



# **AGENDA**

## **REGULAR MEETING**

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## **CLAYTON CITY COUNCIL**

\* \* \*

**Tuesday, October 17, 2023**

**7:00 p.m.**

### **\*\*\* NOTICE \*\*\***

*Members of the public will be able to participate either in-person at  
Hoyer Hall, Clayton Community Library  
6125 Clayton Road, Clayton, CA 94517  
or  
remotely via Zoom.*

**Mayor:** Jeff Wan  
**Vice Mayor:** Jim Diaz

**Council Members**  
Peter Cloven  
Holly Tillman  
Kim Trupiano

- 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](http://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](http://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](http://www.claytonca.gov)
- If you have a physical impairment that requires special accommodation to participate, please call the City Clerk's office at least 72 hours in advance of the meeting at (925) 673-7300.

## Instructions for Virtual City Council Meeting – October 17, 2023

Tonight's meeting will be available to the public both in-person and remotely via Zoom. As a courtesy, and technology permitting, members of the public may continue to provide live remote oral comment via the Zoom video conferencing platform. However, the City cannot guarantee that the public's access to teleconferencing technology will be uninterrupted, and technical difficulties may occur from time to time. Unless required by the Brown Act, the meeting will continue despite technical difficulties for participants using the teleconferencing option.

To follow or participate in the meeting:

1. **Videoconference:** to follow the meeting on-line, click here to register: [https://us02web.zoom.us/webinar/register/WN\\_suxMelgbQNWPGzIqaBNXFw](https://us02web.zoom.us/webinar/register/WN_suxMelgbQNWPGzIqaBNXFw)  
After clicking on the URL, please take a few seconds to submit your first and last name, and e-mail address then click "Register", which will approve your registration, and a new URL to join the meeting will appear.
2. **Phone-in:** Register for the meeting using the URL in the paragraph above. Once registered, you will receive an e-mail with instructions to join the meeting telephonically, and then dial toll-free 877-853-5257 and use the Webinar ID and Password found in the e-mail.
3. **E-mail Public Comments:** If preferred, please e-mail public comments to the Executive Assistant to the City Manager, Amy Walcker at [awalcker@claytonca.gov](mailto:awalcker@claytonca.gov) by 5:00 p.m. on the day of the City Council meeting. All e-mailed public comments will be forwarded to the entire City Council.

Each person attending the meeting via video conferencing or telephone and who wishes to speak on an agendized or non-agendized matter shall have a set amount of time to speak as determined by the Mayor.

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# **\* CITY COUNCIL \***

**October 17, 2023**

1. **CALL TO ORDER AND ROLL CALL** – Mayor Wan.

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

3. **PUBLIC COMMENT ON NON - AGENDA ITEMS**

*Members of the public may address the City Council on items within the Council's jurisdiction (which are not on the agenda) at this time. To assure an orderly meeting and an equal opportunity for everyone, each speaker is limited to 3 minutes, enforced at the Mayor's discretion. 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 Public Hearing, Action Items and other Agenda Items will be allowed when each item is considered by the City Council.*

4. **CONSENT CALENDAR**

*Consent Calendar items are typically routine in nature and are considered for approval by one single motion of the City Council. 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. Approve the Minutes of the City Council Regular Meeting of September 19, 2023 (Executive Assistant to the City Manager) ([View](#))

b. Approve the Minutes of the City Council Regular Meeting of October 3, 2023 (Executive Assistant to the City Manager) ([View](#))

c. Approve by Minute Order: 1) Amendment No. 2 to the Professional Services Agreement with Precision Civil Engineering for Preparation of Pre-Reviewed Accessory Dwelling Unit (ADU) Plans and an ADU Guidebook, to Increase the Amount Paid for Services to \$70,000; and 2) Appropriation of an Additional \$5,000 in Reimbursable Funds from the Senate Bill 2 Planning Grants Program to the Project (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 “Responsibility” during the Month of October 2023 (Councilmember Cloven) ([View](#))

b. Contra Costa County Supervisor Ken Carlson to Provide an Update on Activities Countywide (City Manager)

**6. REPORTS**

a. City Manager / Staff

- Link to ClearGov Transparency Portal:  
<https://cleargov.com/california/contra-costa/city/clayton/checkbook>

**7. PUBLIC HEARINGS**

None

**8. ACTION ITEMS**

- a. Introduce and Discuss the Draft City of Clayton Local Roadway Safety Plan Prepared by Kittelson and Associates (City Engineer) ([View](#))
- b. Approve the Service Agreement with Granicus 311 (Executive Assistant to the City Manager/HR Manager) ([View](#))
- c. Adopt a Resolution (Traffic Order #2) to Authorize Installation of Stop Signs on N. El Camino Drive at Southbrook Drive to be an All Way Stop Controlled Intersection and Approve Signing and Striping Plan Prepared by the City Engineer (City Engineer) ([View](#))
- d. Approval of the City Sponsored Special Events Policy and Identification of the List of City Sponsored Special Events (City Manager) ([View](#))

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

**10. COUNCIL REPORTS**

- a. City Council - Reports from Council liaisons to Regional Committees, Commissions and Boards.

**11. CLOSED SESSION**

- a. Conference with Labor Negotiators  
(Gov Code section 54957.6)

Agency Designated Representative: Bret Prebula, City Manager

Employee Organization: Clayton Police Officers Association

**12. ADJOURNMENT**

The next regularly scheduled meeting of the City Council will be November 7, 2023.

**MINUTES  
OF THE REGULAR MEETING  
CLAYTON CITY COUNCIL  
TUESDAY, September 19, 2023**

1. **CALL TO ORDER AND ROLL CALL** – The meeting was called to order at 7:00 p.m. by Mayor Wan, 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: Mayor Wan, Vice Mayor Diaz, and Councilmembers Cloven, Tillman and Trupiano. Councilmembers absent: None. Staff present: City Manager Bret Prebula, City Attorney Mala Subramanian, Executive Assistant to the City Manager/HR Manager Amy Walcker, Finance Director Prapti Aryal, Community Development Director Dana Ayers, City Engineer Larry Theis, and Police Chief Rich McEachin.

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

5. **RECOGNITIONS AND PRESENTATIONS**

b. Certificates of Recognition to public school students for exemplifying the “Do the Right Thing” character trait of “Inclusion” during the months of May, June and July 2023. (Councilmember Cloven)

c. Certificates of Recognition to public school students for exemplifying the “Do the Right Thing” character trait of “Courage” during the month of August 2023. (Councilmember Cloven)

Councilmember Cloven introduced new Principal Sarah Harris, Mt. Diablo Elementary School and new Principal Vicki Wilson, Diablo View Middle School. He explained the “Do the Right Thing” initiative was established in 2010 with characteristics of Integrity, Responsibility, Courage, Kindness, Self-Discipline, Respect, and Inclusion.

Principal Sarah Harris recognized Brynn Panza, Sophia Napolitano, and Rob Griffith with Certificates for Courage and Inclusivity.

Principal Vicki Wilson and Mrs. Grover recognized Radha Tiwari, Isabella Murillo for Courage; Sicily LaMacchia, Kyle Nathan, and Giovanni Castaneda for Inclusion.

3. **PUBLIC COMMENT ON NON - AGENDA ITEMS**

Keith Haydon inquired about the status of the City Council policy restricting use of cell phones during meetings, and asked the Council to reconsider reducing the special event fees in excess of cost recovery.

Matthew Hively requested development of a list to be placed on the City website of non-curb-side recycling locations to reduce waste in the landfills. He also asked when Republic would begin food waste disposal in the City, and the Mayor replied it is expected in January 2024.

C.W. Wolfe, President, Clayton Business & Community Association (CBCA):

- Thanked the City for hosting the Mayor’s Conference in Clayton;
- Congratulated Howard Geller on his retirement of organizing the Concerts in the Grove for 16 years;

- Announced CBCA made donations of \$1,000 to Diablo View Middle School for the Drama Club, \$500 to Diablo View Leadership Club; \$4,100 to Clayton Valley Charter High School (CVCHS) Basketball team; \$1,000 to CVCHS Robotics Team; and Oktoberfest will be held September 30 and October 1 in downtown Clayton.

Mayor Wan closed public comments.

#### **4. CONSENT CALENDAR**

There were no public comments on the consent calendar.

**It was moved by Councilmember Cloven, seconded by Councilmember Trupiano, to approve Consent Calendar items 4(a) – 4(d) as submitted. (Passed 5-0).**

- a. Approved Financial Demands and Obligations of the City. (Finance Director)
- b. Adopted Resolution 50-2023 to Renew Signature Authorizations for Investing City Funds in the Local Agency Investment Fund (LAIF). (Finance Director)
- c. Approved and Authorized the City Manager to Sign a Space License Agreement with the Clayton Community Library Foundation. (City Manager)
- d. Approved Upgrade of Axon Fleet Cameras to Next Generation with Automated License Plate Reader (ALPR). (Police Chief)

#### **5. RECOGNITIONS AND PRESENTATIONS**

- a. Information Only – No Action Requested.
  - National Hispanic Heritage Month (September 15 – October 15)
  - Constitution Day and Citizenship Day (September 17)

#### **6. REPORTS**

- a. City Manager Bret Prebula shared today is his and his wife's 14<sup>th</sup> wedding anniversary.

#### **7. PUBLIC HEARINGS - None**

#### **8. ACTION ITEMS**

- b. Approved and Authorized the City Manager to Sign an Agreement with HdL Companies for Business License Administrative Services. (City Manager)

City Manager Bret Prebula gave an overview of the staff report describing the efficiency benefits to the City, and he introduced Ian Davis, Business Compliance Manager, HdL Companies, who presented a slide deck. Mr. Davis responded to Council questions, and agreed to add exit procedures to the contract.

Ed Miller conveyed that based on social media comments, the service will provide consistency for businesses, and he suggested reviewing the contract when the budget is developed.

Larry Shulman, via Zoom, raised a hand but did not speak when offered the floor.

Mayor Wan closed public comments.

**It was moved by Councilmember Tillman, seconded by Councilmember Cloven to approve and authorize the City Manager to Sign an Agreement with HdL Companies for Business License Administrative Services with the addition of exit procedures to the contract. (Passed 5-0).**

- c. Approval of the City Sponsored Special Events Policy and Identification of the List of City Sponsored Events. (City Manager)

City Manager Bret Prebula presented the staff report. Councilmembers asked questions and provided input.

There were no public comments.

Council members discussed listing City-sponsored events, prioritizing the list of events, and formation of a subcommittee to modify policy and meet with the Veterans of Foreign wars (VFW) and Clayton Pride.

**It was moved by Trupiano and seconded by Wan to appoint Councilmember Trupiano and Mayor Wan to an ad-hoc subcommittee to recommend a policy on City-Sponsored Special Events and meet with community organizations as appropriate. (Passed 5-0).**

- d. Provide Direction to Staff on City Council Strategic Planning Process. (City Manager)

City Manager Bret Prebula outlined the staff report. There were no questions from Councilmembers, and there were no public comments.

Councilmembers discussed pros and cons of a City Council Strategic Planning Process including review of City Vision, reducing the scope and cost of the Process, and need to reschedule the proposed December 12 meeting date. City Manager Bret Prebula offered to provide staff input on 5-year goals including forecast on roads in advance to the City Council goal setting.

**By Council consensus, the City Manager was directed to pursue reduction to the scope and cost of the process with alternative community feedback such as a survey including Council input on the questions, 5-year forecasts by staff prior to the goal-setting meeting, and cost options for four, six and eight-hour Council Strategic Planning Process meeting.**

City Manager Bret Prebula indicated the process will likely be pushed into early 2024.

## **9. COUNCIL ITEMS**

Councilmember Tillman asked for discussion on Fire Safe Councils on a future agenda.

Vice Mayor Diaz asked for the status on the parking permit program, which he had raised earlier. City Manager Bret Prebula responded that he has communicated with the parties that initial discussion will take place in January.

## 10. **COUNCIL REPORTS**

- a. City Council - Reports from Council liaisons to Regional Committees, Commissions and Boards.

Councilmember Trupiano reported on the following attendance and meetings: Weekly meetings with City Manager; Concerts in the Grove on August 19, September 2 and September 16; Planning Commission meeting on August 22 with swearing in of new members and election of Chair and Vice Chair; Elected Women's Luncheon on August 25; East Contra Costa County Habitat Conservancy Board meeting and follow-up Site meeting; CBCA meeting; Mayor's Conference; 9/11 Ceremony at Fire Station; Clayton Community Library Foundation meeting; announced Library Book Sale October 29-30; and Clayton Day of Service.

Vice Mayor Diaz reported on the following attendance and meetings: August Nights on August 18; Concerts in the Grove August 19, September 2 and September 16; Jewish Community Relations Council on August 25; County Connection Administration & Finance Committee on September 6; Clayton City Council Special closed session on September 7; Mayor's Conference; Morgan Territory Association 3<sup>rd</sup> annual Picnic/BBQ on September 10, and Contra Costa County Fire Protection District 9/11 Event.

Councilmember Tillman reported on the following attendance and meetings: East Bay Division Board of League of California Cities; Clayton Pride Board and Town Hall; Elected Women's and Empowering Women Luncheon; Closing of Groveside Bistro; Weekly meetings with City Manager; meetings with Community Development Director and Executive Assistant to the City Manager; Mt. Diablo Unified School District 2<sup>nd</sup> Annual Black Family Night Extravaganza; CBCA; Mayor's Conference; Mt. Diablo Education Foundation Board and announced Fun Run on September 30; Clayton City Council Special closed session; 9/11 Ceremony; Concert in the Grove; got COVID vaccine; installed as new Chair of Community Services Policy Committee of League of California Cities; Trails & Landscape Committee and one vacancy; received NAACP Political Action Award, rising star as an elected official; and Memorial service for Char Hollenbeck, Mt. Diablo Elementary School teacher.

Councilmember Cloven reported on the following attendance and meetings: CBCA and corn hole play off; Concerts in the Grove; 9/11 Remembrance Service; Clayton Day of Service projects; Transportation Partnership & Cooperation (TRANSPAC); "Do the Right Thing" events at schools; and four members will be attending League of California Cities Conference.

Mayor Wan: Thanked City staff on the successful Mayor's Conference; attended award presentation to Officer Polewaczyk at the Knights of Columbus meeting; announced Town Hall meeting on September 27, 6:30 p.m. at Hoyer Hall.

Vice Mayor Diaz added: Dinner with Bob Hoyer at Mayor's Conference; and inundated regarding the Olivia project and lack of fencing, tree stumps laying on property and dust being created.



11. **ADJOURNMENT** - on call by Mayor Wan, the City Council adjourned its meeting at 10:11 p.m. in memory of Char Hollenbeck.

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Respectfully submitted,

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Amy Walcker, Executive Assistant to  
The City Manager/HR Manager

APPROVED BY THE CLAYTON CITY COUNCIL

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Jeff Wan, Mayor

**MINUTES  
OF THE REGULAR MEETING  
CLAYTON CITY COUNCIL  
Tuesday, October 3, 2023**

1. **CALL TO ORDER AND ROLL CALL** – The meeting was called to order at 7:03 p.m. by Mayor Wan, 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: Mayor Wan, Vice Mayor Diaz, and Councilmembers Cloven, Tillman and Trupiano. Councilmembers absent: None. Staff present: City Manager Bret Prebula, City Attorney Mala Subramanian, Executive Assistant to the City Manager/HR Manager Amy Walcker, Finance Director Prapti Aryal, Community Development Director Dana Ayers, City Engineer Larry Theis, and Police Chief Richard McEachin.
2. **PLEDGE OF ALLEGIANCE** – Led by Mayor Wan.
3. **PUBLIC COMMENT ON NON - AGENDA ITEMS**

Vice Mayor Diaz explained and apologized that he arrived from another meeting without his i-Pad at the September 19<sup>th</sup> meeting, needed to upload the latest Zoom application to his phone, and was not texting. He also apologized for inappropriate comments regarding the on-site and oversight committee at the last meeting, and said he has since met with the City Manager.

Keith Haydon expressed appreciation for the City Council policy restricting use of cell phones during meetings. He thanked Mayor Wan for the Town Hall meeting he held and encouraged future such meetings. Mr. Haydon thanked Clayton Business and Community Association (CBCA) for the recent Oktoberfest festivities, and thanked Councilmember Cloven for his assistance with the event.

Mr. Rogers inquired if termination/exit procedures language was added to the contract with HdL, and City Manager Bret Prebula responded that the revised language was received yesterday; and if appropriate, the agreement would be signed in accordance with the Council action on September 19, 2023.

C.W. Wolfe, CBCA reported:

- At the September meeting, CBCA approved a \$50,000 donation to the Mt. Diablo Interpretative Association toward funding construction of the Education Center at the Mitchell Canyon entrance to Mt. Diablo State Park;
- Emailed the Mayor regarding development of an agreement between CBCA and the City on holding festivals and events, and the City Manager being able to attend those meetings;
- Successful Oktoberfest was held last weekend, and he thanked Chair Marilyn Schmidt, Charlie Schmidt and the Oktoberfest Committee.

Terri Denslow expressed concern about any undercurrents that do not support the new City Manager, whom the City has welcomed to address systemic issues.

Steve Pratt thanked Mayor Wan for holding a Town Hall meeting and urged other Councilmembers also to have meetings. Mr. Pratt commented on discussions for Clayton to have a sustainable future, and to spend money to ensure it.

Mayor Wan closed public comments.

#### 4. **CONSENT CALENDAR**

Councilmember Tillman pulled Item 4c. from the Consent Calendar.

Councilmember Tillman inquired why a draft policy was not included in the staff report and why staff is not preparing the draft policy. Councilmember Cloven requested clarification and asked to be on the ad-hoc committee for the Special Event Fee Policy to afford differing views. Councilmember Trupiano received explanation that the proposed committee is a new ad-hoc committee, separate from the ad-hoc committee formed at the last meeting regarding the Special Event Policy.

Mayor Wan opened the public comments on the Consent Calendar.

Lauren Kindorf confirmed item 4c. is a different committee.

Keith Haydon commented that the proposal is for a draft policy.

Terri Denslow urged Councilmember Tillman to repeat the question if it is normal procedure for a subcommittee to draft a policy, rather than staff.

Howard Geller stressed the Mayor and Council provide direction to staff with expertise to draft a policy for review by the City Council.

Mayor Wan closed public comment on the Consent Calendar.

Councilmember Tillman reiterated the question if it is normal or appropriate for Council to develop a policy from scratch. City Manager Bret Prebula responded that from his experience, staff brings forward a draft policy for Council review.

Councilmember Trupiano suggested staff write a draft policy and work with an ad-hoc committee on the Special Event Fee Policy and then it be presented to the full City Council. Councilmember Tillman urged the public be given an opportunity for input.

- c. **It was moved by Councilmember Tillman and seconded by Councilmember Trupiano to appoint an ad-hoc committee composed of Mayor Wan and Councilmember Trupiano to review a staff-written draft policy related to the Special Event Fee Section of the Master Fee Schedule for presentation to the full City Council (Passed 5-0).**

**It was moved by Vice Mayor Diaz, seconded by Councilmember Tillman, to approve Consent Calendar items 4(a) and 4(b) as submitted. (Passed 5-0).**

- a. Approved the Minutes of the City Council's Regular Meeting of August 15, 2023
- b. Approved the Minutes of the City Council's Special Meeting of September 7, 2023

#### 5. **RECOGNITIONS AND PRESENTATIONS**

- a. Information Only – No Action Requested.
- National Disability Employment Awareness Month
  - Italian-American Heritage and Culture Month

b. East Bay Regional Parks District (City Manager)

City Manager Bret Prebula introduced John Mercurio, Ward 6 Board Director, who presented a slide deck summarizing updates on the East Bay Regional Parks District. Councilmember Tillman asked about the number of staff members, and Mr. Mercurio responded approximately 980, emphasizing volunteers are also needed. In response to Mayor Wan, Mr. Mercurio indicated Clayton Ranch may not begin for 2-3 years, mentioned two potential access points, and the City will be contacted for coordination of the project.

**6. REPORTS**

- a. City Manager Bret Prebula responded to Councilmember Trupiano that Regional Government Services has been hired to assist with finding candidates for the vacant City Clerk position.

**7. PUBLIC HEARINGS - None**

**8. ACTION ITEMS**

City Manager Bret Prebula gave an overview of the proposed reclassification due to staffing levels and significant service demands. Consultant Ron Bernal continued presentation of the slide deck, covering the current service-hour deficit of approximately 5,500 hours and its cumulative effects; aging infrastructure in the City; potential contracting for landscaping; planning for significant storm events; and the organizational assessment by MRG that identified need for two additional positions. City Manager Prebula explained a two-prong change in approach by issuing a request for proposals (RFP) for landscaping and having current staff focus on areas that could not otherwise be addressed, noting the change is without a funding stream after the first year.

Executive Assistant to the City Manager/HR Manager Amy Walcker indicated the proposal is to move the Maintenance Supervisor position to an exempt (salaried) position, since the position serves in a high-level administrative capacity and reports to the City Manager. Ms. Walcker showed a salary comparison; and stated that in the future, there is a need to consider adding one full time equivalent Senior Maintenance Worker and develop a stand-by/on-call policy to address off-hour call-backs. City Manager Prebula provided a conclusion, saying the proposal is to use \$400,000 of Pandemic Relief Reserve to fund the one-year landscaping agreement.

City Manager Prebula, Ms. Walcker, Mr. Bernal, and Maintenance Supervisor Jim Warburton responded to Council questions about the use of the current landscape maintenance district assessments; proposed additional funding; estimate of landscaping contract; future reduction of temporary workers; job description; skill level of maintenance workers for revised tasks; timing of RFP; reclassification without salary adjustment and in conjunction with the landscape contract; purpose of one-year trial for landscape contract; piece-meal approach; lack of alternatives being costly addition of staff or reduced service levels; percentage increase; what is currently not being done; main-line breaks; future projects given time such as Clayton Community Park, trails, and line-of-sight trimming; service-hour deficit; deferred maintenance; tree service; salary and span of control; and landscape contract estimate equates to a reduction of approximately 6,000 hours.

Mayor Wan opened public comments.

Keith Haydon addressed deferred maintenance of landscape and irrigation systems in light of budgetary and staffing restrictions, and supported the proposed position reclassification and use of one-time funding for landscaping contracting.

Mr. Rogers obtained clarification that the service-hour deficit of 5,500 hours is for all maintenance work, and the proposed landscape contract is for trimming and irrigation from the valve up, not the main-line issues.

Ed Miller suggested abandoning areas of landscaping that are already lost and using water savings to fund the remaining landscaping and toward infrastructure upgrades.

Mike Wells pointed out this is a people issue, not just numbers.

Mayor Wan closed public comments.

Councilmembers Cloven and Tillman stated support for the proposed reclassification. Councilmember Tillman expressed concern about using reserves to cover operational costs. Mayor Wan said his preference is for a broad, big-picture approach to City needs with prioritization; commented that the position should be assessed independent of the individual; and suggested approving the reclassification and proceeding with the RFP for landscaping without appropriation. City Manager Bret Prebula shared he will return to the City Council with a 5-year forecast. Vice Mayor Diaz recommended that progress on deferred maintenance be provided to the community periodically.

- a. **It was moved by Councilmember Tillman and seconded by Councilmember Cloven to adopt Resolution 51-2023 Reclassifying the Maintenance Supervisor to the Maintenance Superintendent and Adjusting the Salary Range and Job Classification (Passed 5-0).**

## 9. **COUNCIL ITEMS**

Councilmember Tillman restated her previous request for a 360 degree review of Council by staff, and requested to discuss the City Attorney conducting an investigation if Council is overstepping their bounds and creating a toxic or hostile work environment, and if such findings would be basis for developing a Censure Policy.

## 10. **COUNCIL REPORTS**

- a. City Council - Reports from Council liaisons to Regional Committees, Commissions and Boards.

Councilmember Cloven reported on the following attendance and meetings: League of California Cities 3-day conference; California Pride; Oktoberfest; conversations with residents concerned about tenor of Council; change in tone on social media toward staff and City Manager, and possible unwanted changes.

Councilmember Tillman reported on the following attendance and meetings: League of California Cities conference and panelist on hate crimes/speech; installed on East Bay Division Board of the League and appointed Chair of League Community Services Policy Committee; Pride Board; Mayor's Town Hall; characterization of collusion with Tamara Steiner in 2016 is false; Podcast with Capstone and Kevin Wilk on Combating Hate; City Manager and Executive Assistant to the City Manager/HR Manager; questions on Olivia project with update within the next month; and asked for comments disparaging staff to stop.

Vice Mayor Diaz reported on the following attendance and meetings: League of California Cities conference; County Connection Annual Board Meeting, now on Operations and Scheduling Committee; East Bay Regional Communications System Authority; Oktoberfest; American Association of University Women, and City Manager.

Councilmember Trupiano reported on the following attendance and meetings: League of California Cities conference and East Bay Division; Oktoberfest; and announced Library book sale October 27-29.

Mayor Wan reported on the following attendance and meetings: Communications with residents; traveling for work; and Town Hall.

11. **ADJOURNMENT** - on call by Mayor Wan, the City Council adjourned its meeting at 10:56 p.m.

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Respectfully submitted,

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Amy Walcker, Executive Assistant to  
The City Manager/HR Manager

APPROVED BY THE CLAYTON CITY COUNCIL

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Jeff Wan, Mayor



# STAFF REPORT

**TO:** Honorable Mayor and Councilmembers

**FROM:** Dana Ayers, AICP, Community Development Director

**DATE:** October 17, 2023

**SUBJECT:** Approve by Minute Order: 1) Amendment No. 2 to the Professional Services Agreement with Precision Civil Engineering for Preparation of Pre-Reviewed Accessory Dwelling Unit (ADU) Plans and an ADU Guidebook, to Increase the Amount Paid for Services to \$70,000; and 2) Appropriation of an Additional \$5,000 in Reimbursable Funds from the Senate Bill 2 Planning Grants Program to the Project

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## **RECOMMENDATION**

It is recommended that the City Council approve by minute order the attached amendment to the professional services agreement with Precision Civil Engineering (PCE) for their consulting services to prepare pre-reviewed ADU plans and an ADU guidebook for residents interested in building an ADU in Clayton. The amendment would increase the not-to-exceed amount for services from \$65,000 to \$70,000, to cover additional design costs. Staff also recommends that the Council approve by minute order the appropriation of an additional \$5,000 in reimbursable funds from the Senate Bill 2 Planning Grants Program related to the amendment.

## **BACKGROUND**

On December 17, 2019, the City Council adopted Resolution No. 50-2019 authorizing City staff to submit an application for funding through the Senate Bill (SB) 2 Planning Grants Program (PGP) implemented by the California Department of Housing and Development (HCD). The scope of the planning efforts to which the grant funds were to be applied included revision of the City's ADU ordinance to align with state law, and creation of pre-reviewed architectural plans for ADUs. The intent of the program was to streamline the permitting process for construction of ADUs by eliminating the time and cost a property owner would have to spend on preparation and plan check of individual plans for a new ADU on a residential property.

On March 1, 2022, the Council adopted Resolution No. 18-2022 approving a professional services agreement with PCE for PCE to provide up to six unique ADU floor plans, each with three unique elevations, and a guidebook with narrative instructions for property owners interested in building an ADU on their properties in Clayton. The not-to-exceed cost initially specified in the agreement was \$54,500, and the work was projected to be completed within roughly eight months in alignment with funding and reimbursement deadlines of the SB2 PGP grant program.

On December 2, 2022, HCD approved an extension on the term of the City's SB2 PGP grant through December 31, 2023. On June 20, 2023, the Council approved an amendment to the City's professional services agreement with PCE to extend the term of that agreement to December 31, 2023, in alignment with the termination of the City's agreement with HCD. That amendment included an increase in the initial contract amount from \$54,500 to \$65,000.

### **DISCUSSION**

To date, PCE has completed a property owner's guidebook for ADU construction, and they have completed their work supporting City staff in drafting the ADU ordinance update, which the Council adopted on April 4, 2023. The ADU plans have undergone two rounds of review by the Contra Costa County Building Department and have been revised by PCE according to comments received from the County plan reviewers. The attached amendment to the professional services agreement with PCE would increase the not-to-exceed amount of the agreement from \$65,000 to \$70,000 to cover additional design costs and time necessary for finalization of the pre-reviewed ADU plans.

The scope of PCE's work to support creation of a pre-reviewed ADU plan program is exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines section 15262 (Feasibility and Planning Studies). Upon implementation of the pre-reviewed ADU plan program, future construction of ADUs would be exempt from CEQA under CEQA Guidelines section 15303, Class 3, New Construction or Conversion of Small Structures.

### **FISCAL IMPACTS**

The contract costs for PCE's work are eligible expenses under the SB2 PGP. SB2 PGP is a reimbursable grant, meaning that the City must expend the funds and submit documentation for reimbursement from HCD. Thus, there could be a delay of six or more months where the City must front the full cost of the contract as amended, while waiting for reimbursement. The SB 2 PGP does not require a local financial commitment or "match" from the local jurisdiction.

### **ATTACHMENTS**

Second Amendment to the Professional Services Agreement between the City of Clayton, California, and Precision Civil Engineering



**SECOND AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT BETWEEN  
CITY OF CLAYTON, CALIFORNIA, AND PRECISION CIVIL ENGINEERING, INC.**

This Second Amendment to the Professional Services Agreement ("Second Amendment") is entered into on October 17, 2023, by and amongst the City of Clayton, California ("City"), a municipal corporation, and Precision Civil Engineering, Inc., a California Corporation ("Consultant").

RECITALS

A. WHEREAS, on March 1, 2022, the City and Consultant entered into that certain Professional Services Agreement to perform all necessary professional planning services for the City ("Agreement"); and

B. WHEREAS, on June 20, 2023, the City and Consultant executed the First Amendment to the Agreement to extend the term of the Agreement through December 31, 2023, and increase the total amount paid for services rendered by Consultant to \$65,000; and

C. WHEREAS, the City and Consultant mutually desire to amend certain provisions of the Agreement which the parties hereby acknowledge and agree as follows:

**AGREEMENT**

Now therefore, in exchange for goods and valuable consideration, the sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Section 2. Compensation, subsection b, is amended to read as follows:

In no event shall the total amount paid for services rendered by Consultant under this Agreement exceed the sum of ~~\$65,000.00~~ \$70,000.00. This amount is to cover all printing and related costs, and the City will not pay additional fees for printing expenses. Periodic payments shall be made within 30 days of receipt of an invoice which includes a detailed description of the work performed. Payments to Consultant for work performed will be made on a monthly billing basis.

2. Except as otherwise specifically set forth in this Second Amendment, the remaining provisions of the Agreement dated March 1, 2022, and the First Amendment thereto dated June 20, 2023, shall remain in full force and effect.

*[Remainder of page intentionally left blank.]*

**SIGNATURE PAGE FOR THE FIRST AMENDMENT TO PROFESSIONAL SERVICES  
AGREEMENT BETWEEN CITY OF CLAYTON, CALIFORNIA,  
AND PRECISION CIVIL ENGINEERING, INC.**

IN WITNESS WHEREOF, the parties have executed this Second Amendment to the Professional Services Agreement on the date above written.

**CITY OF CLAYTON, CALIFORNIA**

**PRECISION CIVIL ENGINEERING, INC.**

By: \_\_\_\_\_  
Bret Prebula  
City Manager

By: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Amy Walcker  
Executive Assistant to the City  
Manager

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

Agenda Item 5.a

**Jemma Rios  
for  
"Doing the Right Thing"  
at  
Mt. Diablo Elementary School  
by exemplifying great "Responsibility"**

October 2023

**Carli Burkhardt**  
**for**  
**"Doing the Right Thing"**  
**at**  
**Mt. Diablo Elementary School**  
**by exemplifying great "Responsibility"**

October 2023

**Nikolett Pandelis**  
**for**  
**"Doing the Right Thing"**  
**at**  
**Diablo Valley Middle School**  
**by exemplifying great "Responsibility"**

October 2023

**Alexis Schmidt**  
**for**  
**"Doing the Right Thing"**  
**at**  
**Diablo Valley Middle School**  
**by exemplifying great "Responsibility"**

October 2023

**Brayden Farley**  
**for**  
**"Doing the Right Thing"**  
**at**  
**Diablo Valley Middle School**  
**by exemplifying great "Responsibility"**

October 2023



# STAFF REPORT

**TO:** Honorable Mayor and Councilmembers

**FROM:** Larry Theis, City Engineer

**DATE:** October 17, 2023

**SUBJECT:** Introduce and Discuss the Draft City of Clayton Local Roadway Safety Plan Prepared by Kittelson & Associates

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## **RECOMMENDATION**

Staff recommends the City Council engage in the community and stakeholder outreach process for the development of its Local Roadway Safety Plan. Councilmembers and residents are encouraged to provide feedback to develop areas to be focused on for safety improvements and policy recommendations.

## **BACKGROUND**

Approximately four years ago, the California Transportation Commission through the California Department of Transportation (Caltrans) was awarding small value grants to local agencies to assist in developing their own Local Roadway Safety Plan (LRSP) which would be become a prerequisite to apply for future construction grants for safety-related projects. Most Bay Area cities applied and have completed their LRSP using grant funding. As of 2023, there were only four remaining cities within Contra Costa County that had not completed their own LRSP – Brentwood, Clayton, El Cerrito, and Hercules.

Contra Costa Transportation Authority (CCTA) is in the process of developing a Countywide Comprehensive Transportation Safety Action Plan (CCTSAP) for future Safe Streets and Roads for All (SS4A) grants and would be incorporating each city's LRSP as a supplemental section to the CCTA Plan. CCTA offered to the cities that did not already have a completed LRSP to utilize their consultant, Kittelson & Associates, which was selected following the State and Federal procurement process to deliver a joint LRSP that would be stand alone for the city and be supplemental to the CCTA CCTSAP. The City of Clayton contracted directly with Kittelson & Associates in June 2023.



The past couple months, Kittelson & Associates has been collecting data related to roadway geometrics, functional classification, accidents, traffic volumes, and intersection controls. Kittelson and the City Engineer have been reviewing the draft data which has been organized into a Safety and Equity Analysis (Attachment 1).

## **DISCUSSION**

The next phase of developing the LRSP and a City Roadway Safety Policy is to inform and engage the Clayton community about this process. Recently, Kittelson and CCTA staff hosted a booth to outreach and solicit community feedback at the Oktoberfest event two weeks ago. This City Council meeting is the next opportunity for further outreach to the public to provide their feedback on safety concerns on the roadway network.

Following the Kittelson PowerPoint presentation, Kittelson and City Staff would like to get input (Attachment 2) from the public and the City Council to develop recommendations in the final LRSP and a future City policy that emphasizes safety over speed; and reduces/eliminates all fatalities and injury accidents from the Clayton roadway network. Specific types of projects and key locations would be part of the recommendations in the final LRSP. Staff anticipates the LRSP and Policy would be brought back for approval in December 2023.

## **FISCAL IMPACTS**

No specific fiscal impacts for having community outreach and Council discussion. The preparation of this Local Roadway Safety Plan (CIP #2304) is already included in the approved Fiscal Year 23-24 Capital Improvement Plan with a total budget of \$56,000. It is required that the City has a Local Roadway Safety Plan in order to apply in the future for safety related federal grants such as SS4A and Highway Safety Improvement Program (HSIP), etc.

## **ATTACHMENTS**

Attachment 1 – Draft City of Clayton Local Roadway Safety Plan (Safety and Equity Analysis)

Attachment 2 – PowerPoint Slides for Council meeting, prepared by Kittelson & Associates

# Technical Memorandum

October 3, 2023

Project# 29136

To: Larry Theis, Jason Chen – City of Clayton

From: Kittelson and Associates, Inc.

RE: Clayton Local Roadway Safety Plan – Safety and Equity Analysis

## INTRODUCTION

Kittelison & Associates (Kittelison) is assisting City of Clayton (“City”) in preparing a Local Roadway Safety Plan (LRSP) using a holistic approach to address local road safety consistent with Caltrans Highway Safety Improvement Program (HSIP) and US Department of Transportation (USDOT) Safe Streets and Roads for All (SS4A) grant program requirements. This memorandum summarizes the City’s existing City and regional policies and plans, Citywide crash patterns and trends, and presents the results of an equity analysis for the City.

This memorandum is organized into the following sections:

1. Existing Plans and Policies
2. Crash Patterns and Trends
3. Crash Mapping
4. Equity Analysis
5. Potential Emphasis Areas
6. Next Steps

## EXISTING PLANS AND POLICIES

This section summarizes the relevant existing federal, state, regional and City plans reviewed for the City of Clayton LRSP. The purpose of this review is to understand the existing planning efforts, align with their goals and inform the development of this LRSP. The following plans and policies were reviewed for this LRSP:

### Federal

- Federal Safety System Approach
- Federal LRSP Guidance

### State

- California Strategic Highway Safety Plan (SHSP)

### Regional

- Contra Costa County Wide Comprehensive Transportation Plan
- Contra Costa Countywide Bike and Pedestrian Plan
- Contra Costa Transportation Authority Vision Zero Safety Policy and Implementation Guide
- MTC Regional Safety/Vision Zero Policy

### City

- Clayton General Plan
- Clayton Town Center Specific Plan

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## Federal

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### Federal Safe System Approach

In January 2022, the United States Department of Transportation (USDOT) released its National Roadway Safety Strategy<sup>1</sup> that adopted the Safe System Approach as its core strategy. In February 2022, Caltrans released Director's Policy 36<sup>2</sup> which commits to adopting the Safe System Approach to achieve its vision to eliminate fatalities and serious injuries on California's roadways by 2050 and provide safer outcomes for all communities.

There are five elements and six principles to the Safe System Approach (shown in Figure 1).

The five elements include:

1. Safe Road Users,
2. Safe Vehicles,
3. Safe Speeds,
4. Safe Roads and
5. Post Crash Care.

The six principles that form basis of the Safe System approach are:

1. Deaths and serious injuries are unacceptable,
2. Humans make mistakes,
3. Humans are vulnerable,
4. Responsibility is shared,
5. Safety is proactive, and
6. Redundancy is crucial.



**Figure 1 Safe System Approach**  
Source: USDOT

The Safe System Approach is relevant to this LRSP as it firmly establishes that death and serious injury crashes are not acceptable. It also encourages proactive approaches for safety and shared responsibilities by all parties involved in roadway planning, design, and operations (including road users).

### FHWA LRSP Guidance

Federal Highway Administration (FHWA) provides a framework of the key steps in developing an LRSP in *Developing Safety Plans – A Manual for Local Road Rural Owners (2012)*<sup>3</sup>. According to FHWA, developing an LRSP consists of a general six-step process:

1. Establish Leadership,
2. Analyze Safety Data,
3. Determine Emphasis Areas,
4. Identify Strategies,
5. Prioritize and Incorporate Strategies,
6. Evaluate and Update the LRSP.

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<sup>1</sup> The 2022 report can be found here: <https://www.transportation.gov/sites/dot.gov/files/2022-02/USDOT-National-Roadway-Safety-Strategy.pdf>. In 2023, the USDOT published the 2023 National Roadway Safety Strategy Progress Report: <https://www.transportation.gov/sites/dot.gov/files/2023-02/2023-Progress-Report-National-Roadway-Safety-Strategy.pdf>

<sup>2</sup> [https://dot.ca.gov/-/media/dot-media/programs/safety-programs/documents/policy/dp\\_36-a11y.pdf](https://dot.ca.gov/-/media/dot-media/programs/safety-programs/documents/policy/dp_36-a11y.pdf)

<sup>3</sup> [https://safety.fhwa.dot.gov/local\\_rural/training/fhwasa12017/fhwasa12017.pdf](https://safety.fhwa.dot.gov/local_rural/training/fhwasa12017/fhwasa12017.pdf)

The FHWA LRSP Guidance is relevant to this LRSP as it puts together a step-by-step process to develop an LRSP, and emphasizes a data-driven approach to develop emphasis areas and strategies.

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## State

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### California Strategic Highway Safety Plan (SHSP)

The 2020-2024 Strategic Highway Safety Plan (SHSP) is a statewide, coordinated safety plan providing a comprehensive framework for reducing highway fatalities and serious injuries on public roads in California. It identifies key safety needs and guides investment decisions towards strategies and countermeasures with the most potential to save lives and prevent injuries.

Initially, the SHSP approached traffic safety using the five E's: engineering, enforcement, education, emergency services, and emerging technologies. In 2021, state transportation officials shifted their focus to adopt guiding principles that integrate social equity, integrate the Safe System Approach (described in the section above), and encourage the use of proven countermeasures and emerging technologies.

The California SHSP has identified 16 challenge areas that traffic safety efforts should focus on. These challenge areas were identified through historical data evaluations and feedback from traffic safety stakeholders across the state. Six of the challenge areas have been identified as high priorities in California because they represent the greatest opportunity to reduce fatalities and serious injuries across the state (presented in **bold**):

- Aging Drivers
- **Bicyclists**
- Commercial Vehicles
- Distracted Driving
- Driver Licensing
- Emergency Response
- Emerging Technologies
- **Impaired Driving**
- **Intersections**
- **Lane Departures**
- Motorcyclists
- Occupant Protection
- **Pedestrians**
- **Speed Management / Aggressive Driving**
- Work Zones
- Young Drivers

The California SHSP identifies state-wide priorities, challenge areas, and goals that guide the development of this LRSP. State challenge areas will be used to compare City of Clayton crash history to determine consistency or differences with state crash priorities. State priorities also help identify potential state funding opportunities for LRSP projects and strategies.

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## Regional

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### Contra Costa County Wide Comprehensive Transportation Plan<sup>4</sup>

The 2017 Contra Costa County Wide Comprehensive Transportation Plan (CTP) is a long-range vision for transportation in the County and identifies goals for bringing together all modes of travel, networks, and operators, to meet the diverse needs of Contra Costa. The CTP recognizes Vision Zero as one of its fundamental components and identifies the following goals relevant to this LRSP:

1. Support the efficient, safe, and reliable movement of people and goods using all available travel modes,
2. Expand safe, convenient, and affordable alternatives to the single occupant vehicle,

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<sup>4</sup> <https://ccta.net/wp-content/uploads/2021/07/2017-CTP-Vol-1.2017.10.05.pdf>

3. Maintain the transportation system.

The CTP recognizes the importance of safety for all roadway users and highlights the need for alternative travel modes. It also recognizes the importance of ongoing maintenance of roadways, sidewalks, and bicycle lanes. The CTP can be a guiding document for the City of Clayton to align the LRSP goals and policies with the region.

## Contra Costa Countywide Bike and Pedestrian Plan<sup>5</sup>

To support and encourage walking and bicycling in Contra Costa County, the Contra Costa Transportation Authority (CCTA) adopted its first Contra Costa Countywide Bicycle and Pedestrian Plan (CBPP) in 2003 and updated it again in 2009. The newly adopted 2018 CBPP reflects many new policies, best practices and standards developed over the last decade as well as newly adopted local active transportation plans.

The goals of the CBPP are:

- Encourage more people to walk and bike,
- Increase safety and security for pedestrians and bicyclists,
- Create a safe, connected, and comfortable network of bikeways and walkways for all ages and abilities,
- Increase the livability and attractiveness of Contra Costa's communities and districts,
- Equitably serve all of Contra Costa's communities while ensuring that public investments are focused on projects with the greatest benefits.

The objectives of the plan are:

- Increase the share of trips made by walking and bicycling in Contra Costa,
- Reduce the rate of pedestrian and bicycle fatalities and injuries per capita,
- Increase the number of miles of low-stress bikeways in Contra Costa,
- Increase the number of jurisdictions in Contra Costa with bicycle, pedestrian, or active transportation plans,
- Integrate complete street principles and best practices into Authority funding and design guidance.

The CBPP is relevant to this LRSP as it recognizes the importance of safety for pedestrians and bicyclists and highlights the need for a connected and comfortable network of bikeways and walkways to encourage the use of active transportation modes. It also emphasizes serving all communities and people equitably.

## CCTA Vision Zero Safety Policy and Implementation Guide<sup>6</sup>

This guide is intended to be used by jurisdictions in Contra Costa to leverage industry best practices while implementing Vision Zero and transportation safety-related policies, programs, and projects. The Guide summarizes best practices and indicates the role of CCTA and jurisdictions for each core element. The Guide draws from the Institute of Transportation Engineers (ITE) and the Vision Zero Network's Core Elements for Vision Zero Communities, 16 and is organized into the following chapters:

1. **Develop Vision Zero Leadership and Commitment.** This chapter focuses on the core elements of achieving public, high-level, and ongoing commitment, authentic community engagement, and strategic planning.
2. **Take a Data-Informed Approach.** This chapter focuses on the core elements of equity-focused analysis and programming, responsive and location-specific planning, proactive and systemic planning, and comprehensive monitoring and evaluation.

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<sup>5</sup> <https://ccta.net/wp-content/uploads/2018/10/5b8ec26192756.pdf>

<sup>6</sup> [Countywide Vision Zero - Contra Costa Transportation Authority \(ccta.net\)](#)

3. **Encourage Safer Speeds and Create Safer Routes.** This chapter focuses on the core elements related to complete streets for all, context-appropriate speeds on roadways and pathways, and project delivery.

The CCTA Vision Zero Safety Policy is relevant to this LRSP as it provides guidelines for how the City of Clayton can work towards eliminating fatal and serious injury crashes through best practices, data-driven analyses, and community engagement.

## MTC Regional Safety/Vision Zero Policy<sup>7</sup>

The MTC Regional Safety/Vision Zero Policy establishes a strategy for working with partner agencies to support equitable and data-driven action towards eliminating traffic deaths and serious vehicular injuries in the Bay Area by 2030.

The policy promotes a three-pronged approach to enhance safety in the region. First, MTC staff will work on enhancing the region's and jurisdictions' access to reliable and consistent data by integrating several available sources into a single regional safety data repository. Second, MTC will use data to inform and develop regional policy and support legislation that has been proven effective, such as lowered speed limits and automated speed enforcement. Finally, and dependent on resources available, MTC will support jurisdictions by providing technical assistance with safety planning.

The following principles are adopted in the policy:

- Regional safety leadership,
- Data driven,
- Equity focused,
- Evidence-based policy and legislation,
- Education and engagement.

The MTC Vision Zero Policy sets goal for the Bay Area communities to work towards eliminating fatal and serious injury crashes by 2030, highlights the importance of education and community engagement in the development of safety plans and is a guiding document for the City of Clayton to align its goals and policies with the region.

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## City

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## Clayton General Plan<sup>8</sup>

The Circulation Element of the Clayton General Plan, last amended in March 2000, is meant to act as a guide to help the City implement a circulation which will preserve the atmosphere and unity of the area, and which will assure adequate traffic capacity on major thoroughfares but will minimize through traffic in residential neighborhoods. Objectives of the Circulation Element relevant to this LRSP are:

1. Plan an efficient network of streets and trails which will link all neighborhoods of the community, and allow safety and economy of movement,
2. Provide alternative routes of circulation through the Town Center,
3. Enhance the City's system of pedestrian, equestrian and bicycling paths, and trails,
4. Cooperate with Concord and Contra Costa County in design of the Regional Traffic System,

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<sup>7</sup> <https://mtc.ca.gov/sites/default/files/10a%2020-0788%20-%20ResoNo%204400%20Regional%20Safety%20VZ%20Policy.pdf>

<sup>8</sup> <https://claytonca.gov/fc/community-development/planning/long-range-planning/general-plan/section-III-circulation-element.pdf>

5. Establish a priority system to upgrade existing City streets to a City standard.

The objectives of the General Plan's Circulation Element inform this LRSP to enhance safety for all roadway users, focus on providing adequate roadway systems for pedestrians and bicyclists and work with other agencies in the region to design the traffic system. Specifically, the LRSP project team is working collaboratively with Contra Costa Transportation Authority (CCTA) for consistency with the upcoming Countywide Transportation Safety Action Plan (CTSAP).

## Clayton Town Center Specific Plan<sup>9</sup>

Clayton Town Center Specific Plan was adopted in March 1990 and amended last in April 2012. This plan includes the distribution of land uses, location, and size of streets, walks and other infrastructure, standards for development, and methods of financing public improvements for Clayton Town Center. The goals of this plan relevant to the LRSP are presented in the Circulation Element (Chapter 5) of the plan. These are:

1. To encourage and facilitate pedestrian travel in the Town Center, the specific plan proposes that all roads and streets, both old and new, be constructed with curbs and with minimum 5' 0" sidewalks on both sides of the streets east of Oak and north of High Streets,
2. Pedestrian pathways or unpaved trails should be provided where needed to connect regional hiking and equestrian trails along Mt. Diablo and Mitchell Creeks and to the Black Diamond Mine,
3. Bicycle lanes will be provided on both sides of the Clayton Road, Oakhurst extension, Center Street east of Marsh Creek Road and on Oak between Center and Main and on the shoulder of the Clayton Road/Main Street off-ramp.

Providing pedestrian pathways and bicycle lanes would not only encourage use of alternative modes of transportation such as walking and bicycling, but also separate pedestrian and bicyclists from vehicular traffic, increasing roadway safety. The Specific Plan also identifies projects that promote utilitarian and recreational travel by walking and bicycling and can inform this LRSP in prioritizing bicycle and pedestrian projects in the City.

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<sup>9</sup> <https://claytonca.gov/fc/city-clerk/Town-Center-Specific-Plan.pdf>

# CRASH PATTERNS AND TRENDS

This section discusses the crash patterns and trends in the City of Clayton. Kittelson developed a crash database of the recent five years of reported crashes from January 1, 2018, to December 31, 2022. The crash data was obtained from two sources: California Statewide Integrated Traffic Records System (SWITRS) and University of California Berkeley’s Transportation Injury Mapping System (TIMS). TIMS reports injury crashes from SWITRS but excludes crashes that cause Property Damage Only (PDO) and no injuries. For crash patterns and trends analysis, Kittelson utilized SWITRS data (including PDO crashes) while TIMS data was utilized to identify high-injury network in the City.

The following crash characteristics are summarized in this section:

1. Crash Frequency
2. Year
3. Time of Day
4. Crash Type
5. Primary Crash Factor
6. Crash Location
7. Road Users Involved
8. Impaired Driving

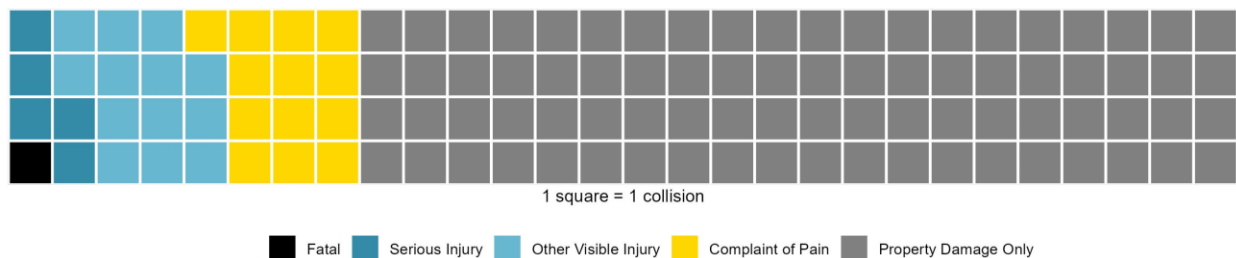
## Crash Severity

Crashes are classified by severity based on the most serious outcome associated with the crash, with the following reported severities (in descending order of severity):

- Fatal,
- Serious injury,
- Other visible injury,
- Complaint of pain injury, and,
- Property damage only (PDO).

Figure 2 shows the number of crashes by crash severity.

**Figure 2 Crash Frequency (2018 – 2022) by Severity**



Source: SWITRS, Kittelson & Associates, Inc., 2023

### FINDINGS:

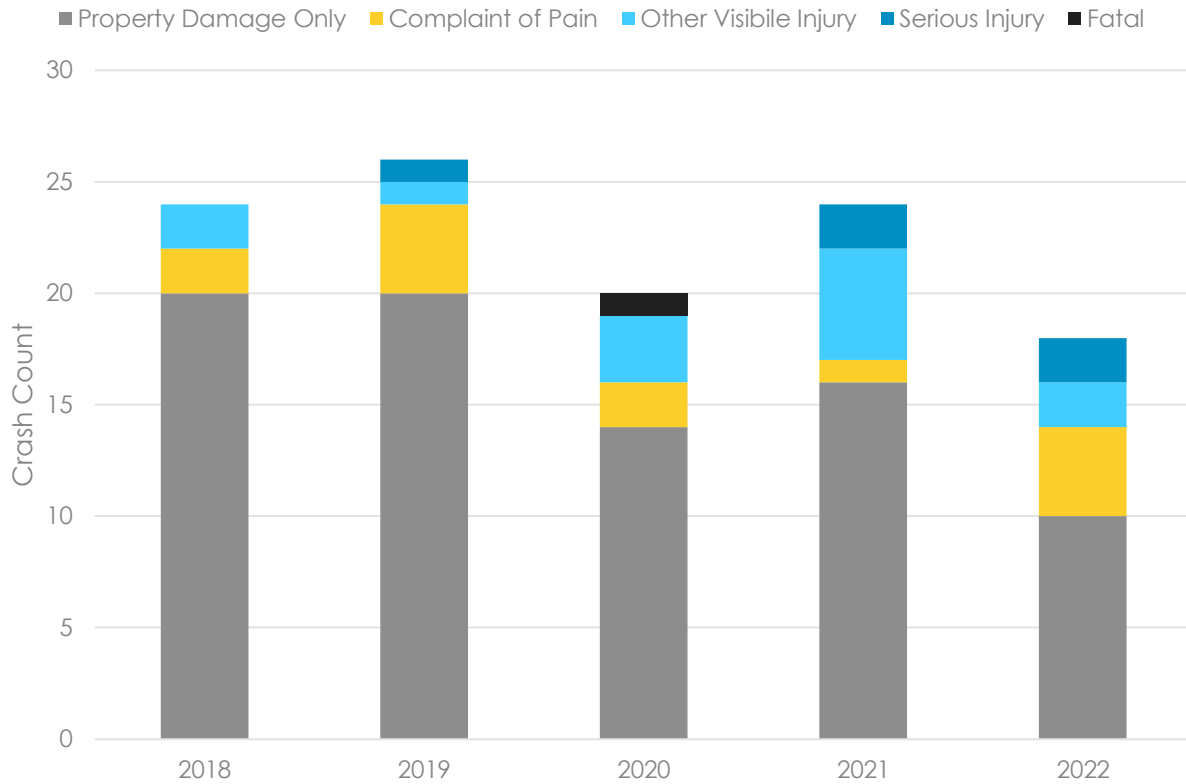
- From 2018 to 2022, there were 112 crashes reported in the City; 32 crashes (29%) resulted in fatal or injury crashes.
- There were six reported fatal and serious injury crashes (one fatal and five serious injury) during the study period, which is 5% of all reported crashes.



## Year

Figure 3 shows all reported crashes in the City by year and severity.

**Figure 3 Crashes by Year and Severity**



Source: SWITRS, Kittelson & Associates, Inc, 2023

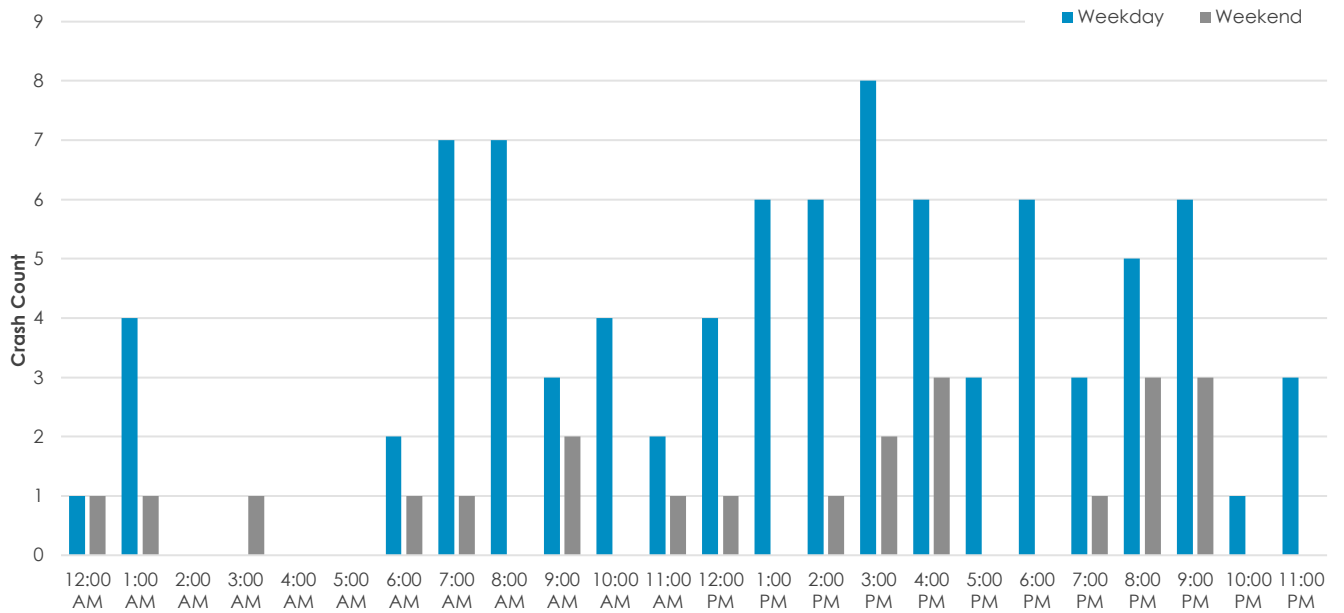
### Findings:

- On average, there were 22 crashes in the City per year.
- 2019 had the most reported crashes (26), followed by 2021 (24) and 2018 (24).
- The share of fatal and serious injury crashes among all reported crashes per year was highest in 2022 (11.1%)

## Time of Day

Figure 4 shows the average weekday/weekend crashes per hour in the City.

**Figure 4 Weekday/Weekend Crash Frequency per Hour**



Source: SWITRS, Kittelson & Associates, Inc, 2023

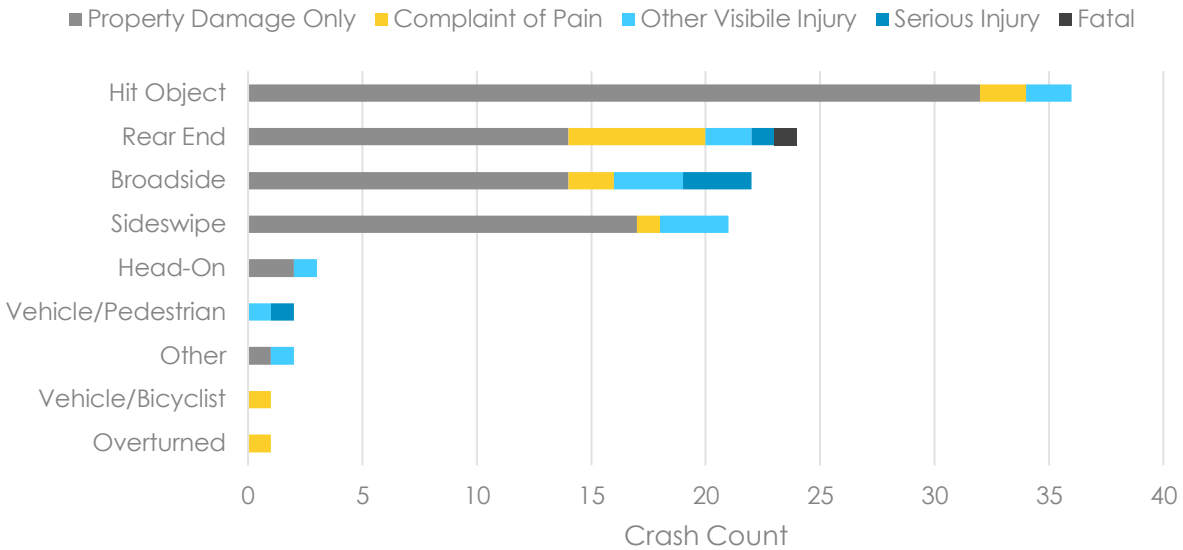
### Findings:

- The frequency of crashes on weekdays is higher between 7-9 AM, 1-4 PM, 6-7 PM and 9-10 PM.
- The frequency of crashes on weekends is higher between 9-10 AM, 3-5 PM and 8-10 PM.

## Crash Type

The reported crash type provides an indication of the type of movements most frequently involved in City crashes. Figure 5 presents reported crash type frequency by severity.

**Figure 5 Crash Frequency by Crash Type and Severity**



Source: SWITRS, Kittelson & Associates, Inc, 2023

### Findings:

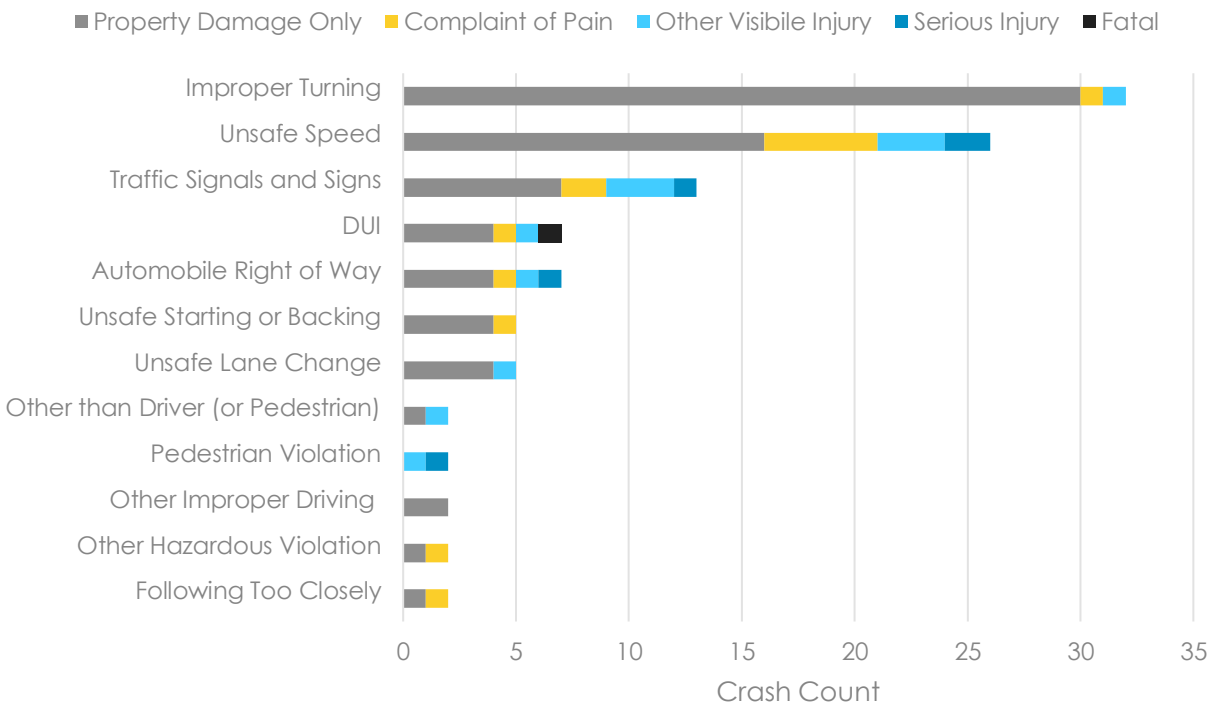
- Among all reported crashes, the top four most frequent crash types are: Hit Object (32%), Rear-end (21%), Broadside (20%) and Sideswipe (19%). Figure A1 in Appendix A presents where crashes occurred in the City that were reported as one of these crash types.
- The three crash types that have resulted in deaths or serious injuries Broadside (3), Rear-end (2) and Vehicle/Pedestrian (1).
- Among the two vehicle/pedestrian crashes, there was one serious injury and one other visible injury crash.
- One Vehicle/Bicyclist crash is reported as a complaint of pain crash.

## Primary Crash Factor

Reporting officers identify a primary crash factor (PCF) for every crash. There are several different PCFs from which they can select. It is up to the officer's judgement and information available at the scene for them to select the factor that is most relevant to the crash. Officers select one from among a list of PCFs based on violations<sup>10</sup> and road user behavior. There may be multiple PCFs that are appropriate for a given crash, but the PCF is the factor identified by the officer as the primary contributing violation/action for the crash.

Figure 6 shows crashes by primary crash factor and crash severity.

**Figure 6 Crashes by Primary Crash Factor and Severity**



Source: SWITRS, Kittelson & Associates, Inc, 2023

### Findings:

- Among all crashes, the top three most frequent primary crash factors are: Improper turning (29%), unsafe speed (23%) and traffic signals and signs (12%). Figure A2 in Appendix A presents where crashes occurred in the City that were reported as one of these three primary crash factors.
- The two injury crashes with improper turning as the primary crash factor were located on the following intersections:
  - Marsh Creek Rd & Mountaire Pkwy
  - Oakhurst Dr & Eagle Peak Ave (west)
- The primary crash factors involving fatal and serious injury crashes are unsafe speed, traffic signals and signs, driving of bicycling under the influence of alcohol or drugs, automobile right of way and pedestrian violation.

<sup>10</sup> California Vehicle Code (CVC)

## Crash Location and Road Users Involved

Table 1 shows all reported crashes by location (intersection or roadway segment crashes). Just over two-thirds of the crashes (68%) of the crashes in Clayton are reported on roadway segments. The sample size of pedestrian-, bicyclist-, and motorcyclist-involved crashes is too small to make meaningful inferences with respect to crash location.

Crashes by road user involved are analyzed by pedestrian-involved, bicyclist-involved and motor vehicle only or vehicle-fixed object. Table 1 shows the breakdown of crashes by road user involved. 96 percent of all reported crashes involve a motor vehicle (automobile or motorcyclist), and 4 percent of crashes involve a pedestrian. Among pedestrian involved crashes, one resulted in a serious injury and three resulted in other visible injury. One bicyclist-involved crash resulted in a complaint of pain. Pedestrians are overrepresented in injury crashes. Pedestrians are involved in only 4 percent of all reported crashes but are involved in 13 percent of injury crashes.<sup>11</sup>

**Table 1 Crashes by Crash Location and Road User Involved**

Road User Involved	Intersection Crashes (% of Total crashes)	Roadway Segment Crashes (% of Total crashes)	Total (% of Total crashes)
Pedestrian	1 (<1%)	3 (3%)	4 (4%)
Bicyclist	0 (0%)	1 (1%)	1 (1%)
Motorcyclist	0 (0%)	2 (2%)	2 (2%)
Automobile	35 (31%)	70 (63%)	105 (94%)
<b>Total</b>	<b>36 (32%)</b>	<b>76 (68%)</b>	<b>112 (100%)</b>

Source: SWITRS, Kittelson & Associates, Inc, 2023

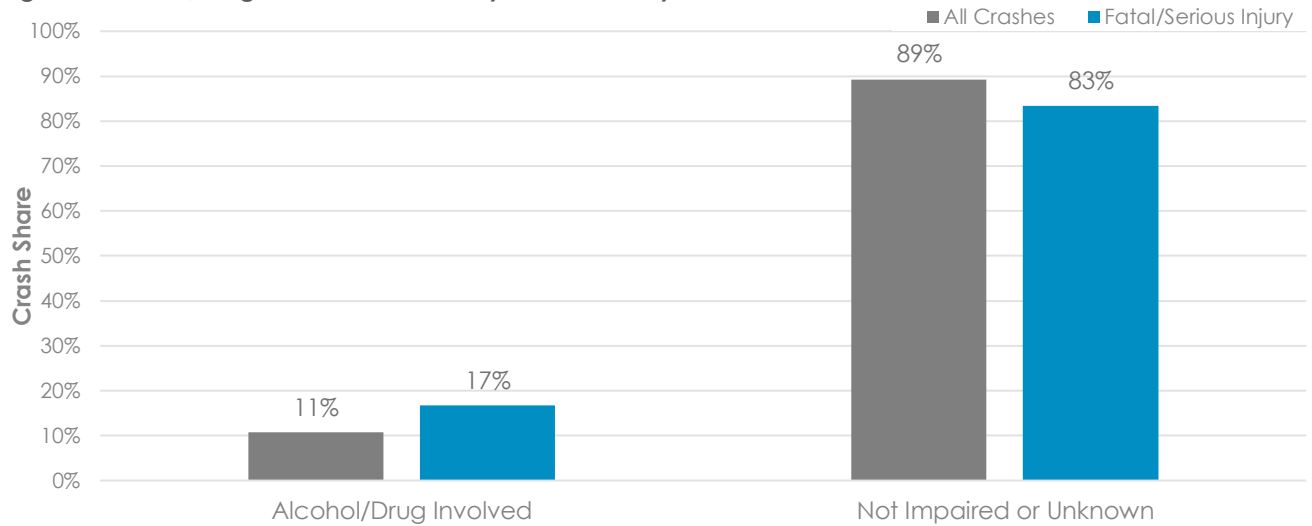
Note, percentages may not add up due to rounding.

<sup>11</sup> Note that pedestrian related crashes are a small sample size.

## Impaired Driving

Figure 7 shows alcohol/drug-involved crashes by crash severity.

**Figure 7 Alcohol/Drug-Involved Crashes by Crash Severity**



Source: SWITRS, Kittelson & Associates, Inc, 2023

### Findings:

- Fatal/serious injury crashes are overrepresented in alcohol/drug-involved crashes. Alcohol/drug-involved crashes constitute only 12% of all reported crashes but constitute 17% of fatal/serious injury crashes.
- Of the 12 total crashes which are alcohol/drug involved, nine crashes (75%) occurred from 6 PM to 1 AM.

# CRASH MAPPING

In this section, we discuss the geographic distribution of crashes, identify roadway and intersection characteristics (i.e., functional classification and speed limit) associated with a higher frequency or severity of crashes, and present a high priority network associated with crashes. Table 2 shows proportion of crashes by roadway functional classification. Figure 8 presents the location of all crashes in the City.

**Table 2 Crashes per mile broken down by Roadway Functional Classification**

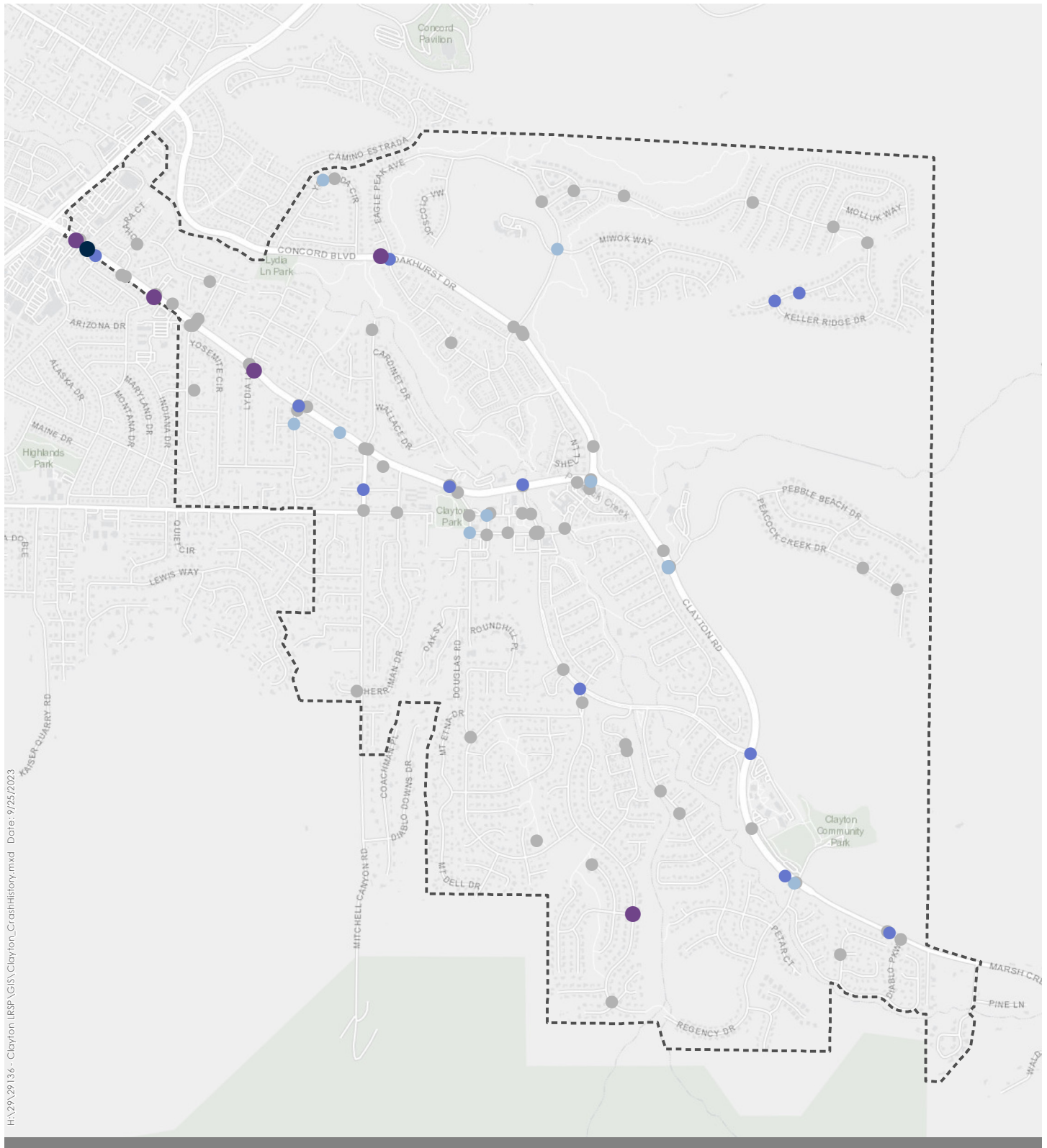
Functional Classification	Total Roadway Miles (%)	Number of Fatal and Injury Crashes (%)	Number of All Crashes (%)
Other Principal Arterial	7.93 (9.6%)	19 (59.4%)	42 (37.5%)
Minor Arterial	5.53 (6.7%)	4 (12.5%)	9 (8.0%)
Major Collector	8.78 (10.7%)	5 (15.6%)	26 (23.2%)
Local	60.00 (73.0%)	4 (12.5%)	35 (31.3%)
<b>Total</b>	<b>82.24</b>	<b>32</b>	<b>112</b>

Source: SWITRS, Kittelson & Associates, Inc, 2023

Notes: Roadway Functional Classification was established using Caltrans California Road System (CRS) maps.

## Findings:

- The percentage of crashes occurring on Other Principal Arterials is disproportionately higher than the percentage of their total roadway miles in the City. Other Principal Arterials constitute only 9.6% of the total roadway miles in the City but 59.4% of injury crashes and 37.5% of all reported crashes occur on these roadways.
- The roadways with functional classification as Other Principal Arterials in the City are shown in Table 3. The speed limit of Other Principal Arterials in the City is greater than 35 mph.
  - Other roadways with a posted speed limit greater than or equal to 35 mph are Oakhurst Drive (minor arterial from west of Yolanda Circle to Clayton Road) with a speed limit of 40 mph and Marsh Creek Road (minor arterial from Clayton Road [north] to Clayton Road [south]) with a speed limit of 35 mph.
- Minor arterials and major collectors also share a disproportionately higher percentage of crashes compared to the percentage of their total roadway miles.



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Figure 8

**Crash Location and Severity  
Clayton Local Roadway Safety Plan  
Clayton, CA**



**Table 3 Other Principal Arterials in the City of Clayton**

Name	Segment	Speed limit
1. Clayton Road	Washington Blvd to Oakhurst Dr	40 mph
	Oakhurst Dr to Marsh Creek Rd	45 mph
2. Marsh Creek Road	Clayton Rd (south) to Pine Ln	45 mph

Source: City of Clayton, Kittelson & Associates, Inc, 2023

## Priority Locations

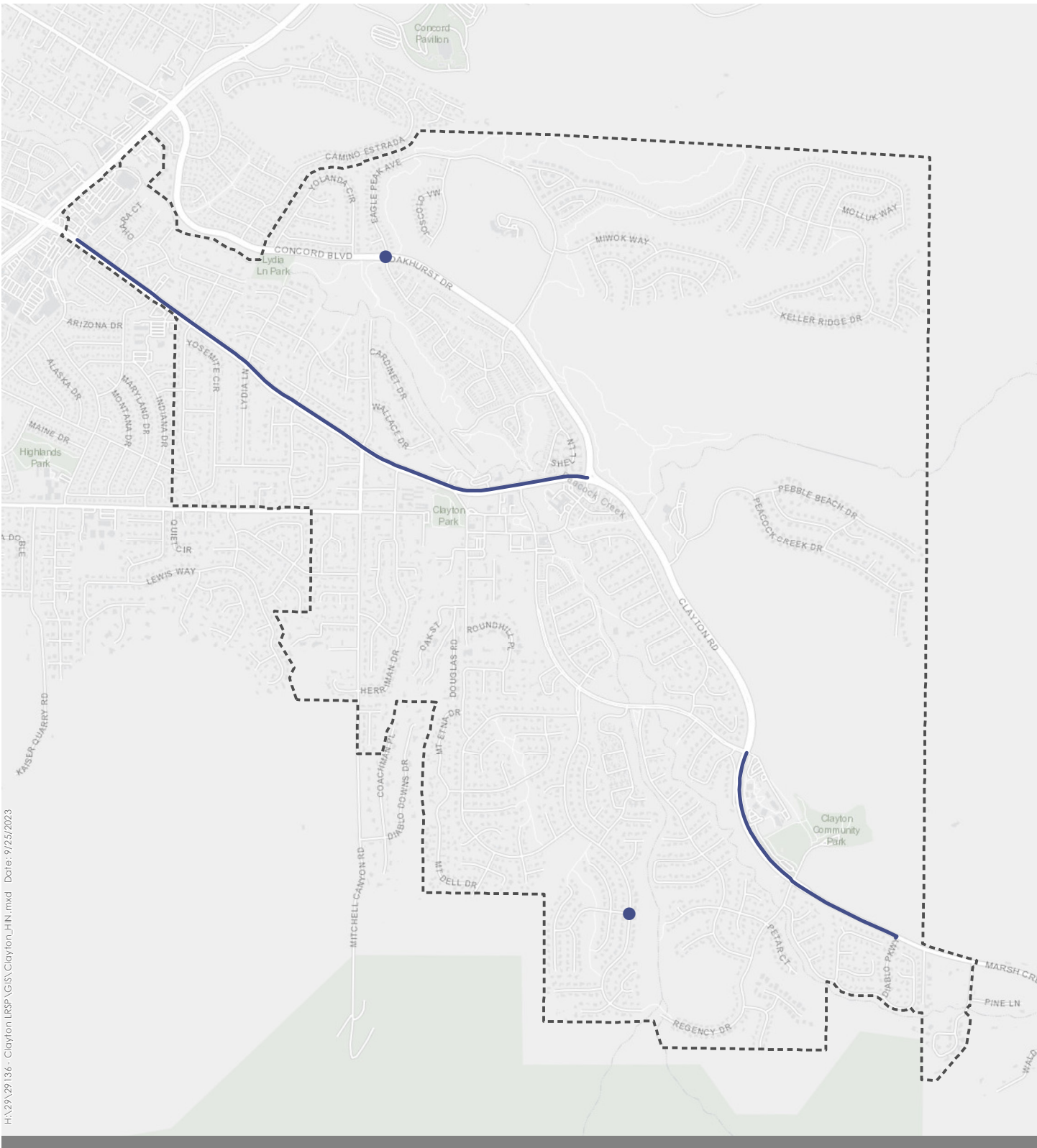
This section discusses the priority locations for the City of Clayton, consisting of priority corridors and intersections, identified based on the distribution of fatal and injury crashes in the City. Table 4 and Figure 9 present the priority roadway segments and intersections in the City. Figure 9 presents the priority locations as well. While there is a concentration of crashes in downtown Clayton, these crashes mostly resulted in no or minor injuries to victims involved.

**Table 4 Priority Roadway Segments**

Name	Type	Total Crashes	Fatal/Serious Injury Crashes	Other Injury Crashes	PDO Crashes
<b>Corridors<sup>1</sup></b>					
Clayton Rd (Washington Blvd to Oakhurst Dr)	Other Principal Arterial	38	4	8	26
Marsh Creek Rd (Clayton Rd/Diablo View Ln to Diablo Pkwy)	Other Principal Arterial	8	0	4	4
<b>Intersections</b>					
Oakhurst Dr & Eagle Peak Ave (west)	Signalized	3	1	2	0
Mountaire Pkwy & Mt Duncan Dr	Unsignalized	1	1	0	0

Source: SWITRS, Kittelson & Associates, Inc, 2023

<sup>1</sup> Corridors include roadway and intersection crashes



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- High Priority Intersections
- High Priority Corridors
- City Boundary



Figure 9

## High Priority Corridors and Intersections Clayton Local Roadway Safety Plan Clayton, CA

## EQUITY ANALYSIS

This section presents the equity analysis for the City of Clayton. Equity is a fundamental consideration of the Safe System approach, particularly given that pedestrian and bicyclist fatality rates on a per-capita basis vary largely by race,<sup>12</sup> as well as by income, age, and gender to varying degrees in varying places<sup>13</sup>. These outcomes underscore the need to explicitly examine correlations between sociodemographic and risk factors related to roadway infrastructure and operations. Furthermore, equity analysis ideally encompasses more than just safety analysis, given known limitations of crash data (e.g., underreporting, near misses) and the lack of systemic exposure estimates to contextualize risk.

Kittelson evaluated SS4A Underserved Communities Census Tracts (Historically Disadvantaged Communities and Areas of Persistent Poverty), Metropolitan Transportation Commission's (MTC) Equity Priority Communities, State of California Disadvantaged Communities, CalEnviroScreen 4.0, and the California Healthy Places Index to identify priority equity areas in Clayton. None of the above identified disadvantaged populations or historically underrepresented communities present in the City at the Census tract level. Presented below is a demographic analysis using census data in comparison to the SWITRS crash-involved party characteristics to further understand the relationship between the demographic characteristics and crash history in Clayton.

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## Demographic Analysis

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This section presents a demographic analysis, showing a comparison of demographics from American Community Survey (ACS) 2021 5-Year estimates and crash-involved party data from SWITRS (2018-2022) for the City of Clayton. Analyzing reported demographic characteristics of involved party members can help the City better understand which groups of individuals may benefit most from targeted safety strategies to increase safety in their communities. The following demographics were analyzed for this LRSP based on available crash and census data:

1. Sex
2. Age
3. Race/Ethnicity

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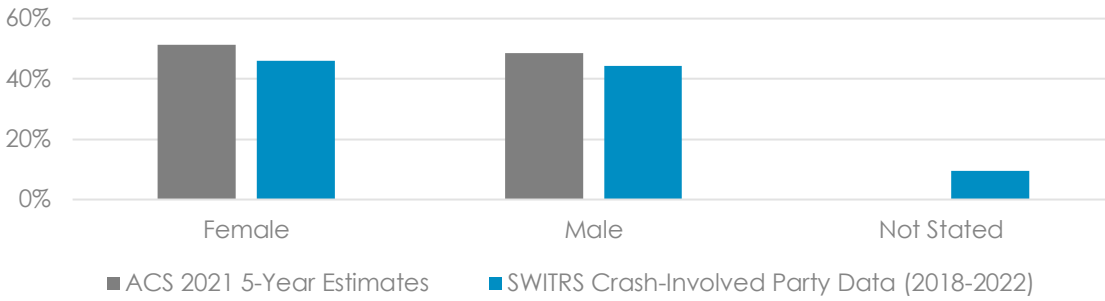
<sup>12</sup> Federal Highway Administration. "Integrating Equity into the Safe System Approach" Presentation. Accessed Apr. 17, 2023: <https://highways.dot.gov/safety/zero-deaths/integrating-equity-safe-system-approach-presentation>.

<sup>13</sup> Vision Zero Network. N.d. *Equity Strategies for Practitioners*. Accessed April 17, 2023: [https://visionzeronetwerk.org/wp-content/uploads/2017/05/VisionZero\\_Equity.pdf](https://visionzeronetwerk.org/wp-content/uploads/2017/05/VisionZero_Equity.pdf)

## Sex

Figure 10 compares demographics from ACS 2021 5-Year Estimates against SWITRS crash-involved party sex for the City of Clayton.

**Figure 10 SWITRS Party Sex Compared Against Citywide Population Shares**



Source, ACS 2021 5-Year Census Data, SWITRS, Kittelson & Associates, Inc., 2023

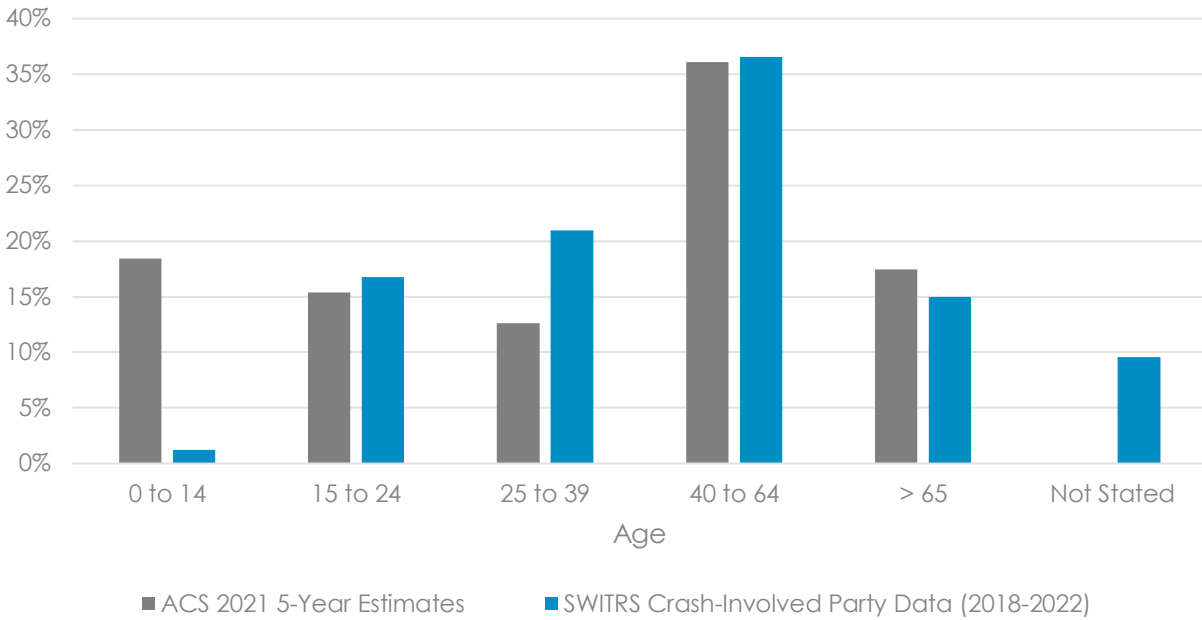
### Findings:

- In the Citywide population, females constitute a slightly higher proportion of the population compared to males (51% vs 49%).
- This pattern is replicated in crash data, where 46% of the crash-involved parties are females and 44% are males.

## Age

Figure 11 compares the demographics from ACS 2021 5-Year Estimates against SWITRS crash-involved party age for the City of Clayton.

**Figure 11 SWITRS Crash-involved Party Age Compared Against Citywide Population Shares**



Source, ACS 2021 5-Year Census Data, SWITRS, Kittelson & Associates, Inc., 2023

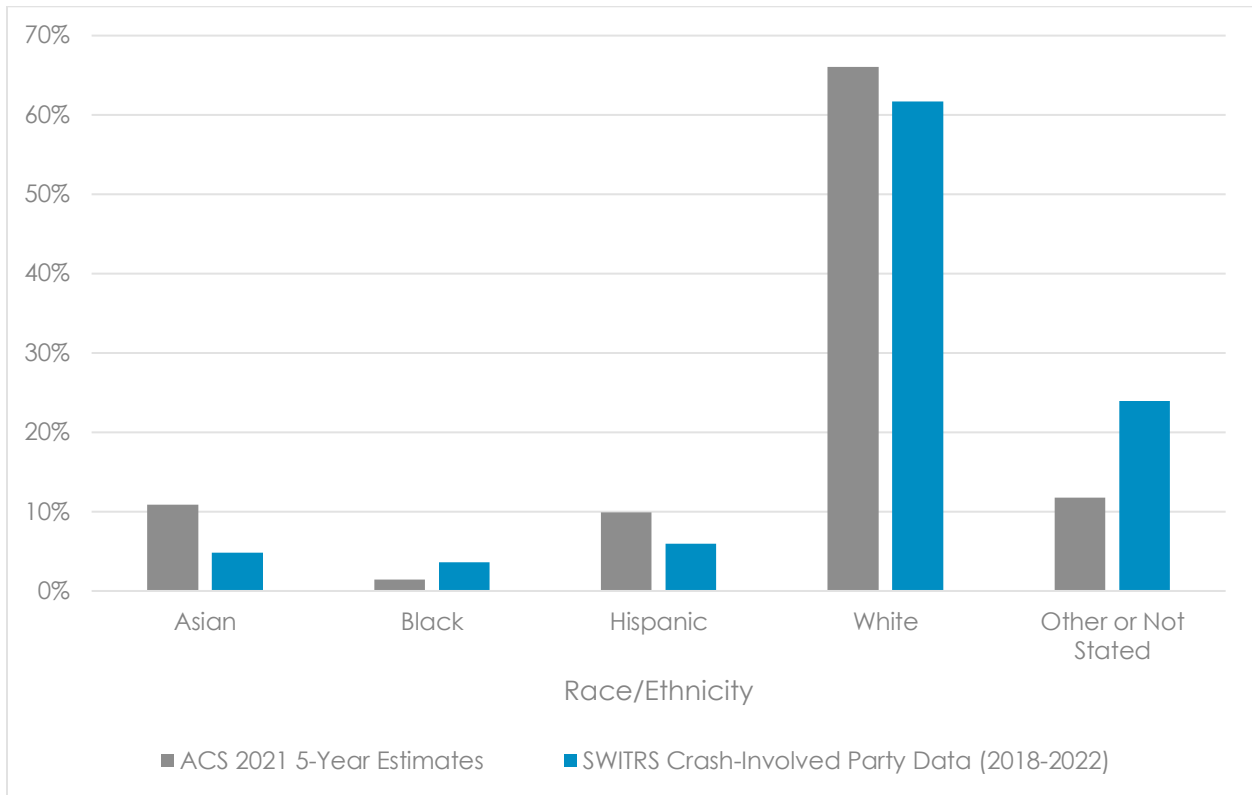
### Findings:

- Considering that only 13% of the City's population is between the ages of 25 and 39 years, there was a higher percentage (21%) of crashes involving parties between 25 and 39 years of age.
- 97% of crash-involved parties between 25 and 39 years of age were reported as driving the vehicle.
- There were two parties below 14 years of age. These crashes involved a pedestrian and a bicyclist under 14 years of age.

## Race/Ethnicity

Figure 12 shows the comparison between SWITRS crash-involved party race/ethnicity against Citywide population shares.

**Figure 12 SWITRS Crash-involved Party Race compared against Citywide Population Shares**



Source, ACS 2021 5-Year Census Data, SWITRS, Kittelson & Associates, Inc., 2023

### Findings:

- White people make up about 66% of the Citywide population and People of Color make up about 34% of the population. This pattern is reflected in the crash data as well; 62% of crashes involve white people while 38% of crashes involve People of Color.
- Black people make up 1% of the population in Citywide census data but were reported in 4% of crashes in the City (five crashes total). Due to the small sample size of crash data, no meaningful inferences can be made from the findings.

# SHSP CHALLENGE AREA COMPARISON

As described above, the California 2020-2024 Strategic Highway Safety Plan (SHSP) is a statewide traffic safety plan that provides guidance to influence development of statewide goals, strategies, and performance measures for local agencies and stakeholders statewide.

Six of the challenge areas in the SHSP are identified as high priorities in California because they represent the greatest opportunity to reduce fatalities and serious injuries across the state:

- Lane Departures
- Impaired Driving
- Speed Management / Aggressive Driving
- Pedestrians
- Bicyclists
- Intersections

The sample size of fatal and serious injury crashes in the City is too low to compare to the SHSP Challenge Areas with statistical significance. However, Kittelson conducted an analysis with all fatal and injury crashes in the City and compared them against the statewide SHSP challenge areas (Table 5). While not directly comparable, this analysis provides insight into challenge areas that the City can prioritize to reduce the number of fatal and injury crashes on the roadway network. Aggressive Driving and Intersection related crashes represent a large proportion of the fatal and injury crashes in the City. Two serious injury crashes were reported as aggressive driving (i.e., unsafe speeds); a third serious injury crash occurred at an intersection.

**Table 5 SHSP Challenge Area Comparison**

Challenge Area	Definition	% of fatal and injury crashes in City of Clayton	% of fatal and serious injury crashes Statewide
<b>Lane Departures</b>	Includes head-on, hit object and overturned crashes	19%	46%
<b>Impaired Driving</b>	Includes crashes where any evidence of drug or alcohol use by the driver is present, even if the driver was not over the legal limit.	9%	28%
<b>Aggressive Driving</b>	Includes primary crash factor categories of unsafe speed, following too closely, and traffic signals and signs	55%	34%
<b>Pedestrians</b>	Includes instances where a motor vehicle is involved in a crash with a pedestrian or bicyclist	10%	17%

Challenge Area	Definition	% of fatal and injury crashes in City of Clayton	% of fatal and serious injury crashes Statewide
<b>Intersections</b>	Includes crashes identified by the responding officers as occurring at an intersection or involving a train or rail vehicle	38%	23%

Source: SHSP, SWITRS, Kittelson & Associates, Inc., 2023

## POTENTIAL EMPHASIS AREAS

Analysis of crash types, locations, movements, behavioral factors, and statewide emphasis areas indicates the following regarding potential emphasis areas to be considered by the City:

- 1. Pedestrians:** Pedestrians are involved in only 4% of all reported crashes but are involved in 13% of fatal and injury crashes.
- 2. Improper Turning** is a primary crash factor in nearly one-third of all crashes.
- 3. Unsafe Speed/Aggressive Driving** is a primary crash factor which is associated with both high frequency and high severity of crashes.
- 4. Other Principal Arterials** are overrepresented in injury crashes and all reported crashes.
- 5. Drivers in the 25-39 Years Age Group:** 13% of the City's population is between 25-39 years old, but 21% of crashes involved parties between 25-39 years old.

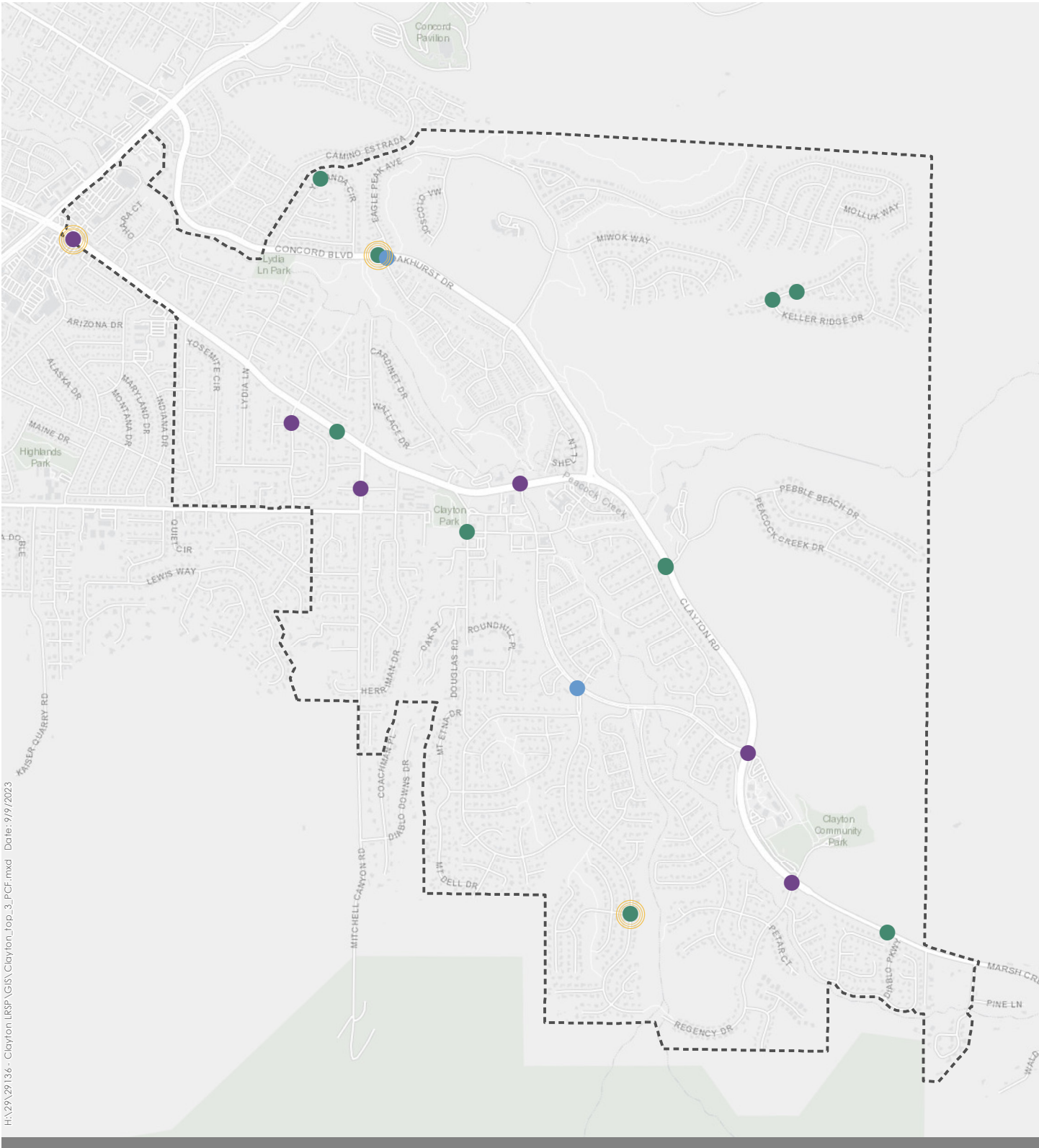
## NEXT STEPS

The results of the safety analysis will be used to help prioritize locations and identify countermeasures for safety improvements in the City. Kittelson will determine any other prioritization inputs in collaboration with the City, project stakeholders, and community members.



## Appendix A – Crash Type and Primary Crash Factor Figures





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**Primary Collision Factor**

- Improper Turning
- Unsafe Speed
- Traffic Signals and Signs

**Crash Severity**

- Serious Injury Crash

  City Boundary

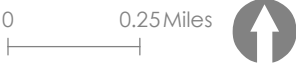


Figure A2

**Top Three Primary Collision Factors  
Clayton Local Roadway Safety Plan  
Clayton, CA**





# CLAYTON CITY COUNCIL MEETING

Photo Source: [Wikimedia Commons](#)

OCTOBER 17, 2023



# Overview

- Local Roadway Safety Plan (LRSP) Overview
- Project Update
  - Vision and Goals
  - Existing Conditions
  - Community Outreach
- Next Steps
  - Countermeasure Recommendations
  - Evaluation & Implementation



# Local Roadway Safety Plan

- Local Roadway Safety Plans (LRSPs) are becoming a **requirement**
  - For Caltrans HSIP funding, **local agencies must have an LRSP or equivalent planning document**
  - LRSP is local equivalent of required State Highway Safety Plan (SHSP)
  - Creating an LRSP is an FHWA “proven safety countermeasure”

# LRSP Overview

- **Vision & Goals** – establish the larger vision for transportation safety in Clayton and sets goals for how to get there
- **Plan Development** – engage stakeholders and public throughout the plan
- **Safety Analysis** – review crash history and identify priority locations

# LRSP Overview

- **Toolbox & Recommendations** – identify engineering and non-engineering safety strategies to enhance safety
- **Evaluation & Implementation** – identify action items and performance measures to meet vision and goals



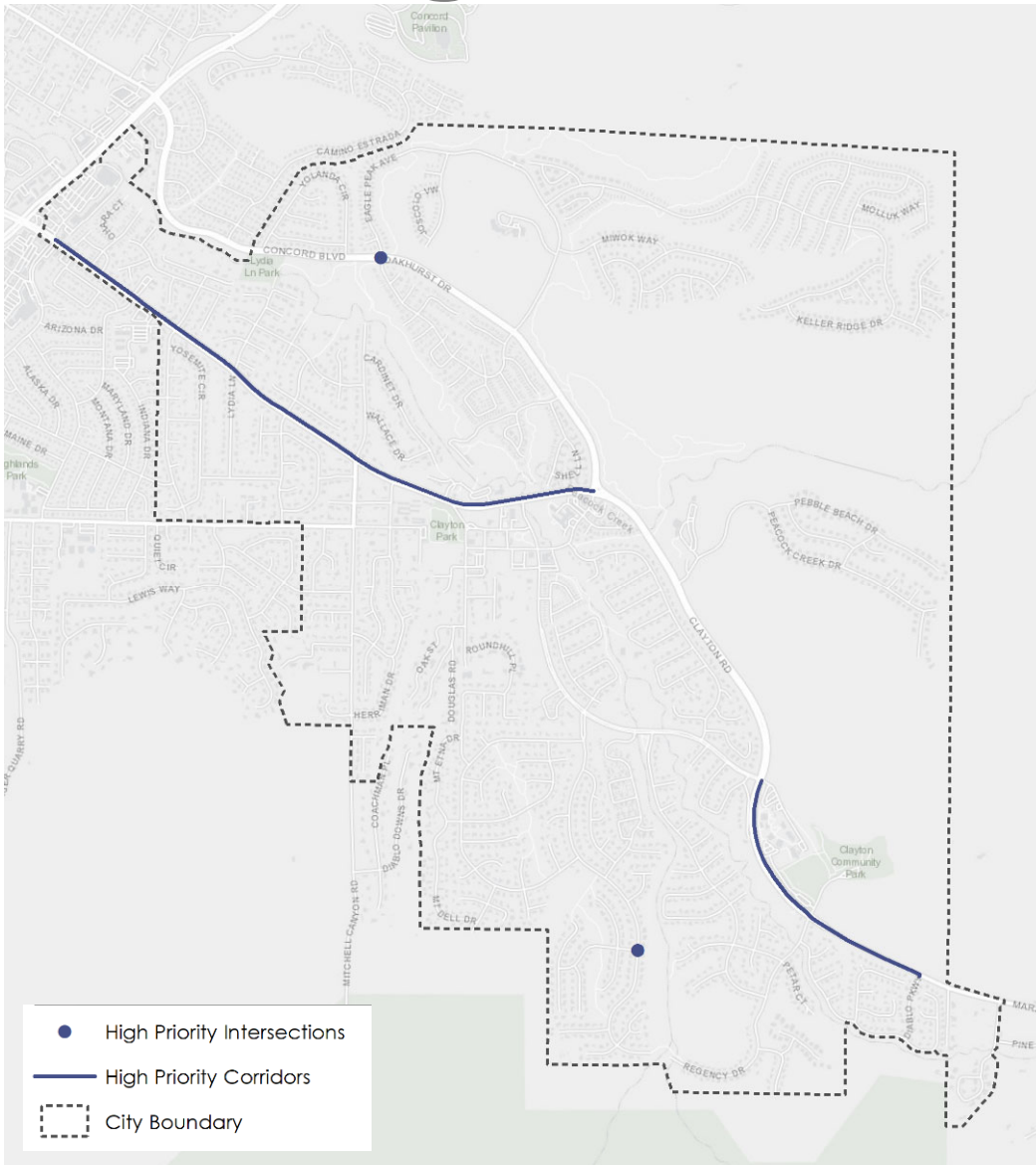
# City of Clayton Vision & Goals

- Establishes a larger vision for transportation safety in Clayton
- Vision – *enhance the existing roadway network to promote traffic safety, meet the needs of the community, and enrich the lives of residents*

# City of Clayton Vision & Goals

- Goals –
  - Have zero fatal and serious injury crashes on City roads by 2050\*
  - Monitor and evaluate safety emphasis areas and community needs to identify and prioritize opportunities to reduce crash risk
  - Implement proven safety countermeasures to address common crash types
  - Partner with other local agencies to promote roadway safety
  - Provide opportunities for citizen engagement in identifying safety issues and developing solutions for safety across the community

# Existing Conditions



- Collision Data Analysis
  - Reviewed five years of crash data (2018 – 2022)
  - Identified priority locations
- Emphasis Areas
  - Pedestrian Safety\*
  - Improper Turning
  - Unsafe Speeding & Aggressive Driving\*
  - Principal Arterials
  - Drivers 25-39 Years Old

\*Emphasis areas align with California SHSP high priority challenge areas

# Community Outreach

- Pop-up booth at Clayton Oktoberfest
- Community safety concerns
  - Speeding concerns
    - Speeding along Clayton Rd, Oakhurst Dr, and Marsh Creek Rd
    - Speeding in neighborhoods
    - Speeding near schools (e.g., Pine Hollow Rd)





# Community Outreach

- Community safety concerns
  - Biking
    - Desire for safer bike facilities, especially along Clayton Rd and Concord Blvd
    - Desire for a more connected bike network (Oakhurst Dr/Concord Blvd)
  - Other
    - Sightline issues turning onto major roads from neighborhoods
    - Congestion around schools



# Next Steps – Identify Safety Countermeasures and Strategies

## Engineering Countermeasures

- Pavement markings
- Signage
- Traffic Calming
- Signal Upgrades
- Pedestrian crosswalks
- Separated bicycle lanes

## Non-Engineering Strategies

- Safety Education Programs
- Emerging Technology
- Targeted Enforcement

# Next Steps – Evaluation and Implementation

- Identify action items and performance measures to meet vision and goals
- Include funding sources for project implementation
- Develop an evaluation template and framework plan for Clayton to keep track of safety performance



# STAFF REPORT

**TO:** Honorable Mayor and Councilmembers  
**FROM:** Amy Walcker, Executive Assistant to the City Manager/HR Manager  
**DATE:** October 17, 2023  
**SUBJECT:** Approve the Service Agreement with Granicus 311

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## **RECOMMENDATION**

Authorize staff to contract with Granicus for 311 Services in the amount of \$47,507.74 for 36 months of services.

## **BACKGROUND**

The City is in need of a centralized system for citizens to report various non-emergency hazards. Activation of the Granicus 311 system allows citizens an opportunity to expeditiously report hazards such as potholes, fallen tree limbs, obscured stop signs, graffiti, and other concerns with the option to submit photos with minimal effort. A centralized system has the added benefit of data collection and more timely responses by staff.

## **DISCUSSION**

The City of Clayton has a long-standing commitment to providing high quality service in a timely manner for the safety and beautification of the community. Commonly reported concerns are fallen trees/tree limbs, potholes, obscured/damaged road signs, damaged walkways, road debris, mainline breaks/irrigation sprinklers, and graffiti. However, the primary means by which citizens notify staff of hazards in the community is through the City's website and/or by phone call. As a result, there is not a centralized and consistent means of collecting data; delays in dispatching maintenance workers can occur; and the closure of service calls are not documented.

As staff continue to embark on modernizing communications and service delivery, the Granicus 311 system has proven to be an invaluable tool for other cities throughout the country. By enhancing citizen engagement, improving operational efficiency, promoting



transparency, and achieving cost savings, the 311 system is expected to be the cornerstone of the City's commitment to delivering high-quality service to our residents.

As staff continue to harness the power of technology and data, the Granicus 311 system will play a pivotal role in our ongoing efforts to create a thriving, responsive, and transparent city government.

**Benefits include:**

- **Improved Citizen Engagement**—The platform offers a user-friendly interface accessible via phone calls, mobile apps, and online forms, making it convenient for citizens to interact with City staff.
- **Operational Efficiency**—The platform provides advanced case management tools to facilitate tracking, management, and timely resolution of citizen requests and issues.
- **Data-Driven Decision Making**—The 311 tool offers robust reporting and analytics that allow City staff to gain insights into citizen concerns, identify redundant service requests, analyze service trends, and define areas in need of improvement.
- **Transparency**—Citizens can track the status of their requests and complaints in real time, increasing transparency and accountability. The system also aids in public access to detailed reports, demonstrating the City's commitment to open government.
- **Cost Savings**—The consolidation of service requests and improved efficiency lead to cost savings by reducing operational overhead and minimizing redundant administrative tasks.
- **Enhanced Civic Pride**—Providing responsive services fosters a sense of civic pride among residents, strengthening their trust and relationship with city government.

**FISCAL IMPACTS**

One-Time Configuration Fees:	\$7,000.00
New Subscription Fees:	\$12,600.00
Year 2 Subscription Fees:	\$13,482.00
Year 3 Subscription Fees:	\$14,425.74
Total Cost for Implementation and 3 Years of Service	\$47,507.74

**ATTACHMENTS**

Quote for Granicus 311 Services.

## Granicus Proposal for Clayton, CA

### ORDER DETAILS

**Prepared By:** Mike Schultz  
**Phone:**  
**Email:** mike.schultz@granicus.com  
**Order #:** Q-297785  
**Prepared On:** 12 Sep 2023  
**Expires On:** 10 Oct 2023

### ORDER TERMS

**Currency:** USD  
**Payment Terms:** Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)  
**Period of Performance:** The term of the Agreement will commence on the date this document is signed and will continue for 36 months.

## PRICING SUMMARY

The pricing and terms within this Proposal are specific to the products and volumes contained within this Proposal.

One-Time Fees			
Solution	Billing Frequency	Quantity/Unit	One-Time Fee
OneView Service Request Management Configuration and Training	Upon Delivery	1 Each	\$3,500.00
OneView E&E Messaging Configuration and Training	Upon Delivery	1 Each	\$3,500.00
<b>SUBTOTAL:</b>			<b>\$7,000.00</b>

New Subscription Fees			
Solution	Billing Frequency	Quantity/Unit	Annual Fee
Platform - Essentials: Subscription	Annual	1 Each	\$0.00
Service Request Management Module for Essentials: Subscription	Annual	1 Each	\$9,000.00
Messaging: Subscription	Annual	1 Each	\$3,600.00
<b>SUBTOTAL:</b>			<b>\$12,600.00</b>

## FUTURE YEAR PRICING

Solution(s)	Period of Performance	
	Year 2	Year 3
Platform - Essentials: Subscription	\$0.00	\$0.00
Service Request Management Module for Essentials: Subscription	\$9,630.00	\$10,304.10
Messaging: Subscription	\$3,852.00	\$4,121.64
<b>SUBTOTAL:</b>	<b>\$13,482.00</b>	<b>\$14,425.74</b>

## PRODUCT DESCRIPTIONS

Solution	Description
Platform - Essentials: Subscription	Ongoing subscription for OneView Essentials Platform
Service Request Management Module for Essentials: Subscription	Ongoing subscription for Essentials Service Request Management Module
OneView Service Request Management Configuration and Training	OneView E&E Service Request Management Configuration and Training to include analysis of existing processes, configuration of OneView and OneLink (Mobile App), as well as System Administration and End-User Training
Messaging: Subscription	Ongoing annual maintenance for Messaging
OneView E&E Messaging Configuration and Training	OneView E&E Messaging Configuration and Training

## TERMS & CONDITIONS

- This quote, and all products and services delivered hereunder are governed by the terms located at <https://granicus.com/legal/licensing>, including any product-specific terms included therein (the "License Agreement"). If your organization and Granicus has entered into a separate agreement or is utilizing a contract vehicle for this transaction, the terms of the License Agreement are incorporated into such separate agreement or contract vehicle by reference, with any directly conflicting terms and conditions being resolved in favor of the separate agreement or contract vehicle to the extent applicable.
- If submitting a Purchase Order, please include the following language: The pricing, terms and conditions of quote Q-297785 dated 12 Sep 2023 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.
- This quote is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of Clayton, CA to provide applicable exemption certificate(s).
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.

## BILLING INFORMATION

<b>Billing Contact:</b>		<b>Purchase Order Required?</b>	[ <input type="checkbox"/> ] - No [ <input type="checkbox"/> ] - Yes
<b>Billing Address:</b>		<b>PO Number:</b> <i>If PO required</i>	
<b>Billing Email:</b>		<b>Billing Phone:</b>	

**If submitting a Purchase Order, please include the following language:**

*The pricing, terms, and conditions of quote Q-297785 dated 12 Sep 2023 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.*

## AGREEMENT AND ACCEPTANCE

By signing this document, the undersigned certifies they have authority to enter the agreement. The undersigned also understands the services and terms.

Clayton, CA	
<b>Signature:</b>	
<b>Name:</b>	
<b>Title:</b>	
<b>Date:</b>	



# STAFF REPORT

**TO:** Honorable Mayor and Councilmembers

**FROM:** Larry Theis, City Engineer

**DATE:** October 17, 2023

**SUBJECT:** Adopt a Resolution (Traffic Order #2) to Authorize Installation of Stop Signs on N. El Camino Drive at Southbrook Drive to be an All Way Stop Controlled Intersection and Approve Signing and Striping Plan Prepared by the City Engineer

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## RECOMMENDATION

Staff recommends the City Council adopt the proposed Resolution (Traffic Order #2) (Attachment 1) authorizing the installation of stop signs along the northbound and southbound approach of N. El Camino Drive at the intersection of Southbrook Drive and to approve the signing and striping plan (Attachment 2) prepared by the City Engineer.

## BACKGROUND

Several months ago, City Staff received a request from a resident to add stop signs along N. El Camino Drive at the intersection of Southbrook Drive (which has existing stop signs) to improve safety for pedestrians and bicyclists in the neighborhood. The installation of stop signs is evaluated by conducting an engineering traffic survey in accordance with the California Manual of Uniform Traffic Control Devices (CA-MUTCD). In 2003, the City of Clayton adopted its own "Multiway Stop Control – Moderate to Low Volume Streets Policy and Warrants Worksheet" (Attachment 3) which established a set of local warrants that are more in line with the traffic volumes expected in the City's residential neighborhood than those identified in the CA-MUTCD.

City Staff conducted a site analysis, collected traffic volumes, accident, and vehicular speed data (Attachment 4) to determine which local warrants were met. The analysis concluded that one of five warrants were met, under the Unusual Conditions section due to the 85<sup>th</sup> percentile speed (31 miles per hour) exceeding 25 miles per hour and the unusual conditions existing due to the downhill steepness traveling northbound away from Clayton



Road to the subject intersection and the lack of sidewalks in the area. Per the City's policy, an all way stop control installation may be considered if one or more of the warrants were met.

## **DISCUSSION**

Before a final decision is made, City Staff directly outreached to the 85 households in the neighborhood that would typically drive through this intersection. An informational flyer (Attachment 5) was mailed in late August 2023 describing the proposal to add stop signs on N. El Camino Drive. In addition, the same information from the flyer was posted in the "Clayton Greens" neighborhood area of NextDoor. The City Engineer received email and phone call feedback from eight residents (see Attachment 7). Generally, the feedback for and against the proposal is evenly split.

Staff recommends the City Council at its meeting receive any further input from residents prior to deciding on approving the resolution. If approved, the intersection would join the approximately 25 All-Way Stop Controlled intersections within the City of Clayton.

## **FISCAL IMPACTS**

The cost of adding stop signs, all-way plaques, poles, and pavement markings is estimated to range between \$1,000 to \$1,500 with labor being provided by the City Maintenance crew for the installing sign posts and attaching plaques. A striping company would be contracted to add the stop limit lines and pavement markings. These funds would be used out of the Public Works Operating Budget.

## **ATTACHMENTS**

1. Resolution (Traffic Order #2)
2. Signing and Striping Plan prepared by City Engineer
3. Multiway Stop Sign Warrant Analysis per July 15, 2003 Approved City Policy
4. Traffic Data from Police Speed Feedback Trailer
5. Mailed Flyer to Residents in the Neighborhood
6. NextDoor Post
7. Feedback from Residents

**RESOLUTION NO. ##-2023  
TRAFFIC ORDER NO. 2**

**A RESOLUTION INSTALLING ALL-WAY STOP SIGNS AT THE INTERSECTION OF  
N. EL CAMINO DRIVE AND SOUTHBROOK DRIVE**

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

**WHEREAS**, Clayton Municipal Code Section 10.12.010 provides the authority for the City Engineer to place traffic control devices such as stop signs whenever a resolution is approved by the City Council; and

**WHEREAS**, the City received a request from a resident to add stop signs along N. El Camino Drive at the intersection of Southbrook Drive (which has existing stop signs) to improve safety for pedestrians and bicyclists in the neighborhood; and

**WHEREAS**, on July 15, 2003, the City Council of Clayton adopted its own "Multiway Stop Control – Moderate to Low Volume Streets Policy and Warrants Worksheet" which established a set of local warrants for the installation of multiway stop signs that are more in line with the traffic volumes expected in the City's residential neighborhoods than those identified in the California Manual of Uniform Traffic Control Devices; and

**WHEREAS**, City Staff conducted a site analysis, collected traffic volumes, accident, and vehicular speed data to determine which warrants were met, and concluded that one of five warrants were met, under the Unusual Conditions section due to the 85<sup>th</sup> percentile speed exceeding 25 miles per hour and the unusual conditions existing due to the downhill steepness traveling northbound away from Clayton Road to the subject intersection and the lack of sidewalks in the area; and

**WHEREAS**, pursuant to the adopted policy, an all way stop control installation may be considered if one or more of the warrants were met; and

**NOW THEREFORE, BE IT RESOLVED** the City Council of the City of Clayton, California does hereby approve the Signing and Striping Plan dated October 7, 2023 as attached and this resolution (Traffic Order No. 2) to authorize the installation of stop signs along N. El Camino Drive (northbound and southbound directions) at the intersection of Southbrook Drive; such that the subject intersection is all way stop controlled.

*[Remainder of page intentionally left blank.]*

**PASSED, APPROVED AND ADOPTED** by the City Council of Clayton, California, at a regular public meeting thereof held on the 17<sup>th</sup> day of October 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

THE CITY COUNCIL OF CLAYTON, CA

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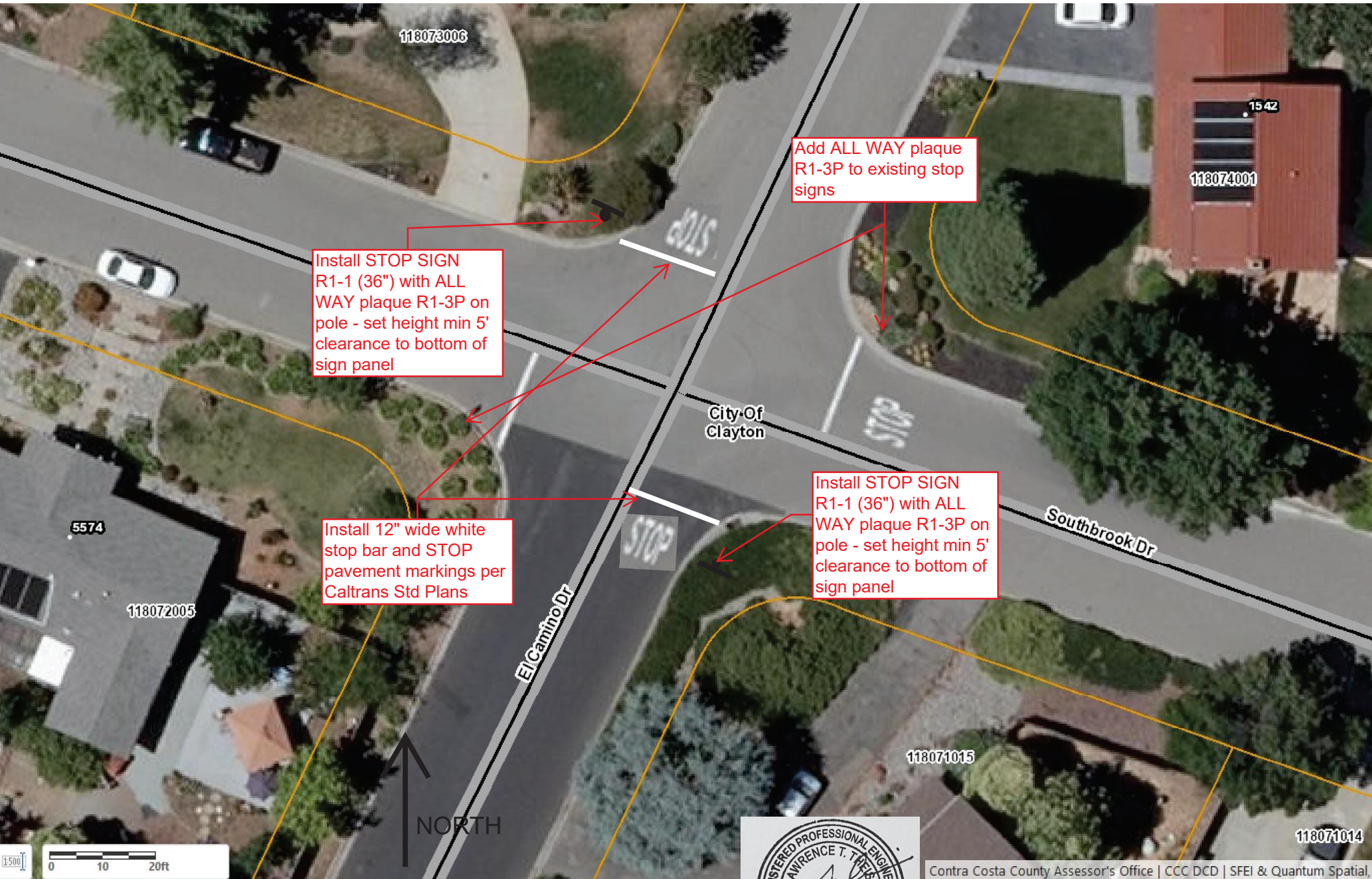
Jeff Wan, Mayor

ATTEST:

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City Clerk

Approved by City Council: October 17, 2023  
Via Resolution - Traffic Order #2



Project: All-Way Stop Control Plan for N. El Camino Drive/Southbrook Drive

Prepared by: Lawrence Theis, City Engineer  
Date: October 7, 2023



# N. EL CAMINO DRIVE AND SOUTHBROOK DRIVE INTERSECTION

## CITY OF CLAYTON

### MULTIWAY STOP CONTROL MODERATE TO LOW VOLUME STREETS POLICY AND WARRANTS WORKSHEET

ADOPTED BY THE CITY COUNCIL ON JULY 15, 2003

#### Policy

The State of California Department of Transportation (Caltrans) has established certain requirements (warrants) that must be satisfied in order to justify the installation of regulatory traffic control signs and devices. These warrants are generally based upon vehicular and pedestrian volumes that are unattainable for most, if not all, of the City's residential street intersections.

The City Council of the City of Clayton therefore finds that is necessary to adopt a set of local warrants for the installation of multiway stop signs that are more in line with the traffic volumes that could be expected in the City's residential neighborhoods. For the purpose of these warrants, moderate to low volume streets are defined by our City as those with less than 4,000 vehicles per day.

It is the policy of the City Council of the City of Clayton that multiway stop signs should be considered for installation if an intersection meets or exceeds the minimum criteria specified below. Further, the evaluation of the criteria, and any such measurements and computations as may be deemed necessary, shall be the responsibility of the City Engineer. Potential conflicting City policies such as Intersection Level of Service (LOS) shall be considered, and may form the basis for the denial of stop signs despite other justifying factors.

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#### Warrants

All way stop control installation MAY be considered if ONE OR MORE of the following conditions exist:

1. TRAFFIC AND PEDESTRIAN VOLUMES  Yes  No

- (a) A minimum hourly average (for any eight hours) volume of 300 vehicles entering the intersection from all approaches on an average day. In addition, the vehicular volume entering the intersection from the minor street or streets for the same eight hours must average 1/3 of the total volume entering the intersection (i.e., 100 per hour minimum); or

Total of 938 trips over ~58 hours - well below 300 per hour

(b) A minimum hourly average (for any eight hours) volume of 300 vehicles entering the intersection on the main approach and a pedestrian volume of at least 100 pedestrians per hour crossing the main street during the same eight hours.

2. ACCIDENTS  Yes  No

Three or more types of accidents, within a twelve-month period, susceptible to correction by the installation of stop signs.

No accidents recorded at this intersection last 5 years

3. VISIBILITY  Yes  No

The straight line sight distance on one or more approaches of the major street for vehicles or pedestrians crossing the intersection is, per the Caltrans Design Manual, less than that required for the posted speed limit. 150 feet for 25 mph and 200 feet for 30 mph

4. RESIDENTIAL AREA  Yes  No

Volume warrants to be reduced to 60% of the values above if ALL of the following conditions are met:

Still well below 60% thresholds

- (a) Both streets have residential frontage with existing 25 mph speed limits; YES
- (b) Neither street is an adopted through street. YES
- (c) Both streets are two-lane streets; YES
- (d) No existing stop sign or signal is located on the more heavily traveled street within a distance of 600 feet; NO (~580 feet)
- (e) The intersection has four legs, with streets extending 600 feet or more away from the intersection on at least three sides; and NO (only one leg)
- (f) Installation of a four-way stop is compatible with the overall traffic circulation needs for the residential area. YES

5. UNUSUAL CONDITIONS  Yes  No

- (a) High speed – the 85<sup>th</sup> percentile speed on the major street exceeds 25 mph; and per Police Speed trailer avg 85<sup>th</sup>% = 31 mph
- (b) Unusual conditions exist (such as visual signs of emergency maneuvers such as skidmarks, regular use of the intersection by school age children, the elderly or disabled, steep hill, unique geometric condition, etc.)

The only Unusual condition - there is downhill grade from Clayton Rd. and lack of sidewalks in the area.

Printed on 06/23/23 Clayton Police Department Traffic Warrant Report

Survey Summary

Survey Description: N: El Camino Dr/Southbrook Dr

Survey Location: N: El Camino Dr/Southbrook Dr

Survey GPS Coordinates: Start: Tuesday, 06/27/23 07:00 Stop: Thursday, 06/29/23 15:15

Posted Speed Limit: 25 mph

Traffic Zone: Residential

Survey Result				
Total Vehicle Count	Traffic Direction	Closing	Away	Combined
	North	408	480	888
	South	210	193	403
	Vehicle Count	47.15%	40.21%	43.8%
	Vehicle Under the Speed Limit Percentage	242	287	529
	Vehicle Over the Speed Limit Percentage	52.84%	59.79%	56.4%
	Excessive Speed Threshold	10	32	42
	Vehicle Over the Excessive Speed Count	3.48%	6.87%	5.12%
	Vehicle Over the Excessive Speed Percentage	29.32 mph	29.8 mph	29.04 mph
	Average Excessive Speed			
Speed Profile				
	Average Speed	25.95 mph	26.73 mph	26.35 mph
	Maximum Speed	12 mph	12 mph	12 mph
	Minimum Speed	58 mph	58 mph	58 mph
	85th Percentile Speed	30 mph	31 mph	30 mph
	Standard Deviation	5 mph	5 mph	5 mph
	10 mph Pace	21.30 mph	22.31 mph	22.31 mph
	15 mph Pace	22.5	22.7	22.6
	In Pace Count	325	327	652
Data Recording Limits				
	Highest Speed Allowed	120 mph	120 mph	120 mph
	Lowest Speed Allowed	0 mph	0 mph	0 mph
	Minimum Following Time	0 Seconds	0 Seconds	0 Seconds

# Clayton Police Department

## Survey Description

### Survey Details

<b>Survey Location</b>	N. El Camino Dr/Southbrook Dr	
<b>Survey GPS Coordinates</b>		
<b>Survey Dates</b>	<b>Start</b>	<b>Stop</b>
	Tuesday, 06/27/23 07:00	Thursday, 06/29/23 15:15
<b>Posted Speed Limit</b>	25 mph	
<b>Traffic Zone</b>	Residential	
<b>File Name</b>	STALKER_ROADSIDE_LOG_160217_EW001754_7015@2023-06-29_16-26-07.xml	
<b>Device Type</b>	Traffic Trailer	
<b>Device Serial Number</b>	SNAA000000	
<b>Survey Note</b>		

<b>Total Vehicle Count</b>	938	
<i>Traffic Direction</i>	<b>North (Closing)</b>	<b>South (Away)</b>
<i>Vehicle Count</i>	458	480

### Survey Map



# Clayton Police Department

## Survey Summary

### Survey Description

<b>Survey Location</b>	N. El Camino Dr/Southbrook Dr	
<b>Survey GPS Coordinates</b>		
<b>Survey Dates</b>	<b>Start</b>	<b>Stop</b>
	Tuesday, 06/27/23 07:00	Thursday, 06/29/23 15:15
<b>Posted Speed Limit</b>	25 mph	
<b>Traffic Zone</b>	Residential	

### Survey Result

<b>Total Vehicle Count</b>	938			
	<b>Traffic Direction</b>	<b>Closing North</b>	<b>Away South</b>	<b>Combined</b>
	<b>Vehicle Count</b>	458	480	938
<b>Posted Speed Limit</b>	25 mph			
<i>Vehicles Under the Speed Limit Count</i>	216	193	409	
<i>Vehicles Under the Speed Limit Percentage</i>	47.16%	40.21%	43.6%	
<i>Vehicles Over the Speed Limit Count</i>	242	287	529	
<i>Vehicles Over the Speed Limit Percentage</i>	52.84%	59.79%	56.4%	
<b>Excessive Speed Threshold</b>	35 mph			
<i>Vehicles Over the Excessive Speed Count</i>	16	32	48	
<i>Vehicles Over the Excessive Speed Percentage</i>	3.49%	6.67%	5.12%	
<i>Average Violation Speed</i>	29.32 mph	29.9 mph	29.64 mph	
<b>Speed Profile</b>				
<b>Average Speed</b>	25.96 mph	26.73 mph	26.35 mph	
<b>Minimum Speed</b>	12 mph	12 mph	12 mph	
<b>Maximum Speed</b>	58 mph	58 mph	58 mph	
<b>85th Percentile Speed</b>	30 mph	31 mph	31 mph	
<b>Standard Deviation</b>	5 mph	5 mph	5 mph	
<b>10 mph Pace</b>	21-30 mph	22-31 mph	22-31 mph	
<b>In Pace Count</b>	325	327	651	
<b>Data Recording Limits</b>				
<b>Highest Speed Allowed</b>	120 mph			
<b>Lowest Speed Allowed</b>	10 mph			
<b>Minimum Following Time</b>	0 Second(s)			



# Clayton Police Department

## Survey Description

**Survey Location** N. El Camino Dr/Southbrook Dr  
**Survey GPS Coordinates**  
**Survey Dates** **Start** **Stop**  
 Tuesday, 06/27/23 07:00 Thursday, 06/29/23 15:15  
**Posted Speed Limit** 25 mph  
**Traffic Zone** Residential

## Speed - Volume Matrix

Date Range: 2023-06-27 - 2023-06-29

Direction: Both

Date Span	Total	6-10	11-15	16-20	21-25	26-30	31-35	36-40	41-45	46-50	51-55	56-60	61-65	66-70	71-75	76-80	81-85	86+
00:00 - 00:59	0																	
01:00 - 01:59	0																	
02:00 - 02:59	3				2	1												
03:00 - 03:59	5				1	2	2											
04:00 - 04:59	7			1	2	2	1	1										
05:00 - 05:59	29			2	6	13	2	4				2						
06:00 - 06:59	61			3	20	29	6	3										
07:00 - 07:59	84		1	6	21	45	10	1										
08:00 - 08:59	77		2	6	25	31	11	1	1									
09:00 - 09:59	66		2	4	22	27	9	1	1									
10:00 - 10:59	92		4	10	33	35	9	1										
11:00 - 11:59	109			14	38	37	14	4			2							
12:00 - 12:59	72		3	5	25	23	14	1	1									
13:00 - 13:59	75		1	11	23	27	10	1	2									
14:00 - 14:59	45		2	2	15	18	7	1										
15:00 - 15:59	49			2	17	23	6	1										
16:00 - 16:59	40			3	18	14	4	1										
17:00 - 17:59	35		2	1	11	16	4	1										
18:00 - 18:59	28			1	7	17	3											
19:00 - 19:59	21			1	11	6	3											
20:00 - 20:59	23		1	3	8	10		1										
21:00 - 21:59	12			3	5	2	2											
22:00 - 22:59	3				1	2												
23:00 - 23:59	2			1	1													



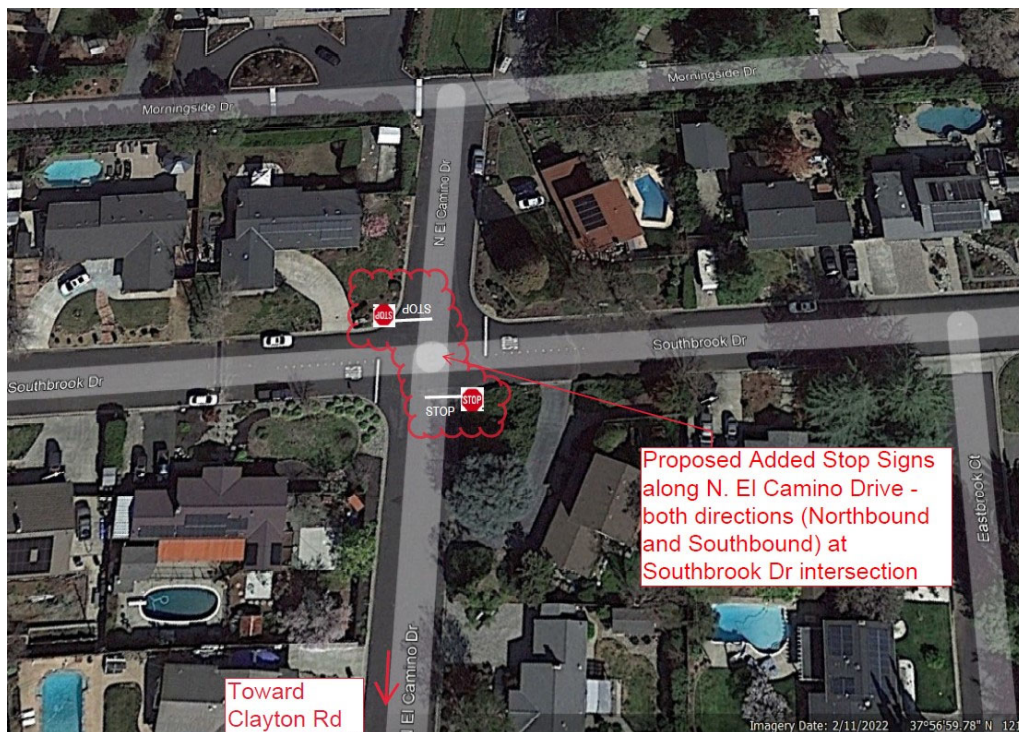
6000 Heritage Trail • Clayton, California 94517  
Telephone 925/ 673-7300 FAX 925/ 672-4917

## PROPOSED STOP SIGNS ALONG N. EL CAMINO DRIVE AT SOUTHBROOK DRIVE (Changing Two-Way Stop Control to All-Way Stop Control)

The City of Clayton received a request from a member of your North EL Camino Drive neighborhood to consider adding stop signs on N. El Camino Drive on the northbound and southbound directions to the existing stop signs on Southbrook Drive. This addition of stop signs would make N. El Camino Drive/Southbrook Drive an all-way stop controlled intersection.


City staff performed a site assessment and determined that the objective criteria set by the California Manual on Uniform Traffic Control Devices (CA-MUTCD) for implementing all-way stop signs was not met. However, in 2003 the City of Clayton adopted its own policy for “Multiway Stop Control on Moderate to Low Volume Streets.” This policy establishes objective criteria (warrants) for the installation of multiway stop signs that are more in line with the traffic volumes and terrain that would be expected in Clayton’s residential neighborhoods.

The assessment determined that adding multiway stop signs would be warranted per the City’s Policy based on: 1) the recently measured 85<sup>th</sup> percentile vehicular speed was 31 mph which exceeds the 25-mph speed limit; 2) steep northbound downhill grade on N. El Camino Drive from Clayton Road; and 3) absence of sidewalks in the neighborhood.



Tentatively, the City Council will be considering approval of the all-way stop sign installation at its meeting on October 3, 2023 at 7:00 p.m. A copy of the City Council agenda and Staff Report will be available on the City’s website by September 29<sup>th</sup> at: <https://claytonca.gov/#meetings>.


For any additional information or to submit your comments/feedback, please contact Larry Theis, City Engineer at [LarryT@claytonca.gov](mailto:LarryT@claytonca.gov) or (925) 890-9732.

 Home

 Messages


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**City of Clayton** ✓

City Engineer Larry Theis • 6 days ago



TO: North El Camino Drive Neighborhood

**PROPOSED STOP SIGNS ALONG N. EL CAMINO DRIVE AT SOUTHBROOK DRIVE  
(Changing Two-Way Stop Control to All-Way Stop Control)**

The City of Clayton received a request from a member of your North EL Camino Drive neighborhood to consider adding stop signs on N. El Camino Drive on the northbound and southbound directions to the existing stop signs on Southbrook Drive. This addition of stop signs would make N. El Camino Drive/Southbrook Drive an all-way stop controlled intersection.

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The assessment determined that adding multiway stop signs would be warranted per the City's Policy based on: 1) the recently measured 85th percentile vehicular speed was 31 mph which exceeds the 25-mph speed limit; 2) steep northbound downhill grade on N. El Camino Drive from Clayton Road; and 3) absence of sidewalks in the neighborhood.

Tentatively, the City Council will be considering approval of the all-way stop sign installation at its meeting on October 17, 2023 at 7:00 p.m. A copy of the City Council agenda and Staff Report will be available on the City's website by October 13th at: <https://claytonca.gov/#meetings>.

Based on previous mailed notices to residents in your neighborhood - we have received positive feedback from 3 households and negative feedback from 3 households. We are open to hear further feedback prior to bringing this item to the City Council.

For any additional information or to submit your comments/feedback, please contact Larry Theis, City Engineer at [LarryT@claytonca.gov](mailto:LarryT@claytonca.gov) or (925) 890-9732.



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Directory

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Posted to **Subscribers of City of Clayton** in 1 neighborhood

49 Impressions

Like

Comment

Share



Add a comment...

## Larry Theis

---

**From:** Nirmal Thapa <nirmalthapa@gmail.com>  
**Sent:** Wednesday, August 30, 2023 10:21 PM  
**To:** Larry Theis  
**Subject:** Stop sign along n el camino dr and southbrook drive

You don't often get email from nirmalthapa@gmail.com. [Learn why this is important](#)

Hi Larry,

Just wanted to say thank you for considering all way stop sign, it will make the road much safer for pedestrian specially kids. A lot of drivers come downhill really really fast and its always scary to see cars coming so fast while others are close by walking.

Looking forward to it.

Nirmal  
1512 N El Camino Dr, Clayton, CA 94517

Marquita Booth - phone call lives at 48 Marquette Ct.  
Retired police officer In favor of signs - more regulation  
Almost been T-boned a few times

Phone call 8-30-23 Sylvia Howard, 5567 Morningside Dr - expressed her support to add stop signs

Phone call 10-2-23

Steve Hayworth, 1530 N. El Camino Dr - asked if his landscaping would be affected by stop sign installation  
Response: did not anticipate any major removal - some trimming back or removal to install the sign 1-2 feet behind back of curb, the sign panel should be clear of the top of the juniper

**From:** [JOHN THYKEN](#)  
**To:** [Larry Theis](#)  
**Subject:** Proposed Stop Sign along N El Camino Dr at Southbrook  
**Date:** Sunday, October 8, 2023 12:39:52 PM

---

You don't often get email from [jnthyken@prodigy.net](mailto:jnthyken@prodigy.net). [Learn why this is important](#)

Larry,

We got a notice in the mail on the proposed stop signs. So decided to go to the City council meeting and see the discussion on the project. I was there for an hour and a half. Heard no mention of it, saw nothing on the Agenda, so I left. Tried checking on the website for minutes of the meeting, but was unable to find anything.

Let me know if anything was decided or if anyone provided input on the project.

We live on the corner and think stop signs are a good idea due to the number of dog walkers, children on bikes, old people walking, trucks and delivery vehicles double parked, no sidewalks or street lights, and a good number of people turning into Southbrook at excessive speed and not slowing down. Even if people do a rolling stop, it should slow people down enough to drive safer.

Thanks

John Thyken  
5574 Southbrook  
925-783-0967

## Larry Theis

---

**From:** Cody Harrison <codyh335@comcast.net>  
**Sent:** Wednesday, August 30, 2023 6:03 PM  
**To:** Larry Theis  
**Subject:** Re: N. El Camino @ Southbrook

[You don't often get email from codyh335@comcast.net. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification> ]

Thank you, sir!

Sent from my iPhone

> On Aug 30, 2023, at 5:43 PM, Larry Theis <larryt@claytonca.gov> wrote:

>

> Mr. Harrison,

>

> Thank you for your feedback. We are soliciting input from all the residents that drive through this intersection to travel to their home. Your opinion will be considered as part of the decision making process.

>

> There will be future notifications prior to the council meeting.

>

> Larry Theis

> City Engineer

> City of Clayton

>

>> On Aug 30, 2023, at 5:12 PM, Cody Harrison <codyh335@comcast.net> wrote:

>>

>> [You don't often get email from codyh335@comcast.net. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification> ]

>>

>> Hi Larry,

>>

>> My name is Cody Harrison and I'm a Clayton resident. I just received a letter from the City of Clayton about a proposed stop sign at N. El Camino @ Southbrook Dr. I vehemently disagree with the idea of a 4-way stop sign being installed at this location.

>>

>> I'm guessing there is one "squeaky wheel" who is pushing this issue. A 4-way stop sign at this location is overkill, and is stupid and won't do anything other than waste Tex payer money. The street and the neighborhood are safe. I'm guessing there have been ZERO accidents in this location, so literally there is no need for a 4-way stop sign.

>>

>> I live in the neighborhood and this would directly affect me in a negative manner. Other than sending you this email, how else can I make my opposition to this stop sign known?

>>

>> Thank you in advance,

>>

>> Cody Harrison

>> 54 Marquette Ct,

>> Clayton, Ca 94517.

## Larry Theis

---

**From:** tim tullis <tctullis@sbcglobal.net>  
**Sent:** Tuesday, September 19, 2023 7:45 AM  
**To:** Larry Theis  
**Cc:** Tim Tullis; Shanan Tullis  
**Subject:** OPPOSED to Proposed Stop sign at El Camino & Southbrook Drives

You don't often get email from tctullis@sbcglobal.net. [Learn why this is important](#)

Mr. Theis:

I am writing to share my concern and disappointment in hearing that the City is considering a four-way stop at the intersection of El Camino Drive and Southbrook Drive. I am very much opposed to a four-way stop sign at this location. It is unnecessary and represents the voice of just one or two new neighbors who recently moved to El Camino Drive.

I have lived in the Southbrook neighborhood for more than 50 years and have never witnessed excessive traffic or speeding on this short downhill street residential (El Camino). Our neighborhood has very low vehicle traffic and adding a four-way stop has little merit, given the slow speed required to navigate left/right turns or travel an additional 40 feet to make a left/right turn at the end of El Camino Drive.

I would also challenge the "site assessment, which appeared to be conducted on one day. On any given street in Clayton, assessment results would likely show similar results. Building a case for change based on one data point (one day) that indicates 85% of drivers were 6 mph over the speed limit is not responsible local government and it is not what the majority of our community wants.

Please consider the voices that represent the majority and decline one neighbors request to impede traffic with NEW impacts at the bottom of the hill in our neighborhood.

Thank you,

Timothy Tullis  
19 Westbrook Ct.

[Sent from AT&T Yahoo Mail for iPhone](#)



## Larry Theis

---

**From:** Michael <mikejbwhoo@yahoo.com>  
**Sent:** Wednesday, August 30, 2023 6:21 PM  
**To:** Larry Theis  
**Subject:** Proposed Stop Sign N El Camino Drive and Southbrook Drive

[You don't often get email from mikejbwhoo@yahoo.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification> ]

Dear Sir-

I got the letter regarding the above action, please save the money. People run the existing stop sign all the time. They speed and don't care. Heck when I first moved in a saw a dune buggy blow down Southbrook clear though the existing stop signs and must have been doing 50 mph. More recently I see a dirt bike speeding and blowing through the stop sign regularly.

You'd be better off having the cops do a speed enforcement on the streets around here. I see people speeding every morning on Southbrook Drive, it is supposed to be 25mph right? Short of NextDoor.com it shouldn't be too hard to have an officer sit on N El Camino after Southbrook Drive or on Southbrook Drive where it dead ends at the park and wait for folks to speed through.

Another stop sign won't stop people who don't care about the ones that are there.

**From:** [Larry Theis](#)  
**To:** "Peggy Dunkley"  
**Cc:** [Dunkfam](#)  
**Subject:** RE: Opposition to Proposed Stop Signs on El Camino & Southbrook  
**Date:** Friday, September 29, 2023 2:29:00 PM  
**Attachments:** [image001.jpg](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)

---

Thank you for your input, and your points are being taken into consideration.

Just an update – this item is tentatively scheduled for the Oct 17<sup>th</sup> meeting, so hopefully you can attend now that the item is being pushed back.

---

**From:** Peggy Dunkley <[pdunkley@merithr.com](mailto:pdunkley@merithr.com)>  
**Sent:** Friday, September 29, 2023 2:20 PM  
**To:** Larry Theis <[larryt@claytonca.gov](mailto:larryt@claytonca.gov)>  
**Cc:** Dunkfam <[dunkfam4@gmail.com](mailto:dunkfam4@gmail.com)>  
**Subject:** Opposition to Proposed Stop Signs on El Camino & Southbrook

You don't often get email from [pdunkley@merithr.com](mailto:pdunkley@merithr.com). [Learn why this is important](#)

Hi Mr. Theis,

I am writing in regards to the proposed additional stop signs at the corner of Southbrook Way and El Camino Drive. My husband and I live on Westbrook Court and have lived there (and raised our children) since 1998. I am puzzled by this proposal and questioning the logistics of this. As mentioned in your notification, the criteria does not meet the CA-MUTCD objectives. That it meets the City of Clayton's policy is troubling. According to the notice, a member of the neighborhood is requesting the stop signs. Just one? If so, how is it that one homeowner out of about 60+ homeowners can initiate this? Shouldn't there be a consensus or at the very least more than one or two complaints?

As mentioned above, I have lived in this neighborhood 25 years. Daily activities over the years included driving kids to/from school, walking dog through neighborhood, driving to/from local stores, etc.; in effect, using El Camino for driving and walking numerous times during the day and night. Since I received this notice, I've been paying closer attention to traffic/cars on El Camino and Southbrook as I figured I must be missing something. Well I'm not. There is literally no traffic or cars. When driving up or down El Camino (or even Southbrook for that matter), I am usually the sole car on the road. Same goes for when I'm out walking. And, when I am out walking and encounter a moving vehicle, the driver typically is considerate and slows down. I understand that your assessment found that cars were traveling 31mph down El Camino 85% of the time. I'd be interested to see the data on this. How many cars total? Was the assessment over one day, many days, different times?

I feel that the installation of signs, striping, etc., would not be cost or time prohibitive, especially for a small neighborhood of 60+ homes. There are many other busier areas in Clayton that would benefit from additional stop signs (bottom of elementary school ramp - Oak & Center Streets - for one).

My husband and I will be unable to attend the City Council meeting on 10/3/23 as we will be out of town. However, before ruling, I do hope you and the Council will consider the voices of ALL in the neighborhood and not just one or two. Thank you.



# STAFF REPORT

**TO:** Honorable Mayor and Councilmembers

**FROM:** Bret Prebula, City Manager

**DATE:** October 17, 2023

**SUBJECT:** Approval of the City Sponsored Special Events Policy and Identification of the List of City Sponsored Special Events

---

## **RECOMMENDATION**

Staff recommends review, discussion, and approval of the City Sponsored Special Event Policy, revised by the appointed City Council Ad Hoc committee, and identification of the initial list and priority of City Sponsored Special Events.

## **BACKGROUND**

At the September 19, 2023, City Council meeting, Council appointed Mayor Wan and Councilmember Trupiano to an Ad Hoc committee to make revision to the draft policy.

## **DISCUSSION**

At the September 19, 2023, City Council meeting, Council appointed Mayor Wan and Councilmember Trupiano to an Ad Hoc committee to make revision to the draft policy. Today's item brings back those revisions. The attachments show the "tracked" version to assist in City Council review.

## **FISCAL IMPACTS**

As outlined in the City Sponsored Special Events Policy, staff is recommending the annual amount of appropriations that are used for City sponsored events to be 1 percent of the General Fund's total appropriations offset by any direct revenue obtained by an event.

## **ATTACHMENTS**

City Sponsored Special Events Policy-Tracked Version from Ad Hoc Committee  
City Sponsored Special Events Policy-Clean Version

## ~~City Sponsored Special Events Policy~~

# CLAYTON CITY SPONSORED SPECIAL EVENTS POLICY

### Introduction

~~City sponsored special events are a key part of what makes Clayton a special place. Special events bring joy to the community, reinforce cultural values, and bring awareness regionally to our City. They can serve to create a sense of community identity and unity.~~

~~City sponsored special events can also burden City services and, if done poorly, can create harm for the community. It is critical that the City Staff properly manage special events in the City.~~

This policy ~~seeks to clarify~~identifies the process of bringing forward a City ~~sponsored special event~~Sponsored Special Event (CSSE) and who will manage the operational and organizational work associated with the City sponsored special events.

### Definitions

~~Direct Costs: This is when City Sponsored Special Event: An event that the City provides money directly to or for an Event. Direct~~manages and absorbs all related direct and indirect costs for said event.

Direct Costs: Cash outflows that would not otherwise occur outside of a specific event.

Examples would include, but are not limited to, payments for purchase or rental of goods or supplies for the event, and payments to outside vendors or contractors performing work for the event.

~~In-Kind~~Indirect Costs: These are indirect costs to the City for~~Costs associated with an event. These costs, but would include City~~otherwise be incurred even if the event were to not take place. Examples would include, but are not limited to salaried staff time to coordinate and administer the event, deliver equipment, clean up of park areas and restrooms, conduct road or other closures when applicable, and provide a police presence, etc.

Examples of In-Kind Services:

- ~~1. Traffic control (Clayton Police Department)~~
- ~~2. Installation of traffic control devices (Clayton Police and Maintenance/Facilities Departments)~~
- ~~3. Clean-up of parks areas and restrooms (Maintenance/Facilities Department)~~
- ~~4. Security (Clayton Police Department)~~
- ~~5. No parking signage/enforcement (Clayton Police and Maintenance/Facilities Departments)~~
- ~~6. City team pre-planning/preparation, accounting, and event promotion~~

## **City Sponsored Special Events Policy**

City Sponsored Special Event: An event that the City sponsors and for which the City absorbs all related direct, in-kind, and permitting costs for said event. The City may not necessarily coordinate or put on said event, as those services may be contracted to a third party.

### **City Sponsored Special Events**

#### **Background**

The City of Clayton has historically had a strong sense of volunteerism especially from sitting and former City councilmembers. Councilmembers have managed much of the logistics related to City sponsored special events. This has been a wonderful show of community engagement. The concern with this approach, especially as we see increased demands on day-to-day City operations, is that this method of core City sponsored special event management is not sustainable. The lack of core process, policy, and systematic operational awareness has created a lack of clarity on how events become City sponsored special events, what is included in the definition of an event that is a City sponsored special event, and who manages the organization and operation of a City sponsored special event.

To that end, this policy will identify the method to confirm, add, or delete a City sponsored special event, what is included in such a designation, and the level of City staff involvement in City sponsored special events.

#### **Criteria for a City sponsored special event**

Although not a mandate for the City Council to add or not to add a specific event as a City sponsored special event, this policy will outline criteria that provides a broad set of objectives to consider when adding any event as a City sponsored special event.

The broad criteria is as follows:

#### **The event by its very nature****Criteria for a City Sponsored Special Event**

The City can choose to sponsor events at its discretion. While there is wide latitude in what can be adopted as a CSSE, the City shall use the following criteria as guidelines in sponsoring events:

- The event will bring a significant number of community members together to celebrate or enjoy what the event is hosting.

### City Sponsored Special Events Policy

- The event enhances the inclusivity of the Clayton Community, reinforcing the values of the community and the City's motto of "Do the Right Thing."
- The event provides a forum for community members that would otherwise not get together in such a public setting, creating a place to continue to explore common interests.
- The event celebrates significant people or events in our City's, State's, or Country's history.

#### Process Oversight for confirming, adding, deleting City sponsored special events

Each March, All CSSEs will be overseen by the City Manager's Office shall bring forth an agenda item to the City Council to confirm, add, or delete events from the approved City sponsored event list for the following fiscal year. To ensure a level of fiscal control, the City Manager will outline the amount of direct and/or in kind costs the City would otherwise have received for such an event if it was not City sponsored. The intention of this process is to ensure awareness for the City Council and the public of the amount of funding being utilized for said events. This will also include any revenue derived from donations or sponsorships for the event. The City policy will allow the City Council to approve City sponsored special events up to a total cost (direct and indirect) of 1% of the City General Fund budget each year. This cost analysis will not include loss of revenue from permit fee collection as the City through this policy is prioritizing the public good over the potential fee collection. The 1% of the City General Fund is net any revenue for City sponsored special events. For example:

- If 1% of the General Fund is \$60,000 and the cost of City sponsored events in total cost \$100,000 but \$40,000 is earned in related donations/sponsorships, the net total would still meet the policy level of 1% of the General Fund annual appropriations.

If the cost of the City sponsored special events are estimated to be above 1% of the City General Fund appropriations, the City Manager may recommend during the March review, to remove an event(s) from the City sponsored special event list, or to narrow the scope of certain event(s), to reduce the total cost of all City sponsored events to not more than 1% of the General Fund appropriations. If the City Council were to allow the total cost of City sponsored special events to go above 1% of General Fund appropriations, it is not recommended that this occur for more than one cycle (year) and the following year event(s) are reduced to return to policy levels.

The current list of City sponsored special events is outlined in Exhibit "A."

#### Process for event organization and management

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## **City Sponsored Special Events Policy**

Sponsored Special Events Committee. Creating a structure and process around the operation and organization of City sponsored special events each individual CSSE will be key to their sustainability, the responsibility of the Committee. The goal will be to utilize the most limited number of staff hours for City sponsored special events CSSEs and avoid disruption for day-to-day municipal operations. This may include contracting The City Sponsored Special Events Committee shall work with promoters, and/or hiring extra help (temporary) City staff to specifically and the available budget to organize and manage certain events. City Council support of the organization and operation of City sponsored special events can be helpful on the fringes of events but is not a sustainable business model, thus the desire will be to create systems, processes, contracts, specific non-permanent staff, and volunteers, to handle the approved events in the future. CSSEs.

CSSEs will be allocated a budget not to exceed 1% of general fund expenditures in aggregate, net of any revenues generated from said events. Total costs in excess of 1% for CSSEs in any given year shall require appropriations from Council.

### **Fees and Forms**

All There are no fees associated with the City sponsored special hosting its own events will have the applicable permit fees waived. The limiting of permit applications will reduce the administrative staff burden related to City sponsored special events. Staff will Sponsored Special Events Committee, working with City staff, shall complete a short City sponsored special event CSSE form to denote the specifics of the event for the City's own administrative purposes. That form will be managed outside of this policy.

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### **Prioritization of Updates to City Sponsored Special Events**

As part of the deliberation on the events that make up the City sponsored special events list, staff will request the City Council to prioritize the events selected. The reason for the prioritization is to ensure staff identifies the necessary funding to address all resources for one event before moving to the next event. This way the City can be certain the prioritized events are resourced appropriately to be successful instead of a mix and match of events that are not resourced fully. This may include the allocation of volunteers, direct costs, indirect costs, and contracted resources. The prioritization will be included in the City sponsored special event list outlined in Exhibit "A".

### **Special Event Updates**

The City Council may choose to add additional oversight to the City sponsored special events. Barring no creation of a sub-committee staff will bring back updates on the cost and operation of City sponsored special events quarterly to the full City Council. The current list of CSSEs is

**~~City Sponsored Special Events Policy~~**

outlined in Exhibit "A." The Council, at its discretion, may add or subtract events from the current list.

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~~City Sponsored Special Events Policy~~

Exhibit "A"

Clayton City Sponsored Special Event List

~~1. Event 1~~

~~2. Event 2~~

~~3. Event 3~~

~~4. Event 4~~

~~5. Event 5~~

1. Concerts in the Grove

2. 4<sup>th</sup> of July Parade

3. Clayton Classic Car Show

4. Clayton 60<sup>th</sup> Anniversary (one time event)

# CLAYTON CITY SPONSORED SPECIAL EVENTS POLICY

## Introduction

This policy identifies the process of bringing forward a City Sponsored Special Event (CSSE) and who will manage the operational and organizational work associated with the City sponsored special events.

## Definitions

City Sponsored Special Event: An event that the City manages and absorbs all related direct and indirect costs for said event.

Direct Costs: Cash outflows that would not otherwise occur outside of a specific event. Examples would include, but are not limited to, payments for purchase or rental of goods or supplies for the event, and payments to outside vendors or contractors performing work for the event.

Indirect Costs: Costs associated with an event, but would otherwise be incurred even if the event were to not take place. Examples would include, but are not limited to salaried staff time to coordinate and administer the event, deliver equipment, clean up of park areas and restrooms, conduct road or other closures when applicable, provide a police presence, etc.

## Criteria for a City Sponsored Special Event

The City can choose to sponsor events at its discretion. While there is wide latitude in what can be adopted as a CSSE, the City shall use the following criteria as guidelines in sponsoring events:

- The event will bring a significant number of community members together to celebrate or enjoy what the event is hosting.
- The event provides a forum for community members that would otherwise not get together in such a public setting, creating a place to continue to explore common interests.
- The event celebrates significant people or events in our City's, State's, or Country's history.

## Oversight for City Sponsored Events

All CSSEs will be overseen by the City Sponsored Special Events Committee. Creating a structure and process around the operation and organization of each individual CSSE will be the responsibility of the Committee. The goal will be to utilize the most limited number of staff hours for CSSEs and avoid disruption of day-to-day municipal operations. The City Sponsored Special Events Committee shall work with City staff and the available budget to organize and manage CSSEs.

CSSEs will be allocated a budget not to exceed 1% of general fund expenditures in aggregate, net of any revenues generated from said events. Total costs in excess of 1% for CSSEs in any given year shall require appropriations from Council.

### **Fees and Forms**

There are no fees associated with the City hosting its own events. The City Sponsored Special Events Committee, working with City staff, shall complete a short CSSE form to denote the specifics of the event for the City's own administrative purposes. That form will be managed outside of this policy.

### **Updates to City Sponsored Special Events**

The current list of CSSEs is outlined in Exhibit "A." The Council, at its discretion, may add or subtract events from the current list.

## **Exhibit "A"**

### **Clayton City Sponsored Special Event List**

1. Concerts in the Grove
2. 4<sup>th</sup> of July Parade
3. Clayton Classic Car Show
4. Clayton 60<sup>th</sup> Anniversary (one time event)