encounters while performing the essential functions of this job:

Work is performed in a standard office setting with controlled temperature conditions and natural and fluorescent lighting at a desk and in front of a computer. There is an extensive public contact and frequent interruptions. Incumbent may interact with upset staff and/or public and private representatives in interpreting and enforcing City policies and procedures.

ADDITIONAL REQUIREMENTS

Positions in this classification require the following pre-employment screening measures before an offer of employment can be made:

- Background screening (Livescan)



City of Clayton Class Specification
FLSA Status: Exempt
Date Revised: January 21, 2025

CLASS TITLE

SENIOR PLANNER

DEFINITION

Under general direction, of the City Manager, the Senior Planner performs a wide variety of complex and highly responsible and varied professional, programmatic, administrative, and technical work in support of current and long-range planning programs and projects, assists and coordinates public policy development and implementation including serving as a project manager for complex and special projects. The position creates and updates long-range planning documents such as the General Plan and Zoning Ordinance; conducts initial studies and coordinates activities of consultants in the preparation of reports required by the California Environmental Quality Act. The Senior Planner will exercise considerable judgment and initiative when independent action is required.

CLASS CHARACTERISTICS

The incumbent serves as project manager for assigned major projects, which includes responsibility for conceiving planning projects, developing analysis and work methods, and may include reviewing the daily work of professional and technical staff. Performance of work requires the use of considerable independence, initiative, and discretion within established guidelines. Incumbents are expected to independently complete the most complex and difficult professional planning assignments and are responsible for all departmental functions and for developing, implementing, and interpreting public policy.

EXAMPLES OF TYPICAL JOB FUNCTIONS

Class specifications are intended to present examples of the duties performed by employees in the classification. Any one position may not include all the duties listed, nor do the listed examples include all tasks that may be performed by positions in this class.

- Coordinates and performs research and analyses pertaining to the General Plan, area plans, grant programs, related municipal ordinances and policy; prepares related reports and recommendations, and renders professional advice regarding planning issues.
- Serves as project manager for multiple complex current and long-range planning projects and special planning studies, including in-depth application and plan review, preparation

- of legal notices, posting notices on sites, background research, preparing staff reports, attending public hearings and making presentations.
- Reviews various plans and applications for complex subdivision, housing and commercial developments; determines conformity with laws, regulations, policies and procedures; recommends approval or identifies problems and analyzes alternatives.
 - Reviews and approves administrative discretionary current planning permits and California Environmental Quality Act (CEQA) related documents. Prepare staff studies and reports on more complex planning issues/applications.
 - Review, approve, and calculate appropriate fees for residential improvements.
 - Reviews, analyzes, and makes recommendations on applications such as Design Review Permits, Conditional Use Permits, Variances, and Tentative Parcel/Tract Maps; reviews drawings or blueprints for structural conformity, proposed uses and aesthetics; conducts site evaluations and analyses.
 - Prepares and updates various planning documents such as the City's General Plan, specific plans, ordinances, resolutions, codes, and related planning studies and reports.
 - Attends, coordinates and participates in committee, staff, City Council, Redevelopment Agency Board and other public agency meetings and conferences. Makes presentations to groups such as the City Council, Redevelopment Agency Board, boards and commissions, citizen groups and other public agencies.
 - Conducts plan check of building permit-level plan submittals associated with complex projects to verify compliance with project approvals and zoning requirements.
 - Participates in General Plan amendments and updates, making recommendations regarding policy development.
 - Reviews projects and development proposals for conformance with the City's regulatory ordinances including Zoning, Design Review, LCP, and Accessory Dwelling Units (ADUs)
 - Acts as a project manager to secure the zoning entitlements and environmental clearances for significant current development projects and long-range planning programs.
 - Prepares or supervises preparation of GIS maps, charts, diagrams and other documents for reports and public hearing notices.
 - Provides work coordination and project direction for other planning personnel and contract consultants, prepares and manages consultant agreements and supervises consultant teams performing work for the City.
 - Analyzes statistical data, such as long-range transportation, population characteristics, growth trends and other data.
 - Provides front counter and phone support; provides information and assistance to developers, property owners, the public, other departments, and outside agencies regarding laws and regulations; investigates and answers the more complex questions from the public regarding planning and zoning; responds to complaints of zoning code violations.
 - Maintains a positive working relationship with co-workers and the community utilizing accepted principles of effective customer service.
 - Performs other duties as assigned.

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions.

QUALIFICATIONS

The requirements listed below are representative of the minimum qualifications for entry into the classification and do not necessarily convey the qualifications of incumbents in the position.

Knowledge of:

- Principles and practices of research methods and statistical analysis.
- Site planning and architectural design principles.
- Applicable Federal, State and local laws, codes, and regulations including California Environmental Quality Act (CEQA). and California laws relating to subdivisions, annexations, zoning and land use,
- Federal, state and local laws, regulations and court decisions relating to city planning, land use, zoning and the environment.
- Working knowledge of the objectives, principles, procedures, standards, practices, and trends in the field of city planning, physical design, economic, environmental, and social concepts as well as project management techniques.
- Recent developments, current literature and sources of information related to planning, zoning, and environmental review.
- Statistical and research methods applied to the collection and analysis of data pertinent to planning.
- Methods and techniques of effective technical report preparation and presentation.
- Effectively represent the City in contacts with governmental agencies, community groups, and various agencies.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Principles of advanced mathematics and their application to planning work.
- Provide high level customer service when dealing with the public, vendors, contractors and City staff.

Ability to:

- Read interpret, apply, and explain technical written material and complex Federal, State, and local laws, regulations, ordinances, and City planning policies and procedures.
- Perform and coordinate activities, such as the collection, analysis, and preparation of reports and recommendations pertaining to complex issues.
- Ability to speak effectively before City Council, Planning Commission, public groups and other relevant stakeholders.
- Analyze projects and potential projects for consistency with planning regulations, general planning principles, and architectural quality.
- Analyze site design, terrain constraints, and land use compatibility and other urban services.

- Prepare concise reports, maps, charts and other graphic materials for effective presentations. Organize and conduct research studies.
- Engage in complex planning design and plan, organize, and coordinate complex planning activities.
- Prepare visual displays, such as maps, graphs, and illustrations.
- Communicate effectively, orally and in writing; to understand and carry out oral and written instructions.
- Maintain a variety of filing, record keeping and tracking systems.
- Provide high level customer service when dealing with the public, vendors, contractors and City staff.
- Organize and coordinate assigned activities with other departments and agencies respectively.
- Ability to read plans and specifications and make effective site visits.
- Perform varied and responsible assignments to interpret and explain planning and zoning programs to the public, identify and respond to issues and concerns of the public, City Council and other boards and commissions.
- Exercise sound independent judgment within established guidelines.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Represent the City effectively in meetings with commissions, community groups, governmental bodies, the media and the public.
- Establish and maintain effective working relationships with those contacted in the course of city planning work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- A Bachelor's degree from an accredited college or university with major course work in urban or regional planning, architecture or a related field.
- A Master's degree is desirable,

And

- Four years of professional experience in city or regional planning. One year of supervisory experience is desirable.

Licenses and Certifications:

- Possession of a Valid California class C driver license upon appointment.
- Possession of American Institute of Certified Planners (AICP) Certificate is desirable.

Special Requirements:

- Ability to travel to different sites and locations.

PHYSICAL DEMANDS

These physical demands may be performed with or without reasonable accommodation:

Ability to sit for prolonged periods of time, stand, walk, kneel, crouch, stoop and twist to lift, carry, push and/or pull light to moderate amounts of weight. While performing the duties of this class employees are required to talk or hear in person and by telephone, use hands to finger, handle, feel or operate standard office equipment. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter, or calculator and to verbally communicate to exchange information.

ENVIRONMENTAL AND WORKING CONDITIONS

These described work environment characteristics are representative of those an employee encounters while performing the essential functions of this job:

Work is performed in a standard office setting with controlled temperature conditions and natural and fluorescent lighting at a desk and in front of a computer. Incumbents may interact with upset staff and/or public and private representatives in interpreting and enforcing City policies and procedures. Occasional exposure to an outdoor field setting and travel from site to site. Incumbents may be required to work extended hours including evenings and weekends as needed

ADDITIONAL REQUIREMENTS

Positions in this classification require the following pre-employment screening measures before an offer of employment can be made:

- Background screening (Livescan)



City of Clayton Class Specification
FLSA Status: Non-Exempt
Date Revised: January 21, 2025

CLASS TITLE

COMMUNITY SERVICES LEADER

DEFINITION

Under general direction of the Community Services Coordinator, the Community Services Leader performs a wide variety of support work related to recreational operations, events and activities, prepare buildings, fields, including set ups, take down and transport equipment for events. The person in this position provides routine administrative support which includes monitoring duties for rental of city facility and act as the City liaison during private events and activities for the community. The person in this position must have the ability to communicate effectively, tactfully, and both orally and in writing, as well as establish and maintain effective and cooperative working relationships with staff and the public. The Community Services Leader performs no supervision duties over other staff.

CLASS CHARACTERISTICS

The Community Services Leader helps to set the stage for some of the most important events within the city, coordinating with vendors and performing the full range of recreation support, ensures facilities are properly maintained as well as assisting in the facilitation of private events for those interested in utilizing the facilities at the city and parks. Incumbents are expected to work independently.

EXAMPLES OF TYPICAL JOB FUNCTIONS

Class specifications are intended to present examples of the duties performed by employees in the classification. Any one position may not include all the duties listed, nor do the listed examples include all tasks that may be performed by positions in this class.

- Monitor facility security to include opening and closing the facility for scheduled functions and training activities and in accordance with policies and procedures. Including but not limited to set up, take down, and clean areas before and after facility use, prepare areas for rentals and community events.
- Perform routine administrative duties including phone and counter reception and cash handling.
- Issue, receive and collect equipment and supplies.

- Must work well with the public and work well independently and as a collaborative member of a team.
- Inspect assigned areas and equipment and report issues in a timely manner to appropriate higher-level staff.
- Interact with clients and the public, respond to questions, concerns, and complaints from patrons, determine the issue, resolve or refer to higher level staff.
- Ability to communicate effectively orally and in writing in English.
- Maintain facilities per city standards, will be required to work weekends, evenings, and holidays.
- Performs other duties as assigned.

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions.

QUALIFICATIONS

The requirements listed below are representative of the minimum qualifications for entry into the classification and do not necessarily convey the qualifications of incumbents in the position.

Knowledge of:

- Proper care and use of recreation equipment, materials, and supplies.
- Organization and operation of the assigned area and related facilities.
- Principles and practices of custodial and facility operations.
- Cash handling, accounting and record keeping techniques.
- Provide high level customer service to both city personnel and the public
- Safety Practices and equipment related to the work.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the phone.
- Modern office practices, methods, and computer equipment and applications related to work.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

Ability to:

- Perform work as directed in an efficient, effective, safe, and timely manner.
- Coordinate and organize group activities, maintain respect and discipline, enforce rules and procedures.
- Interact with city staff, customers, and the public tactfully and effectively.
- Use, operate and maintain a variety of custodial, cleaning equipment and materials, maintain audio visual equipment, lighting and furnishings.
- Develop and distribute promotional and marketing information and assist the public with questions and problems that arise.
- Demonstrate good work ethic, including promptness, neat and clean appearance.
- Understand city policies and procedures related to assigned duties and agreements for use, learn daily operations, and make sound decisions, work under limited supervision.

- Ability to evaluate emergency situations and act decisively and effectively to resolve conflicts, administer first aid as needed.
- Use computer applications to assist in performing duties, e.g., Microsoft Word, Excel, databases, and presentation applications.
- Demonstrate strong customer service skills and establish, maintain, and foster positive and effective working relationships.
- Communicate in English clearly, concisely, and effectively, both verbally and in writing.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- High school diploma or G.E.D equivalent

And

- One (1) year of verifiable experience in working with the public in the areas of customer service, event set up, recreation, janitorial services or comparable experience which provides the knowledge, skills, and abilities described above.

Licenses and Certifications:

- Possession of a Valid California class C driver license upon appointment.
- Ability to obtain valid certificates for Cardiopulmonary Resuscitation (CPR). First aid, and Automated External Defibrillator (AED). Certificates must be obtained within one year of appointment and maintained for the duration of employment.

Special Requirements:

- Ability to travel to different sites and locations, work assigned schedules that include weekdays, weekend, evenings and holidays.

PHYSICAL DEMANDS

These physical demands may be performed with or without reasonable accommodation:

Ability to sit, stand, walk, kneel, crouch, crawl, squat, stoop reach and lift weights of 50 lbs. plus. While performing the duties of this class employees are required to talk or hear in person and by telephone, use hands to finger, handle, feel or operate standard office equipment. An employee is frequently required to walk and stand. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment.

ENVIRONMENTAL AND WORKING CONDITIONS

These described work environment characteristics are representative of those an employee encounters while performing the essential functions of this job:

Work is performed in a standard office environment and at indoor and outdoor recreational facilities, travel to different locations. Incumbents may be exposed to inclement weather conditions on various types of surfaces, including slippery or uneven surfaces. Incumbents may interact with upset staff and/or public and private representatives in interpreting and enforcing City policies and procedures.

ADDITIONAL REQUIREMENTS

Positions in this classification require the following pre-employment screening measures before an offer of employment can be made:

- Background screening (Livescan)



City of Clayton Class Specification
FLSA Status: Exempt
Date Revised: January 21, 2025

CLASS TITLE

MANAGEMENT ANALYST

DEFINITION

Under general direction from the Assistant City Manager, the Management Analyst performs a wide variety of complex and responsible professional-level duties involving programs, projects and the coordination/oversight of assigned programs including implementation of policies and procedures, development and administration of personnel budgets, recruitment and selection, classification, training, employee relations and the negotiation and administration of contracts. Conducts organizational and other complex studies and analysis, including policy development, strategic planning, legislative analysis, preparation of analytical studies of administrative and operational issues, coordination of activities of the City Manager's department with other departments, divisions, and outside agencies to enhance operational efficiency.

CLASS CHARACTERISTICS

The incumbent performs assignments requiring a high level of independent judgment and provides expertise and technical support to the City Manager, Assistant City Manager and department heads in areas such as budget, personnel, policy development, and program management. Employees in this job class provide strong support in designated operations, programs, or departmental activities including research analysis and project management related to the implementation and administration of various programs and projects. The incumbent is required to be fully trained in procedures related to the assigned area of responsibility.

EXAMPLES OF TYPICAL JOB FUNCTIONS

Class specifications are intended to present examples of the duties performed by employees in the classification. Any one position may not include all the duties listed, nor do the listed examples include all tasks that may be performed by positions in this class.

- Provides leadership in assigned area of responsibility using initiative and resourcefulness in deviating from traditional methods or analyzing unique issues or problems without precedent and/or structure; researches trends and patterns to develop new standards, models, methods, criteria, or proposed new policies and procedures related to assigned area of responsibility; oversees quality assurance and quality control activities within area(s) of expertise.

- Plans, coordinates, and participates in the recruitment and selection process; prepares advertisements; conducts initial screening of applications; proctors or assists with applicant testing; schedules pre-employment examinations; participates in the interview process as requested by department directors; drafts interview questions with input from hiring department; obtains signed background release forms and submits background investigation forms for processing; discusses starting salary with hiring department; prepares and obtains signed offer letters and contacts candidate to make offer.
- Conducts new employee benefits orientations; oversees the preparation and processing of employee payroll and benefit forms and records; oversees the enrollment of employees into various benefit programs via the Human Resources Information System (HRIS) and various benefit carriers' websites; maintains confidential records; prepares COBRA notices for existing employees' status changes and terminating employees; troubleshoots problems and questions regarding benefits and provides assistance to employees when benefit problems arise.
- Processes Worker's Compensation and Short-term/Long-term Disability claims; responds to claimant complaints and provides claim related information; conducts follow-up with employee while off the job; participates in evaluation processes regarding vocational rehabilitation; conducts training sessions with departments on proper claim process; prepares and distributes letters regarding protected leave.
- Assumes operational authority of areas of assigned responsibility including administrative operations; trains and supervises assigned support staff; maintains administrative, financial and human resources processes and records, monitors contracts and performs customer service functions.
- Negotiates, prepares, and monitors agreements and assists city staff with understanding and complying with city requirements.
- Monitors and ensures human resources practices are compliant with the city personnel rules and regulations.
- Assists the Accountant, City Clerk, and Assistant City Manager roles during staff absences due to vacation, training, or extended leave.
- Participates in the development and implementation of immediate and long-term strategies, goals, objectives, plans, and programs; interprets and applies federal, state, and other legislation and regulations that apply to assigned functions.
- Conducts complex studies and surveys; collects, compiles and analyzes information; develops and evaluates options, prepares and presents recommendations for review by Assistant City Manager.
- Provides high-level administrative and analytical support to the City Manager and Assistant City Manager on special projects; conducts research and prepares reports and makes recommendations in relation to assigned projects.
- Maintains a positive working relationship with co-workers and the community utilizing accepted principles of effective customer service.
- Performs other duties as assigned.

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions.

QUALIFICATIONS

The requirements listed below are representative of the minimum qualifications for entry into the classification and do not necessarily convey the qualifications of incumbents in the position.

Knowledge of:

- The theory, principles, and practices of accounting, human resources and their application in the public sector.
- Principles, practices and methods of organizational analysis and public administration.
- Research techniques, project management and administration methods and procedures.
- Principles and practices of supervision, training, management consultation and program analysis.
- Principles and practices of budget development and implementation; operating policies and procedures and functions of assigned department, division or program areas; local, state, and federal laws, rules, regulations and codes relevant to assigned duties.
- Methods and techniques of effective technical report preparation and presentation.
- Current literature, research methods, and sources of information related to assigned area of work.
- Program development and administration; office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Customer service and public relations methods and techniques.
- English usage, spelling, grammar, and punctuation.

Ability to:

- Understand the organization and operation of the city and of outside agencies as necessary to assume assigned responsibilities.
- Independently apply the principles and practices of public administration as assigned, analyze systems and administrative and management practices and identify opportunities for improvement.
- Perform analytical research and prepare clear and concise technical, administrative, and financial reports, statements, and correspondence.
- Assist with preparation of large and complex budgets.
- Understand, interpret, and apply administrative policies and procedures as well as pertinent federal, state, and local laws, codes, and regulations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze, and compile data, maintain accurate records and files.
- Negotiate contracts and demonstrate sound judgement.
- Respond to public inquiries in a courteous manner; provide information within area of assignment; resolve complaints in an efficient and timely manner.
- Maintain effective work relationships and demonstration of skills when dealing with the city staff and the public.
- Establish and maintain effective working relationships with those contacted in the performance of assigned duties.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a related field that pertains to the scope of work. A Master's degree is desirable.

And

- Four years of professional experience preferably in local government, administrative experience involving program research, analysis of comprehensive administrative concerns, development of policies and procedures and supervising an administrative activity including budget preparation responsibilities.

Licenses and Certifications:

- Possession of a Valid California class C driver license upon appointment.

Special Requirements:

- Ability to travel to different sites and locations.

PHYSICAL DEMANDS

These physical demands may be performed with or without reasonable accommodation:

Ability to sit for prolonged periods of time, stand, walk, kneel, crouch, stoop and twist to lift, carry, push and/or pull light to moderate amounts of weight. While performing the duties of this class employees are required to talk or hear in person and by telephone, use hands to finger, handle, feel or operate standard office equipment. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter, or calculator and to verbally communicate to exchange information.

ENVIRONMENTAL AND WORKING CONDITIONS

These described work environment characteristics are representative of those an employee encounters while performing the essential functions of this job:

Work is performed in a standard office setting with controlled temperature conditions and natural and fluorescent lighting at a desk and in front of a computer. Incumbents may interact with upset staff and/or public and private representatives in interpreting and enforcing City policies and procedures.

ADDITIONAL REQUIREMENTS

Positions in this classification require the following pre-employment screening measures before an offer of employment can be made:

- Background screening (Livescan)



City of Clayton Class Specification
 FLSA Status: Non-Exempt
 Date Revised: January 21, 2025

CLASS TITLE

COMMUNITY DEVELOPMENT TECHNICIAN

DEFINITION

Under general supervision of assigned supervisory or management staff, performs a variety of technical, programmatic, administrative, advanced clerical, and routine staff and analytical duties requiring the application of specific program knowledge and administrative, secretarial, and clerical skills in support of assigned division, program, or function within the Community Development Department; assumes on-going programmatic duties and responsibilities specific to area of assignment, which may include building, code enforcement, planning, and/or housing; participates in coordinating assigned programs, projects, and services with other City departments, divisions, and outside agencies; and provides specialized departmental or program information and assistance to City staff and the general public.

CLASS CHARACTERISTICS

The Community Development Technician is the full journey level technical support classification in the Community Development program support class series. Positions allocated to this class are responsible for providing programmatic and administrative support services to a division, program, or project within the Community Development Department. Community Development Technicians work on projects of diverse scope and moderate to intermediate complexity involving evaluation of various factors. This class interacts regularly with the public and a wide variety of people across the organization and provides strong support and problem solving to others. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS

Class specifications are intended to present examples of the duties performed by employees in the classification. Any one position may not include all the duties listed, nor do the listed examples include all tasks that may be performed by positions in this class.

- Performs a variety of technical, programmatic, administrative, and advanced clerical duties requiring the application of specific program knowledge and administrative and clerical skills in support of a division, program, or function within the Community Development Department; assumes responsibility for specific program area duties; aids in administrative and operating programs as assigned.

- Serves as primary contact, liaison, and resource for assigned functions and programs with other City staff, the general public, and outside agencies and organizations; responds to requests for information and assistance regarding City policies and application procedures; assists the public and other City staff in interpreting and applying City policies and procedures; researches information related to City and departmental policies and procedures; works cooperatively with property owners, contractors, architects, developers, engineers or their representatives to resolve questions.
- Conducts site visits; confer with City personnel regarding alleged or potential violations; document violations by securing photographs and other pertinent data; prepare and maintain accurate case files.
- Verifies and reviews materials, applications, plans, Home Occupation Permits, records, and reports for completeness and conformance with established regulations and procedures; applies applicable policies and procedures in determining completeness of applications, records, and reports; provides information and forms; collects and processes appropriate information. Approves or denies project plans after performance of elementary plan checking for completeness and conformance with applicable codes; administers various bonds and coordinates with inspectors and developers; issues various types of permits; calculates and collects fees for various projects; determines types of inspection for proposed construction; coordinates inspections for inspectors; utilizes permit tracking system.
- Maintains calendar of activities, meetings, and various events for assigned projects, programs, and staff, coordinates activities with other City departments, the public, and outside agencies.
- Establishes and maintains various filing systems, schedules, records, and other reference materials; files correspondence, reports, and bulletins; log reports, applications, and/or telephone calls; maintains records related to specific area of assignment.
- Operates a variety of office equipment including copiers, facsimile machine, and computer; utilizes various computer applications and software packages; inputs, maintains, and utilizes data to develop reports using spreadsheet software; manages assigned database; maintains and generates reports from a database or network system; creates, formats, and revises charts, graphs, flowcharts, worksheets, booklets, brochures, and forms using word processing, desktop publishing, and other computer applications; organizes and maintains disk storage and filing.
- May perform a variety of general bookkeeping and clerical accounting duties and responsibilities involved in financial record keeping and reporting for assigned area; maintain a variety of accounting records, logs, and files; verify, balance, and adjust accounting records.
- Monitors projects under construction and coordinates with other departments to ensure that conditions of approval for each project are met; conducts field inspections to review projects nearing the end of construction to ensure that conditions of approval are met.
- Assists in the preparation of plan amendments and implementation plans.
- Assists in the creation and maintenance of comprehensive project files for all commercial, office, and industrial projects.

- Participates in the preparation and implementation of affordable housing agreements; provides information to housing developers regarding the City's and Agency's housing requirements.
- eligibility and affordability levels.
- Performs related duties as required.

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operational characteristics, services, and activities of assigned Community Development Department functions, programs, and operational area; area of assigned may include building, planning, and/or housing. Technical knowledge of business/industry principles and practices related to the area of responsibility. Methods and techniques used in the performance of duties and responsibilities specific to the area of assignment. Principles and practices of fiscal, statistical, and administrative research and report preparation. Principles and procedures of record keeping. Principles and practices used in establishing and maintaining files and information retrieval systems. Principles of business letter writing. Customer service and public relations methods and techniques. Methods and techniques of proper phone etiquette. Mathematical principles. English usage, spelling, grammar, and punctuation. Principles, practices, and requirements used in the preparation of various documents including public notices, resolutions, and agendas. Principles, practices, and methods of public administration including budgeting and grant administration. General procedures, regulations, and practices in local government. Modern office procedures, methods, and equipment including computers. Computer applications such as word processing, spreadsheet, and database applications as well as financial and statistical software. Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Perform a full range of technical, administrative, programmatic, and advanced clerical work of a general or specialized nature involving the use of independent judgment and personal initiative. Apply technical principles and practices specific to area of assignment, which may include building, planning, and/or housing. Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities. Understand and apply pertinent laws, codes, and regulations as well as organization and unit rules, policies, and procedures with good judgment. Participate in the preparation of a variety of administrative and financial reports. Independently prepare correspondence and memoranda. Exercise good judgment in maintaining information, records, and reports. Exercise initiative and sound judgment in solving difficult and complex administrative and technical problems within established procedural guidelines. Work independently in the absence of supervision. Plan and organize work to meet changing priorities and deadlines. Perform mathematical

calculations quickly and accurately including to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals. Implement and maintain filing systems. Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person. Compile a variety of information and records and exercise good judgment in maintaining information, records, and reports. Deal successfully with the public, in person and over the telephone; respond tactfully, clearly, concisely, and courteously to issues, concerns, and needs. Work cooperatively with other departments, City staff and officials, and outside agencies. Operate and use modern office equipment including a computer and various software packages. Use applicable office terminology, forms, documents, and procedures in the course of the work. Type and enter data at a speed necessary for successful job performance. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Equivalent to the completion of the twelfth grade supplemented by specialized or college level course work in a professional and/or technical discipline.
- Three years of responsible programmatic, technical, and administrative support experience specific to the area of assignment.

Licenses and Certifications:

- Possession of a Valid California class C driver license upon appointment.

Special Requirements:

- Ability to travel to different sites and locations.

PHYSICAL DEMANDS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment; occasional fieldwork may be required.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may travel to other locations using various modes of private and commercial

transportation; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

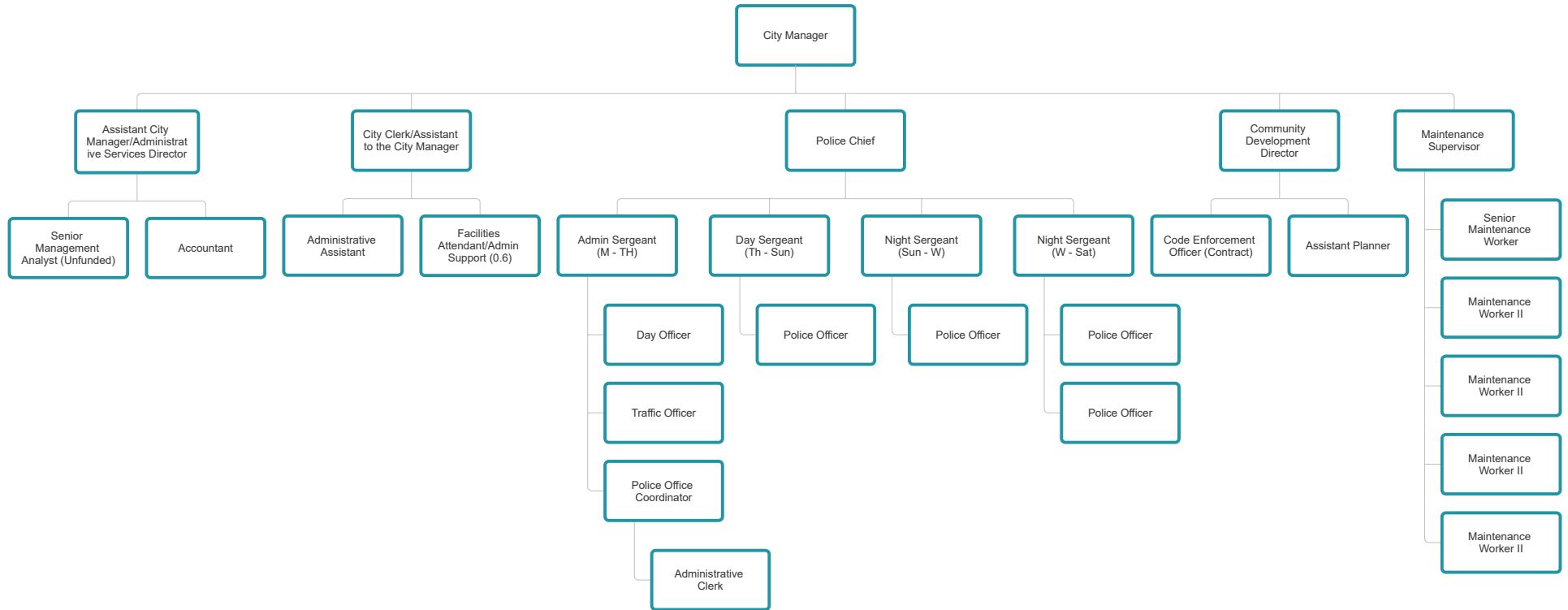
ADDITIONAL REQUIREMENTS

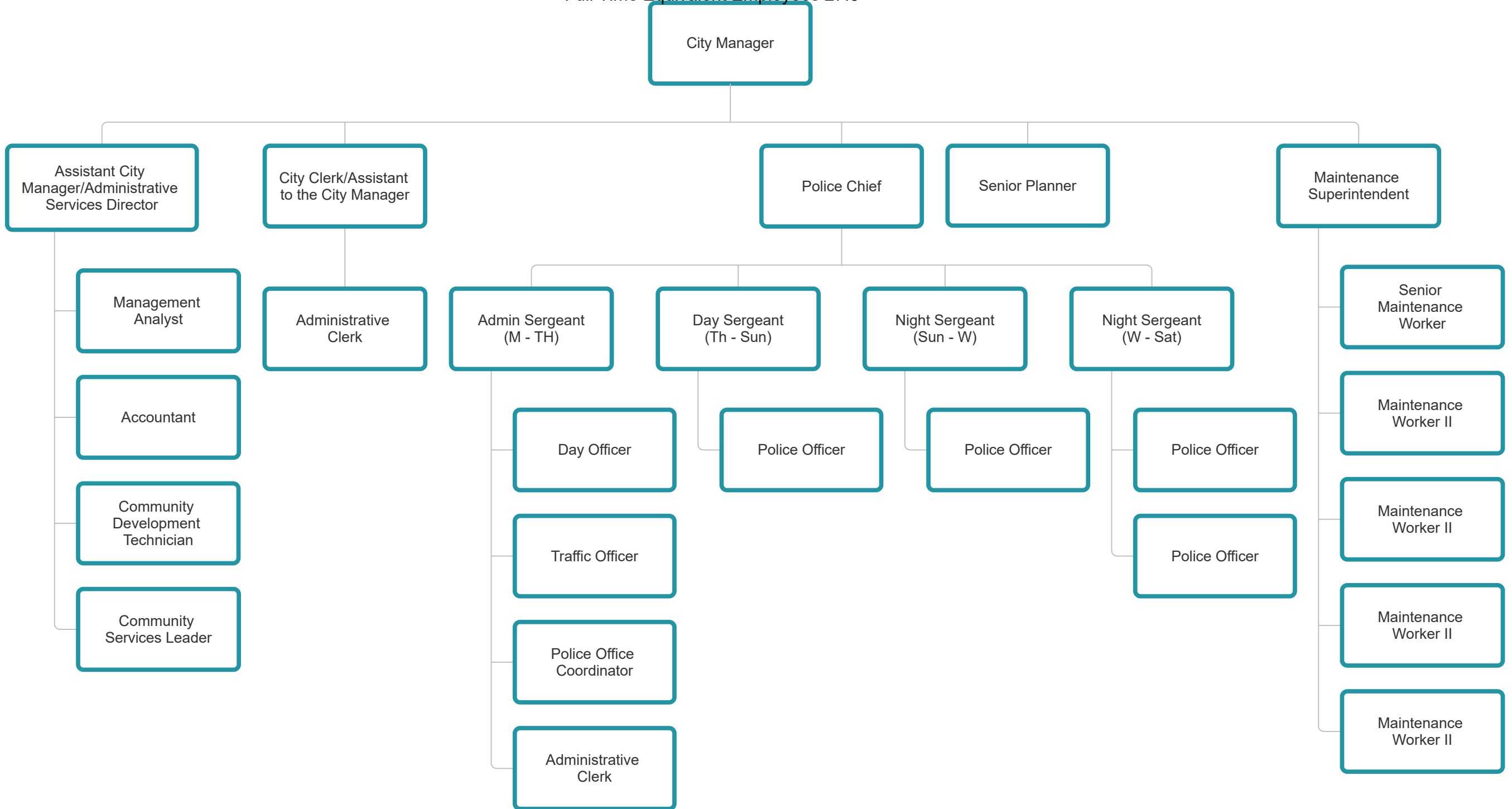
Positions in this classification require the following pre-employment screening measures before an offer of employment can be made:

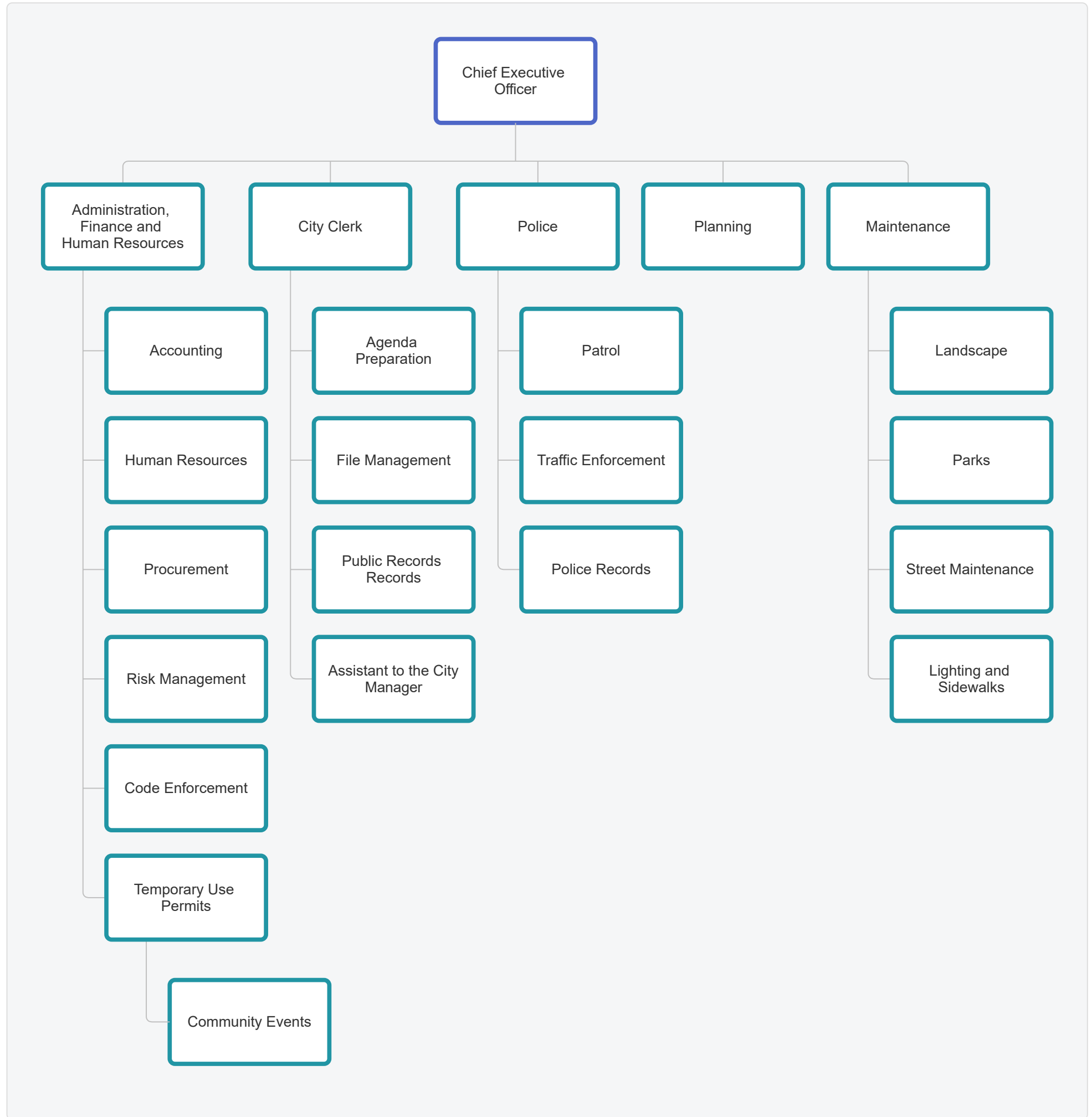
- Background screening (Livescan)

City of Clayton FY 2024-25 Budget Org. Chart

Full Time Equivalent Employees 27.6







PROPOSED POSITIONS BUDGET

Job Title	# at Position	FY 2024-25	FY 2025-26	Difference
City Manager	1	276,000	276,000	
Assistant City Manager/Admin Services Director	1	266,000	266,000	
City Clerk/Asst to the City Manager	1	162,788	162,788	
Management Analyst	1		146,609	
Accountant	1	134,113	134,113	
Administrative Clerk - CM's Office	1		102,343	
<i>Administrative Assistant</i>	1	112,423		
Community Development Technician	1		110,967	
Community Services Leader	0.6	40,579	37,274	
Maintenance Superintendent	1	159,192	159,192	
Maintenance - Senior	2	231,926	231,926	
Maintenance I	0	-	-	
Maintenance II	3	326,956	326,956	
Senior Planner	1		167,300	
<i>Community Development Director</i>	1	203,624		
<i>Assistant Planner</i>	1	135,599		
Chief of Police	1	209,052	209,052	
Administrative Clerk - Police	1	102,343	102,343	
Police Officer Coordinator	1	110,967	110,967	
Police Officer	6	886,608	886,608	
Police Sergeant	4	669,294	669,294	
	30.6	4,027,463	4,099,730	(72,267)

**Positions in Italics are removed for FY 2025-26 therefore final staffing count is 27.6 FTE*

PROPOSED POSITIONS BUDGET

Job Title	Base Salary	Benefit Cost	FY 2024-25	FY 2025-26	Difference
City Manager	240,000	36,000	276,000	276,000	
Assistant City Manager/Admin Services Director	230,000	36,000	266,000	266,000	
City Clerk/Asst to the City Manager	126,788	36,000	162,788	162,788	
Management Analyst	110,609	36,000		146,609	
Accountant	98,113	36,000	134,113	134,113	
Administrative Clerk - CM's Office	66,343	36,000		102,343	
<i>Administrative Assistant</i>	76,423	36,000	112,423		
Community Development Technician	74,967	36,000		110,967	
Community Services Leader	37,274		40,579	37,274	
Maintenance Superintendent	123,192	36,000	159,192	159,192	
Maintenance - Senior	79,963	36,000	231,926	231,926	
Maintenance I	66,189		-	-	
Maintenance II	72,985	36,000	326,956	326,956	
Senior Planner	131,300	36,000		167,300	
<i>Community Development Director</i>	167,624	36,000	203,624		
<i>Assistant Planner</i>	99,599	36,000	135,599		
Chief of Police	173,052	36,000	209,052	209,052	
Administrative Clerk - Police	66,343	36,000	102,343	102,343	
Police Officer Coordinator	74,967	36,000	110,967	110,967	
Police Officer	111,768	36,000	886,608	886,608	
Police Sergeant	131,324	36,000	669,294	669,294	
			4,027,463	4,099,730	72,267
No. of FTE per Fiscal Year			26.6	27.6	

**Positions in Italics are removed for FY 2025-26 therefore final staffing count is 27.6 FTE*

*FISCAL YEAR 2024-25
MID-YEAR
STAFFING ADJUSTMENTS*



PURPOSE

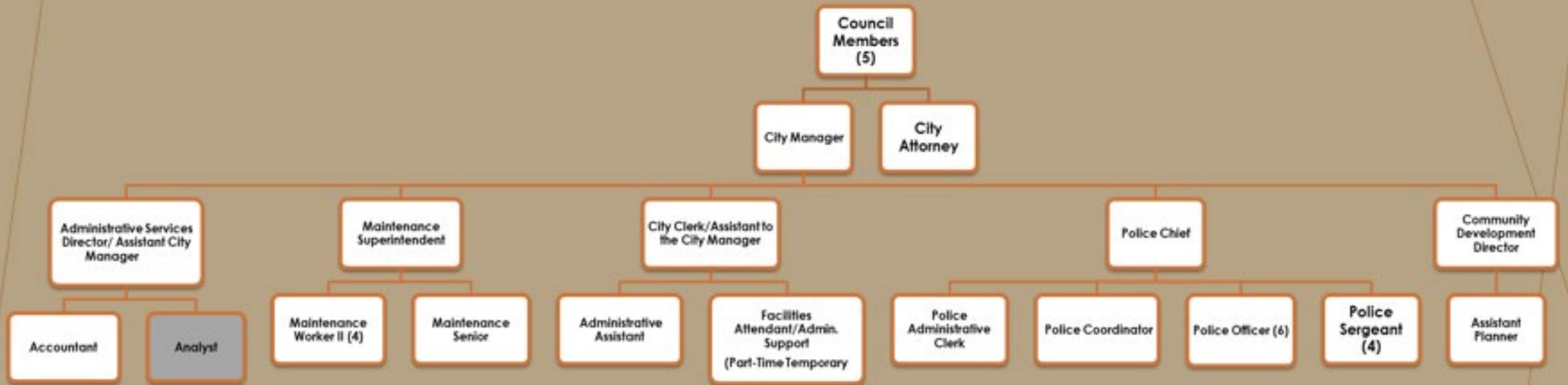
Seek recommendation from the Budget and Audit Committee for:

- Revisions to 2 Job Specifications
- Adding 3 New Job Specifications
- Removing 2 Positions from the FY 2024-25 General Fund Budgets and
- Revising Fiscal Year 2024-25 Salary Schedule

BACKGROUND INFORMATION

- FY 2024-25 Budget includes positions for:
 - Administrative Assistant
 - Associate Planner
 - Community Development Director
 - Facilities Attendant (Part-Time)
- Administrative Assistant Job Specifications circa 1990's
- Management Analyst was in the FY 2024-25 Budget Org. Chart but left unfunded
- Most positions will remain relatively neutral
- Approved FTE for FY 2024-25 revised budget- 27.6

FY 2024-25 BUDGET ORG. CHART



DATA GATHERED

- Cities in Contra Costa County with less than a population of 40,000

City	Population	Annual Budget (\$M)	FTE
Clayton	10,754	12	26.6
El Cerrito	25,601	68	175
Hercules	25,601	43	60
Lafayette	26,521	20	50
Martinez	38,402	88	135
Moraga	16,870	39	40
Orinda	19,806	33	40
Pleasant Hill	34,903	39	120
Pinole	19,318	32	120
San Pablo	31,124	66	190

- Confirmed that job duties were at least 80% similar

PROPOSING

- Change job title - Administrative Assistant to Administrative Clerk
- Change job title - Recreation Leader to Community Services Leader
- Add Community Development Technician job specifications
- Add Management Analyst job specifications
- Add Senior Planner job specifications
 - Remove Community Development Director
 - Remove Associate Planner

ADMINISTRATIVE CLERK JOB DUTIES

- Provides excellent customer service to those visiting City Hall
- Maintains office supplies and coordinates maintenance of office equipment
- Answering and directing phone calls and responding to inquiries
- Act as a liaison between city staff and external stakeholders
- Organizing and maintaining appointments
- Assist in the preparation and formatting of documents and presentations
- Maintaining both electronic and paper files
- Accepts payments for services and rental facilities
- Assists with project coordination including meeting scheduling
- Offering support to various departmental staff

COMMUNITY SERVICES LEADER

JOB DUTIES

- Opens, monitors and closes rental facilities
- Set up, take down and clean rental areas before and after facility use
- Performs routine administrative duties including phone and counter reception
- Interacts with clients and public, respond to questions, concerns and complains from patrons.
- Assist with the execution of special events, including concerts, car shows, parades, etc.
- Report issues and the needs of various facilities

SENIOR PLANNER JOB DUTIES

- Performs advanced professional work related to a variety of planning assignments
- Manages complex planning studies, development applications, and plan reviews
- Reviews and approves administrative discretionary current planning permits
- Reviews various plans and applications for complex subdivision, housing and commercial developments
- Provides professional planning assistance to member communities on varied land use projects
- Administers and evaluates City development standards and land use/zoning requirements
- Develops and presents reports to the Planning Commission as well as the City Council
- Evaluates and recommends final revisions to major planning, transportation and
- zoning policies, practices and procedures.
- Works with community members for plan review and approval for various projects

MANAGEMENT ANALYST JOB DUTIES

- Supports Human Resources in areas of worker's compensation, recruitment support, staff evaluations, and training coordination and tracking
- Responsible of contract management, including financial tracking, contract completion or extension, and collection of current insurance documents
- Manage functions of IT needs, inclusive of web site and social media postings
- Assist the City Manger in researching possible grants, and completing grant applications and completing reporting requirements
- Provides high level support and have the ability to perform the duties of the City Clerk as needed and Assistant City Manager/Administrative Services Director
- Compiles data and assists in developing recommendations on city policy

COMMUNITY DEVELOPMENT TECHNICIAN JOB DUTIES

- Investigates complaints and conducts field checks of violations of City codes, ordinances, regulations, permits, and resolutions
- Receive and respond to inquiries from the public, contractors, developers, City employees, and other parties.
- Post notices and prepare mailings for public hearings on individual properties.
- Works closely with the Police Department with difficult code compliance cases and when safety is a concern
- Responsible for issuing a variety of permits, including temporary use, special event, and processes park/facility rental applications
- Assist the Senior Planner with over the counter visits from the public

PROPOSED POSITIONS BUDGET

Job Title	Base Salary	Benefit Cost	FY 2024-25	FY 2025-26	Difference
City Manager	240,000	36,000	276,000	276,000	
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No. of FTE per Fiscal Year			26.6	27.6	

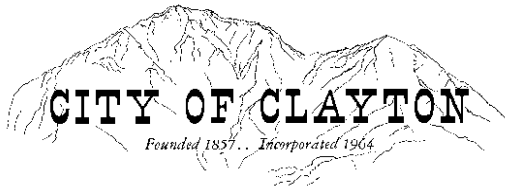
**Positions in Italics are removed for FY 2025-26 therefore final staffing count is 27.6 FTE*

NEXT STEPS

- Recruit for positions – Anticipated start date, May 1, 2025
- Interview for positions
- Have City Hall at full staffing compliment

RECOMMENDATION

- Adopt Resolutions Approving
 - New or Revised Job Specifications
 - Update the City's Classification and Compensation Plan
 - Update the City's Position List
 - Update the City's Master Pay Schedule



City Council Agenda Item 8b

STAFF REPORT

TO: Honorable Mayor and Councilmembers

FROM: Larry Theis, City Engineer

DATE: January 21, 2025

SUBJECT: Approve a Grant Application for the Mountaire Parkway Bicycle Lanes Project to the Metropolitan Transportation Commission for the Allocation of Fiscal Year 2025-2026 Transportation Development Act (TDA) Article 3 Pedestrian/Bicycle funding including adopting a resolution approving the grant application, finding the project is categorically exempt under CEQA and filing with the County Clerk Recorder.

RECOMMENDATION

Staff recommends that the City Council approve a Transportation Development Act (TDA) grant application for the Mountaire Parkway Bicycle Lanes project and find the project categorically exempt with respect to CEQA by adopting the attached resolution.

BACKGROUND

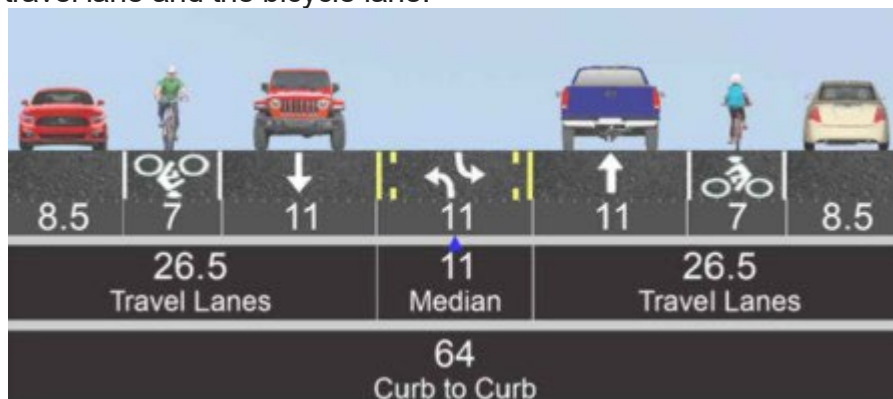
The City Council previously expressed interest in implementing a lane reduction project along Mountaire Parkway between Marsh Creek Road and Mountaire Circle (south-swimming pool) to improve roadway safety by attempting to lower the traveling speed of cars. The reduction of this roadway from four lanes to two lanes (one in each direction) could potentially encourage drivers to slow down and also provide additional space for bicycle lanes. Since this proposed project will include the installation of bicycle lanes, it makes it a good candidate for grant funding from MTC under the Transportation Development Act, Article 3 Pedestrian/Bicycle funding program.

Cities that secure these grants usually range between \$25,000 to \$150,000 and are required to provide substantial local matches. The MTC allocation for the TDA grant varies annually. MTC has not notified Contra Costa County of the amount of TDA funding available for bicycle and pedestrian projects within the County for fiscal year 2025-2026, however the recent total funding pool for the County has usually been between \$800,000 to \$1,100,000. It is possible

that an award for less than the request is granted which will require the city to identify additional funding sources to proceed with the project. Staff is requesting the City Council to approve the TDA grant application which is seeking \$50,000 to partially fund approximately 20% of the total estimated project cost of \$244,000 which includes engineering design, construction improvements, and inspection/construction management services.

DISCUSSION

The proposed project consists of resurfacing the pavement with a slurry seal which will cover up the existing temporary painted striping for the four-travel lane configuration. The recommended new traffic striping alignment would restripe the roadway to have the following features: Northbound – (11 foot wide travel/vehicular lane, 7 foot wide bicycle lane, 8.5 foot wide on-street/curb parking); Southbound – (11 foot wide travel/vehicular lane, 7 foot wide bicycle lane, 8.5 foot wide on-street/curb parking); and center 11 foot wide two way left turn lane. If the Council would like to increase bicycle safety, one potential adjustment to this proposed alignment in the grant application would be to change the 7' wide bike lane into a 5' wide bike lane, narrow the parking width from 8.5' to 8', and narrow the center median from 11' to 10' which would gain 3' in each direction to install a narrow 3' wide buffer zone between the vehicle travel lane and the bicycle lane.



Mountaire Parkway is classified as a collector road with fronting single-family homes with sidewalks and driveways. Due to the relatively low volume of traffic, Staff does not believe there will be significant impacts to the traffic flow or travel times. The reconfiguration of the roadway will encourage multi-modal use of bicycles and potentially reduce vehicular speeds (posted speed limit 30 mph) by visually narrowing the travel way for cars.

As part of MTC's TDA grant requirements, it is required that all project applications be reviewed by the local agency's designated bicycle and pedestrian advisory committee, which is the Contra Costa Countywide Bicycle Advisory Committee.

The Contra Costa Countywide Bicycle Advisory Committee was convened on December 10, 2024 to pre-screen TDA applications from the County and all the cities that do not have their own bicycle and pedestrian advisory committee. The committee reviewed the preliminary applications of nine proposed projects. The CCCBAC's comments on the City of Clayton's application are highlighted on page 2 (attached). To summarize their comments, the committee suggest a green "bike box" be added at the intersection with Mountaire Circle so

it is acceptable for cyclists to stop in the right lane. They appreciated that the City's local match was a significant portion of the total cost of the project.

City staff are presenting some additional bicycle safety-related improvements for the Council's consideration that were suggested by the Countywide Bicycle Advisory Committee. These add-on options would increase the cost of the project but could also improve its probability of receiving grant funding.

1. Add a bike box at the southbound approach to Mountaire Circle (south). This would include adding some green conflict zone striping to establish a bicycle space within the vehicle lane approaching the stop bar since Mountaire Parkway will transition from bicycle lanes to no bicycle lanes south of Mountaire Circle. See attachments for examples.
2. Add a Class IV Separated Bikeway along the first southbound block between Marsh Creek Road and Mountaire Circle (north). There are no driveways along this segment and the buffer space is wider on this block which makes implementation much easier on this segment. It would be a pilot approach to introducing Class IV facilities in Clayton. See attachments for examples.

Final applications are due to the County and TDA Subcommittee on January 30, 2025. A field review will be conducted by the TDA Subcommittee in late February 2025 to evaluate the competing projects in Contra Costa County and recommend zero, partial or full grant funding for each submitted application. The grant funding recommendation will be presented at the Mayor's Conference for approval in April/May 2025 and County's Board of Supervisors approval in May/June 2025. Lastly, the final recommended applications will be forwarded to MTC for allocation approval. Historically, MTC does not formally approve the project list and funding allocation until late summer or early fall. If the project is recommended for TDA grant allocation, the funding portion of the project worksheet in the Capital Improvement Plan for FY 2026 will be updated accordingly.

FISCAL IMPACT

Staff recommends that the City Council approve the TDA grant application for \$50,000 to provide an opportunity to partially fund the Mountaire Parkway Bicycle Lane project in the upcoming FY 2026 CIP with preliminary estimated total cost of \$244,000. The remaining \$194,000 of city funds would likely be allocated from Measure J Return to Source and/or Gas Tax funds.

Additional bicycle related features that the City Council could consider adding to the project application are: 1) bike box at the Mountaire Circle (south) intersection which will add \$2,500 to \$5,000; 2) Class IV Separated/Barrier for 500-foot segment of bike lane from Marsh Creek Road to Mountaire Circle (north) which is estimated to cost \$10,000 to \$15,000.

There is minimal downside to seeking these annual grant funds aside from the time and effort of staff to prepare the application and participate in the field review evaluation. If the project does not receive any TDA funding, the City may choose to hold off adding the project to the upcoming CIP and apply for a different grant opportunity in the future.

CEQA IMPACT

Staff has evaluated the subject project with respect to CEQA and recommends that it be found categorically exempt under Section 15301 Class 1(c) “minor alterations of existing facilities (highways & streets)” of the CEQA guidelines. The City Engineer will file the CEQA Notice of Exemption with the County Clerk; submission of the filed Notice is required as part of the application process.

ATTACHMENTS

1. TDA Grant Application including Resolution and Notice of Exemption (CEQA) [13 pp.]
2. Comments from Countywide BAC [3 pp.]
3. Bike Box Examples
4. Class IV Protected Bike Lane – Barrier Separation Examples



FY 2025/2026 Transportation Development Act (TDA) Article 3 Fund Application

Mountaire Parkway Bicycle Lanes

RESOLUTION NO. ____-2025

A RESOLUTION REQUEST TO THE METROPOLITAN TRANSPORTATION COMMISSION FOR THE ALLOCATION OF FISCAL YEAR 2025-2026 TRANSPORTATION DEVELOPMENT ACT ARTICLE 3 PEDESTRIAN/BICYCLE PROJECT FUNDING.

**THE CITY COUNCIL
City of Clayton, California**

WHEREAS, Article 3 of the Transportation Development Act (TDA), Public Utilities Code (PUC) Section 99200 et seq., authorizes the submission of claims to a regional transportation planning agency for the funding of projects exclusively for the benefit and/or use of pedestrians and bicyclists; and

WHEREAS, the Metropolitan Transportation Commission (MTC), as the regional transportation planning agency for the San Francisco Bay region, has adopted MTC Resolution No. 4108, Revised, entitled "Transportation Development Act, Article 3, Pedestrian/Bicycle Projects," which delineates procedures and criteria for submission of requests for the allocation of "TDA Article 3" funding; and

WHEREAS, MTC Resolution No. 4108, Revised requires that requests for the allocation of TDA Article 3 funding be submitted as part of a single, countywide coordinated claim from each county in the San Francisco Bay region; and

WHEREAS, the City of Clayton desires to submit a request to MTC for the allocation of TDA Article 3 funds to support the projects described in Attachment B to this resolution, which are for the exclusive benefit and/or use of pedestrians and/or bicyclists.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Clayton, California declares it is eligible to request an allocation of TDA Article 3 funds pursuant to Section 99234 of the Public Utilities Code, and furthermore,

BE IT FURTHER RESOLVED that there is no pending or threatened litigation that might adversely affect the project or projects described in Attachment B to this resolution, or that might impair the ability of the City of Clayton to carry out the project; and furthermore,

BE IT FURTHER RESOLVED that the City of Clayton attests to the accuracy of and approves the statements in Attachment A to this resolution; and furthermore,

BE IT FURTHER RESOLVED that a certified copy of this resolution and its attachments, and any accompanying supporting materials shall be forwarded to the congestion management agency, countywide transportation planning agency, or county association of governments, as the case may be, of Contra Costa County for submission to MTC as part of the countywide coordinated TDA Article 3 claim.

PASSED, APPROVED AND ADOPTED by the City Council of Clayton, California, at a regular public meeting thereof held on the 21st day of January 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

THE CITY COUNCIL OF CLAYTON, CA

Kim Trupiano, Mayor

ATTEST:

Stephanie Cabrera-Brown, City Clerk

Attachment: Attachment A
Attachment B

Resolution No. ___-2025

Attachment A

Re: Request to the Metropolitan Transportation Commission for the Allocation of Fiscal Year 2025/2026 Transportation Development Act Article 3 Pedestrian/Bicycle Project Funding

Findings

Page 1 of 1

1. That the City of Clayton is not legally impeded from submitting a request to the Metropolitan Transportation Commission for the allocation of Transportation Development Act (TDA) Article 3 funds, nor is the City of Clayton legally impeded from undertaking the project(s) described in "Attachment B" of this resolution.
2. That the City of Clayton has committed adequate staffing resources to complete the project(s) described in Attachment B.
3. A review of the project(s) described in Attachment B has resulted in the consideration of all pertinent matters, including those related to environmental and right-of-way permits and clearances, attendant to the successful completion of the project(s).
4. Issues attendant to securing environmental and right-of-way permits and clearances for the projects described in Attachment B have been reviewed and will be concluded in a manner and on a schedule that will not jeopardize the deadline for the use of the TDA funds being requested.
5. That the project(s) described in Attachment B comply with the requirements of the California Environmental Quality Act (CEQA, Public Resources Code Sections 21000 et seq.).
6. That as portrayed in the budgetary description(s) of the project(s) in Attachment B, the sources of funding other than TDA are assured and adequate for completion of the project(s).
7. That the project(s) described in Attachment B are for capital construction and/or final design and engineering or quick build project; and/or for the maintenance of a Class I bikeway which is closed to motorized traffic and/or Class IV separated bikeway; and/or for the purposes of restriping Class II bicycle lanes; and/or for the development or support of a bicycle safety education program; and/or for the development of a comprehensive bicycle and/or pedestrian facilities plan, and an allocation of TDA Article 3 funding for such a plan has not been received by the City of Clayton within the prior five fiscal years.
8. That the project(s) described in Attachment B which are bicycle projects have been included in a detailed bicycle circulation element included in an adopted general plan, or included in an adopted comprehensive bikeway plan (such as outlined in Section 2377 of the California Bikeways Act, Streets and Highways Code section 2370 et seq.) or responds to an immediate community need, such as a quick-build project.
9. That any project described in Attachment B bicycle project meets the mandatory minimum safety design criteria published in the California Highway Design Manual or is in a National Association of City and Transportation Officials (NACTO) guidance or similar best practices document.
10. That the project(s) described in Attachment B will be completed in the allocated time (fiscal year of allocation plus two additional fiscal years).
11. That the City of Clayton agrees to maintain, or provide for the maintenance of, the project(s) and facilities described in Attachment B, for the benefit of and use by the public.

Attachment B**TDA Article 3 Project Application Form**

1. Agency	City of Clayton		
2. Primary Contact	Larry Theis, City Engineer		
3. Mailing Address	6000 Heritage Trail, Clayton, CA 94517		
4. Email Address	larryt@claytonca.gov	5. Phone Number	(925) 890-9732
6. Secondary Contact (in the event primary is not available)	Jason Chen		
7. Mailing address (if different) N/A <input checked="" type="checkbox"/>			
8. Email Address	Jasonc@claytonca.gov	9. Phone Number	(415) 606-5317
10. Send allocation instructions to (if different from above):			
11. Project Title	Mountaire Parkway Bicycle Lanes		
12. Amount requested	\$50,000	13. Fiscal Year of Claim	2025/2026

14. Description of Overall Project:

Please see project description below.

15. Project Scope Proposed for Funding: (Project level environmental, preliminary planning, and ROW are ineligible uses of TDA funds.)

Construction

16. Project Location: A map of the project location is attached or a link to a online map of the project location is provided below:

Please see project location map attached.

Project Relation to Regional Policies (for information only)

17. Is the project in an [Equity Priority Community](#)? Yes No
18. Is this project in a [Priority Development Area](#) or a [Transit-Oriented Community](#)? Yes No

19. Project Budget and Schedule

Project Phase	TDA 3	OTHER FUNDS	PHASE TOTAL	COMPLETION (Month/Year)
Bike/Ped Plan	\$ -	\$ -	\$ -	N/A
ENV		\$ -	\$ -	N/A
PA&ED		\$ -	\$ -	N/A
PS&E	\$ -	\$ 40,000.00	\$ 40,000.00	April 2025
ROW		\$ -	\$ -	N/A
CON/CM	\$ 50,000.00	\$ 154,000.00	\$ 204,000.00	Oct 2025
TOTAL COST	\$ 50,000.00	\$ 194,000.00	\$ 244,000.00	

Project Eligibility

- A.** Has the project been reviewed by the Bicycle and Pedestrian Advisory Committee? Yes No
If "YES," identify the date and provide a copy or link to the agenda. December 10, 2024
If "NO," provide an explanation).
- B.** Has the project been approved by the claimant's governing body? Yes No
If "NO," provide expected date: _____
- C.** Has this project previously received TDA Article 3 funding? Yes No
(If "YES," provide an explanation on a separate page)
- D.** For "bikeways," does the project meet Caltrans minimum safety design criteria pursuant to [Chapter 1000 of the California Highway Design Manual](#)? Yes No
- E. 1.** Is the project categorically exempt from CEQA, pursuant to CCR Section 15301(c), Existing Facility? Yes No
- 2.** If "NO" above, is the project is exempt from CEQA for another reason? Yes No
Cite the basis for the exemption. _____ N/A
If the project is not exempt, please check "NO," and provide environmental documentation, as appropriate.
- F.** Estimated Completion Date of project (month and year): October 2025
- G.** Have provisions been made by the claimant to maintain the project or facility, or has the claimant arranged for such maintenance by another agency? (If an agency other than the Claimant is to maintain the facility, please identify below and provide the agreement. Yes No
- H.** Is a Complete Streets Checklist required for this project ? Yes No
If the amount requested is over \$250,000 or if the total project phase or construction phase is over \$250,000, a Complete Streets checklist is likely required. Please attach the Complete Streets checklist or record of review, as applicable. More information and the form may be found here: <https://mtc.ca.gov/planning/transportation/complete-streets>
The requested amount is less than \$250,000 and the construction phase is less than \$250,000

PROJECT DESCRIPTION

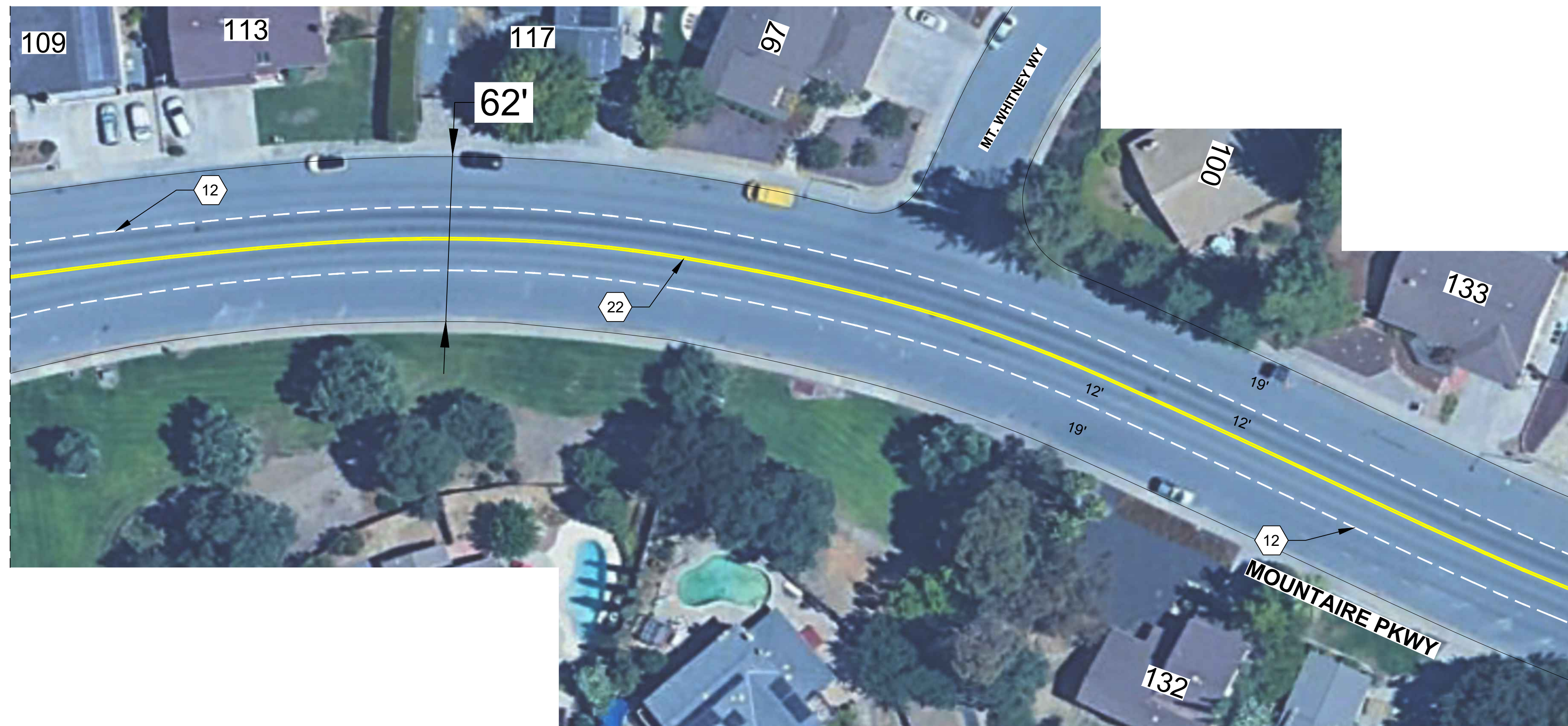
The project consists of restriping approximately 0.4 miles of Mountaire Parkway between Marsh Creek Road and Mountaire Circle (south) to include bicycle lanes along this collector road in the large Dana Hills neighborhood. In order to accomplish the installation of bicycle lanes, the existing four travel lanes roadway will be converted to two travel lanes (one in each direction) to be consistent with modern complete street roadway designs. Mountaire Parkway is a major collector roadway, but it is set in a residential neighborhood with continuous fronting driveways to single family residences. In general, the curb to curb width is approximately 62 to 64 feet. The volume of vehicular traffic does not require two lanes in each direction and would benefit from the installation of bicycle lanes. Mountaire Parkway is the main connection for the Dana Hill neighborhood to downtown Clayton and beyond. The bicycle lanes will improve bicycle safety along a major street and connect this neighborhood to existing bicycle lanes along Marsh Creek Road, which is the major north-south corridor in Clayton between downtown and Diablo View Middle School and the Community Park.



SEE FOLLOWING LAYOUT PLANS (Insert 4 sheets 11"x17")

- Potential alternative to the attached plans that may be considered is reducing the parking lanes from 8.5' to 8.0' wide, the center two way left turn lane from 11' to 10', and the bicycle lanes from 6.5' to 5' and use this additional gained 3.5' width for a buffer zone between the bicycle lane and the vehicular travel lane.

MATCHLINE A1 (SEE SHEET L-1)



MATCHLINE B1
(SEE SHEET L-3)

SEGMENT 2A: EXISTING LAYOUT

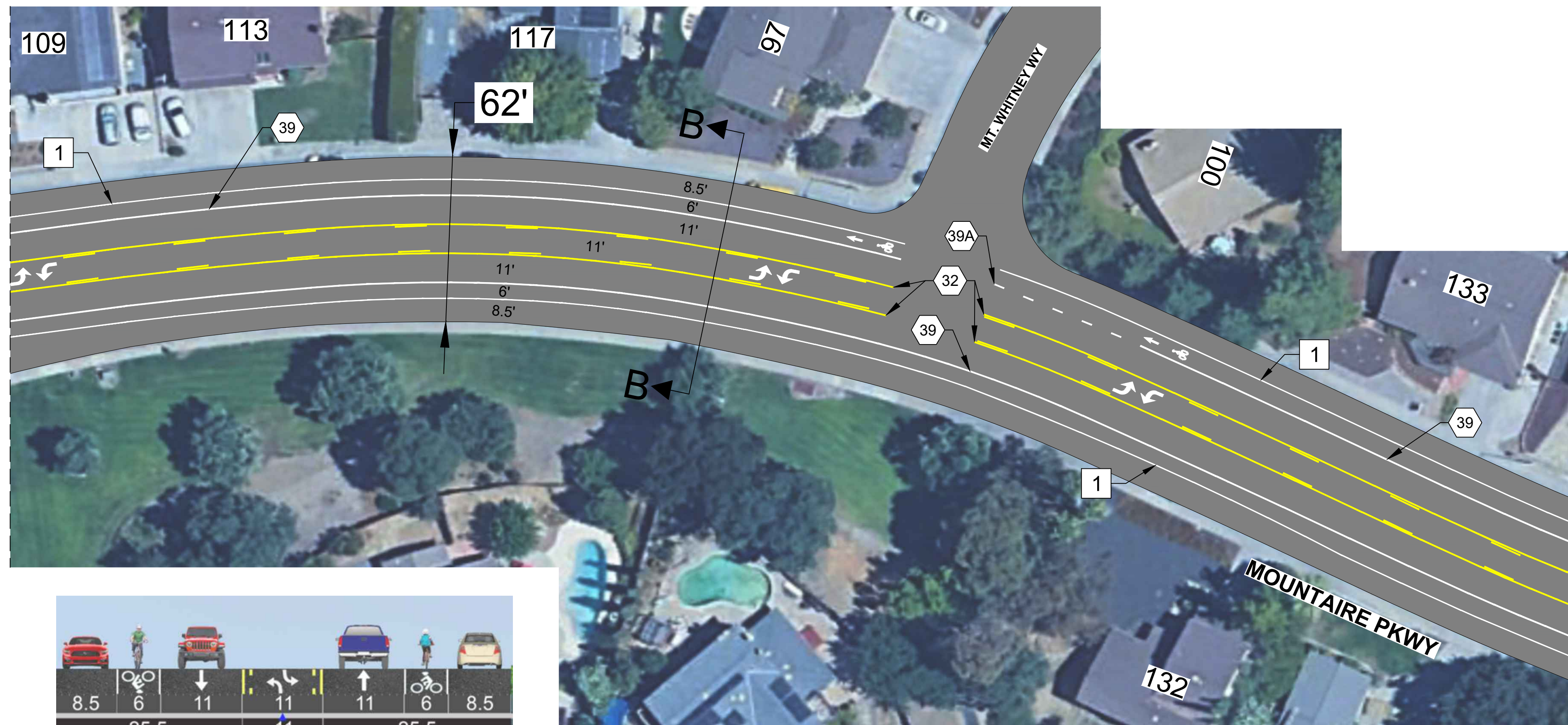
EXISTING LAYOUT NOTES (THIS SHEET ONLY):

1. ALL BOTT DOTS SHOWN ON BASE MAP ARE NO LONGER CURRENT. SEE EXISTING STRIPING NOTES TO SEE WHICH DETAILS ARE CURRENTLY ON ROADWAY.

EXISTING STRIPING NOTES (THIS SHEET ONLY):

- 12 WHITE THERMOPLASTIC DETAIL 12 TRAFFIC STRIPE (PER CA MUTCD)
- 22 YELLOW THERMOPLASTIC DETAIL 22 TRAFFIC STRIPE (PER CA MUTCD)

MATCHLINE A2 (SEE SHEET L-1)



MATCHLINE B2
(SEE SHEET L-3)

SEGMENT 2A: PROPOSED LAYOUT

STRIPING NOTES (THIS SHEET ONLY):

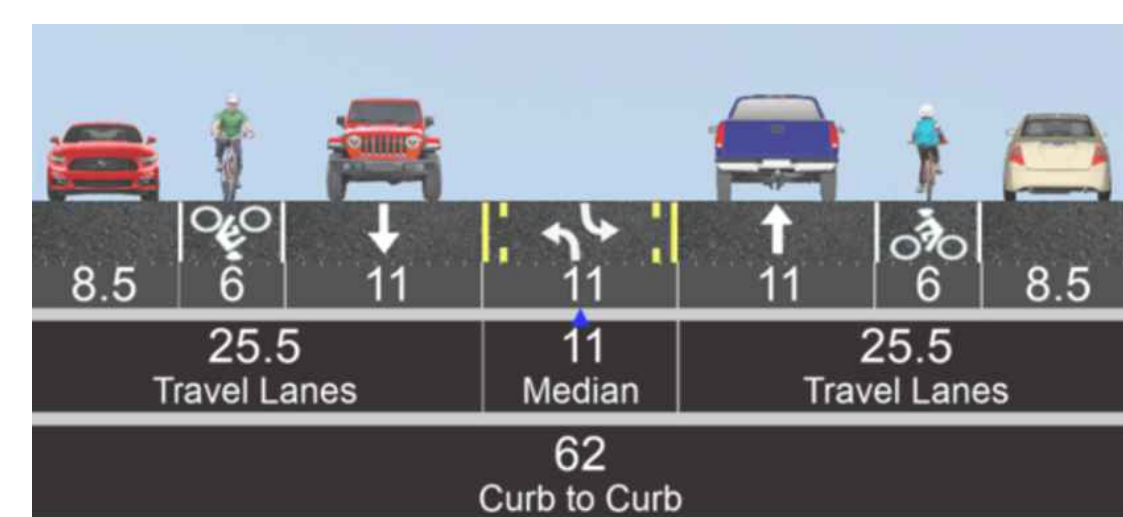
- 32 YELLOW THERMOPLASTIC DETAIL 32 TRAFFIC STRIPE (PER CA MUTCD)
- 39 WHITE THERMOPLASTIC DETAIL 39 TRAFFIC STRIPE (PER CA MUTCD)
- 39A WHITE THERMOPLASTIC DETAIL 39A TRAFFIC STRIPE (PER CA MUTCD)

STRIPING NOTES (THIS SHEET ONLY):

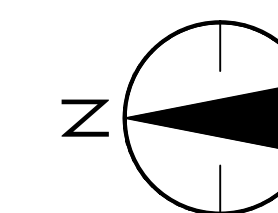
- 1 WHITE THERMOPLASTIC STRIPING 4" LINE

LEGEND (THIS SHEET ONLY):

- ↑ FURNISH AND INSTALL WHITE THERMOPLASTIC BIKE LANE ARROW (5' PER CALTRANS STANDARD PLAN SHEET A24A)
- 🚲 FURNISH AND INSTALL WHITE THERMOPLASTIC BIKE LANE SYMBOL WITH PERSON PER CALTRANS STANDARD PLAN SHEET A24C



CROSS-SECTION B - B



BENCH MARK	REFERENCE	NO.	REVISION	BY	APP.	CITY OF CLAYTON CALIFORNIA ENGINEERING DEPT. BICYCLE LANES ON MOUNTAIRE PARKWAY MOUNTAIRE PARKWAY: SEGMENT 2A EXISTING LAYOUT & PROPOSED LAYOUT	SHEET 2 OF 4 DATE L-2 CASE
		DESIGNED: C. THNAY	DRAWN: A. FLORES	CHECKED: C. THNAY	DATE: 11-24		

Detail Cost Estimate:

Mountaire Parkway Bicycle Lanes					
No	Description	Unit	QTY	Unit Price	Cost
1	Mobilization	LS	1	\$ 10,000.00	\$ 10,000.00
2	Traffic Control	LS	1	\$ 10,000.00	\$ 10,000.00
3	Remove Traffic Stripes, Markings, and Markers	LS	1	\$ 5,000.00	\$ 5,000.00
4	Type II Slurry Seal	SY	13,569	\$ 4.50	\$ 61,060.50
5	Thermoplastic Markings - Crosswalks and Limit Lines	SF	415	\$ 11.00	\$ 4,565.00
6	Thermoplastic Markings - Symbols and Legends, w/ Bicycle Stencils	SF	500	\$ 11.00	\$ 5,500.00
7	Thermoplastic Stripe - Detail 32	LF	3,400	\$ 6.75	\$ 22,950.00
8	Thermoplastic Stripe - Detail 38	LF	400	\$ 5.25	\$ 2,100.00
9	Thermoplastic Stripe - Detail 39	LF	7,000	\$ 5.25	\$ 36,750.00
10	Thermoplastic Stripe - Detail 39A	LF	600	\$ 3.00	\$ 1,800.00
11	Two-Way Reflective Fire Hydrant B	EA	2	\$ 50.00	\$ 100.00
				Subtotal	\$ 159,826
				Contingency (15%)	\$ 23,974
				Construction Management	\$ 20,000
				Construction Total	\$ 203,799
				Design	\$ 40,000
				Project Total	\$ 243,799

Notice of Exemption

To: County Clerk
County of Contra Costa
555 Escobar St.
□ Martinez, CA 94553

From: City of Clayton, Lead Agency & Applicant
6000 Heritage Trail
Clayton, CA 94517

Project Title: Mountaire Parkway Bicycle Lanes

Project Location – Specific: On Mountaire Parkway between Marsh Creek Road and Mountaire Circle (south)

Project Location – County: Contra Costa

Project Location – City: Clayton

Description of Nature, Purpose, and Beneficiaries of Project:

The project consists resurfacing the existing pavement and installing a new striping alignment which consists of one vehicular travel lane in each direction, with a center two way left turn lane, bicycle lanes in each direction, and on-street parking shoulder.

Name of Public Agency Approving Project: City of Clayton

Name of Person or Agency Carrying Out Project: City of Clayton Department of Engineering

Exempt Status: Categorical Exemption, 15301 Class 1 (c)

Reason Why Project is Exempt:

Section 15301, Class 1(c): minor alteration of existing public facilities involving negligible or no expansion of existing use. The installation of bicycle lanes is in conjunction with reducing the existing two vehicular travel lanes in each direction to one vehicular travel lane in each direction by restriping the pavement.

Lead Agency Contact Person: Larry Theis, City Engineer

Telephone: 925-890-9732

Signature: _____
City of Clayton

Date: _____



Countywide Bicycle Advisory Committee (CBAC)

December 12, 2023

5:00 - 7:00 p.m.

via MS Teams

MEETING MINUTES

1. **Meeting began at 5:08 pm.** – Called to order by Chair, Peter Culshaw

ATTENDEES: Peter Culshaw, Glenn Umont (District II), Norm Cohen (District III), Bruce “Ole” Ohlson (District V), Mark Ross (Mayor’s Conference), Bill Pinkham, Jerry Fahy (County), and Sherri Reed (County)

2. **Public Comment:** There was no Public Comment.
3. **Nomination and Election of the Chair and Vice-Chair:** Public Works staff may serve as Secretary. It was confirmed Chair and Vice-Chair will serve a two-year term.
4. **County Safe Routes to BART Grant Application** – Letter of Support

County presented two projects to the CBAC for their consideration and support. The County is applying for two grants under this grant program:

- Treat Boulevard Corridor Improvements Project – The project will improve bike lanes along Treat Boulevard from the City of Walnut city limits at Geary Road west to Jones Road in the Walnut Creek/Pleasant Hill area.
- North Bailey Road Active Transportation Corridor Project – The project will install a two-way cycle track from just north of State Route 4 north to Willow Pass Road in the Bay Point area.

CBAC Comments: The Committee questioned whether there would be bicycle detection as part of these projects. Staff explained that these features could be considered during the Design phase of the project. The Committee stated they support both projects.

5. Review preliminary 2024/2025 Transportation Development Act (TDA), Article 3 applications for funding of bicycle and pedestrian projects:

CITY OF MARTINEZ

- Pacheco/Arriba Pedestrian Improvements

CBAC Comments: The Committee commented they would like to see more local match. The Committee recognizes this is a pick-up/drop-off location for the school. Children are crossing the street and cars are speeding by. The Committee likes the “shark’s teeth” markings in the roadway approaching the crosswalk. The application should be reviewed for typos.

CITY OF HERCULES

- Sycamore Avenue Connector Project

CBAC Comments: The Committee expressed concern whether they can acquire the right of way. The City should confirm they have the right of way to complete this project. The Committee would like to see a bike path built under the freeway. The Committee would like to know where the other funds are coming from.

CITY OF BRENTWOOD

- Brentwood Pedestrian and Bicycle Improvements

CBAC Comments: The Committee commented that this application should also be reviewed for typos. The Committee commented there is no local match from the City. The Committee felt the maps are very “grainy” and tough to determine where these crossings are.

CITY OF ANTIOCH

- Safe Routes to School Improvements

CBAC Comments: The Committee commented that the City’s local match was good. They would like to see the details on the maps larger. The committee was unfamiliar with the term “continental crosswalk”.

CITY OF CLAYTON

- Mitchell Canyon Road Pedestrian Path Improvement Project

CBAC Comments: The Committee commented that the City’s local match was good. They like the cover photo of the broken sidewalk. There is no blue line to

connect from Four Oaks Lane. The Committee commented that connecting Four Oaks toward the school makes more sense. The Committee questioned if this project would make much difference. They would like to see a bike lane added. This area appears dangerous for bike riders and doesn't seem wide enough. The Committee asks if they have the right of way to go wider. They would like to see the right of way on the map. It looks like some of the residents have encroached 5 - 6 feet into the right of way.

CITY OF PLEASANT HILL

- Pleasant Hill Road/Oak Park Boulevard Corridor Crosswalk Enhancement Project

CBAC Comments: The Committee commented that the City's local match was good. The Committee asked if East Bay Regional Trails have crossings, but they do not. The Committee would like to see "shark's teeth" on one side of the crosswalk. The Committee would like to see more vivid paint, besides just white. Is thermoplastic made in other colors?

TOWN OF MORAGA

- Corliss Drive Safe Routes to School Project

CBAC Comments: The Committee commented they are okay with the sidewalk and it appears the Town has the right of way to complete this project. The Committee is concerned about having posted hours for when the bike lane can and can't be used. They don't believe the hours will be adhered to. How will that be enforced? Although the bike lane is going in on the left, the right lane seems to be the more practical and used side. Why does the bike lane stop before the school? There's no protection around the blind curve. Overall, the Committee is concerned that this proposal won't work. The Town should add a written description as to how this proposal will function. Also, are the adjacent residents aware that their front yards/landscaping will be removed to construct?

CONTRA COSTA COUNTY PUBLIC WORKS – EAST COUNTY

- Timber Point Crosswalk Improvements

CBAC Comments: The Committee questioned why this project didn't include the intersection of Newport Drive and Preston Drive. They thought a four-way signal light



would be better at Point of Timber Road and Preston Drive. The Committee likes the inclusion of flashing lights. They would like to see “shark’s teeth” used at the crosswalks.

CONTRA COSTA COUNTY PUBLIC WORKS – CENTRAL COUNTY

- Mayhew Way Sidewalk Connectivity Project

CBAC Comments: The Committee commented there isn’t a nearby school. The Committee questioned whether the County has the right of way. They don’t feel having the sidewalk out to the edge of right of way is safe. The Committee questioned whether there is room to add a bike lane. Is this project to only connect to the Iron Horse Trail?

- Miranda Avenue Safe Routes to School

CBAC Comments: The Committee commented Supervisor Anderson is in favor of this project. Hedges will have to be maintained regularly. From looking at the pictures, the fences do not line up. Does the County have the necessary right of way to complete this project? Please confirm in the Final Application. Of the three projects submitted for Central County, the Committee is in favor of this project.

- Center Avenue Crosswalk Improvement Project

CBAC Comments: The Committee does not want to see bulbout put in the bike lane. The Committee questioned is there is a road surfacing project planned before this project is built. The pavement in this area is in poor condition. The Committee was concerned about the potential for removing the left turn lane.

CONTRA COSTA COUNTY PUBLIC WORKS – WEST COUNTY

- Olinda Road Crosswalk Improvements

CBAC Comments: The Committee would like to see raised crosswalks with flashing lights and with “shark’s teeth”. The Committee questioned the placement of the crosswalk. Why not put it at the busier intersection. There was mention of a closed gate no one uses. The Committee mentioned there is a greater need for a crosswalk at Archery Way and Olinda Road. The placement of the crosswalk is where pickup and drop off occurs. The existing crosswalk doesn’t seem to be used. The Committee is in favor of the project but prefers the other West County project on Arlington Boulevard.

- Arlington Boulevard Crosswalk Improvements Project

CBAC Comments: The Committee mentioned there is no space in front of bulbouts to allow for bikes lanes. The Committee are opposed to bulbouts going in unless there are bike lanes. Suggested changes are possibly putting in speed humps and no bulbouts. From the pictures, it looks like the crosswalk is going from the corner into a private driveway. The Committee questioned what the best route to Mira Vista Elementary School is? How does this affect the school? The Committee would like to see crosswalks at every quadrant of this intersection. The Committee prefers this project but would like to see some of these changes made.

CONTRA COSTA HEALTH SERVICES

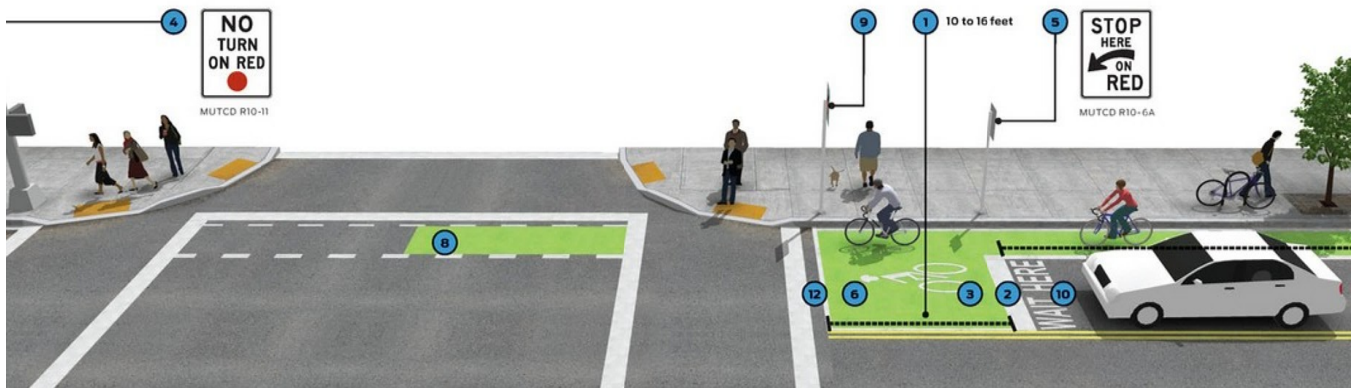
- Bicycle and Pedestrian Safety Education Project

CBAC Comments: The Committee noticed they are requesting more money this year. The Committee is in favor of the work that this money goes toward and are happy that Health Services continues to apply and support Bicycle and Pedestrian Safety Education.

6. Next Steps – Jerry Fahy

- CBAC Comments sent out week of December 18, 2023
- Final Applications Due Thursday, January 25, 2024
- Field Review – TBD (February 22, 2024 tentatively)

7. Adjourned – 7:06 p.m.



7 An ingress lane should be used to define the bicycle space. Colored pavement may be used. When color is used, length shall be 25 to 50 feet to guarantee bicycle access to the box.⁵⁴

8 An egress lane should be used to clearly define the potential area of conflict between motorists and bicyclists in the intersection when intersection is operating on a green signal indication. Refer to intersection crossing markings in this guide. Colored pavement or other markings may be used to define the potential area of conflict. An egress lane should not be used when there is no complimentary bicycle facility or lane on the far side of the intersection.⁵⁵

9 A "Yield to Bikes" sign should be post-mounted in advance of and in conjunction with an egress lane to reinforce that bicyclists have the right-of-way going through the intersection.⁵⁶



Optional Features

10 A "Wait Here" legend marking may be used to supplement the stop line and "Stop Here on Red" sign at a bike box.⁵⁷

11 Stop lines may be placed up to 7 feet in advance of the bike box space to limit encroachment by motor vehicles.

12 The box may be setback from the pedestrian crossing to minimize encroachment by cyclists into the pedestrian crossing.

13 Bike boxes may extend across multiple travel lanes to facilitate cyclist left turn positioning. A two-stage turn queue box may be an alternative approach to facilitating left turns where there are multiple vehicle through lanes.⁵⁸

14 Bike boxes may be combined with an exclusive bicycle signal phase or leading bicycle interval through the use of bicycle signal heads to allow clearance of the bicycle queue prior to the green indication for motorists.⁵⁹

15 At areas with high volumes of right turning vehicles, an active display sign may be used to further alert drivers to the potential of conflict movements with bicyclists. This sign should use signal detection and actuation to activate only in the presence of bicyclists. At areas with high volumes of right turning vehicles, or low levels of motorist yielding compliance, an active display sign may be used to further alert drivers to the potential of conflict movements with bicyclists. This sign should use signal detection and actuation to activate only in the presence of bicyclists.

