



**CLAYTON CITY COUNCIL  
REGULAR MEETING AGENDA**

**TUESDAY, JANUARY 6, 2026  
7:00 PM**

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

*Jeff Wan, Mayor*

*Richard G Enea, Vice Mayor  
Holly Tillman, Councilmember*

*Jim Diaz, Councilmember  
Kim Trupiano, Councilmember*

- 1. CALL TO ORDER AND ROLL CALL**
- 2. PLEDGE OF ALLEGIANCE**
- 3. PUBLIC COMMENT ON NON-AGENDA ITEMS**

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

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

**4. CONSENT CALENDAR**

- (a) Approve December 16, 2025 Minutes  
[\(View\)](#)
- (b) Approve December 02, 2025 Minutes  
[\(View\)](#)
- (c) Consider Approval of Proposed 2026 City Council Meeting Calendar  
[\(View\)](#)

- (d) Approve a Contract with CSG Consultants, Inc. for Design Engineering Services for the 2026 Pavement Rehabilitation Program Scheduled for the Summer 2026 and Authorize the City Manager to Sign the Contract.  
[\(View\)](#)

## 5. RECOGNITIONS AND PRESENTATIONS

- (a) Certificates of Recognition to Public School Students for Exemplifying the "Do the Right Thing" Character Trait of "Kindness"  
[\(View\)](#)
- (b) City of Clayton Police Department Medals and Awards
- **Commendation for Life Preserving Efforts – NARCAN**: Officer Stroski 1<sup>st</sup> and 2<sup>nd</sup> Award, Sergeant Enea 1<sup>st</sup> Award
  - **Commendation for Life Preserving Efforts – Medical Aid**: Officer Stroski and Officer Wiggins 1<sup>st</sup> Award
  - **Life Saving Medal**: Sergeant Enea 1<sup>st</sup> and 2<sup>nd</sup> Award, Officer Vice 1<sup>st</sup> Award, Officer Wiggins 1<sup>st</sup> Award
- [\(View\)](#)
- (c) Presentation on Preparing for Landscape and Maintenance District Renewal and 1% Sales Tax Increase Ballot Measures  
[\(View\)](#)

## 6. REPORTS

- (a) City Manager's Report  
[\(View\)](#)
- (b) City Council/Committees Reports  
[\(View\)](#)

## 7. PUBLIC HEARINGS

- (a) Approve Resolution No. 01-2026 of the City Council of the City of Clayton Authorizing Revision of Resolution No. 06-2023 to Add a Finding Supporting the City's Housing Element Update and Introduce an Ordinance Amending the Clayton Municipal Code to Add Subsection 17.36.079 to Chapter 17.36 (General Regulations) of Title 17 (Zoning) Related to by Right Affordable Housing of Housing Element Opportunity Sites  
[\(View\)](#)

## 8. ACTION ITEMS

- (a) Discuss and Approve City Council Committees and Assignments for Standing/Ad-Hoc Committees and Liaison Positions  
[\(View\)](#)

## 9. ADJOURNMENT

*The next regularly scheduled meeting of the City Council will be February 3, 2026. For*

*meeting information and materials, please visit the City's website at [www.claytonca.gov](http://www.claytonca.gov)*

## Meeting Information and Access

- A complete packet of information containing staff reports and exhibits related to each public item is available for public review in City Hall located at 6000 Heritage Trail and on the City's website at [www.claytonca.gov](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 requiring special accommodation to participate, please call the City Clerk's office at least 72 hours (about 3 days) before the meeting at (925) 673-7300.
- E-mail Public Comments: Public comment may also be sent to the City Clerk at [cityclerk@claytonca.gov](mailto:cityclerk@claytonca.gov) by 12:00 p.m. on the day of the meeting. All e-mailed public comments will be forwarded to the entire committee and made part of the official meeting file.

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



# STAFF REPORT

**TO:** CLAYTON CITY COUNCIL  
**FROM:** Leticia Miguel, City Clerk  
**DATE:** January 6, 2026  
**SUBJECT:** Approve December 16, 2025 Minutes

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## **RECOMMENDATION**

Approve by Minute Order

## **BACKGROUND**

Does not apply to this item.

## **FISCAL IMPACT**

No fiscal impact associated with this agenda item.

## **ATTACHMENTS**

[Att A - DRAFT CC MIN 2025-12-16.pdf](#)



**MEETING MINUTES - DRAFT  
REGULAR MEETING  
CLAYTON CITY COUNCIL**

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**Tuesday, December 16, 2025**

**7:00 PM**

**1. CALL TO ORDER AND ROLL CALL**

The meeting was called to order at 7:00 PM by Mayor Kim Trupiano at Hoyer Hall, in the Clayton Community Library, 6125 Clayton Road, Clayton, California

**ROLL CALL**

**Present: 5** Councilmember Jim Diaz, Councilmember Richard Enea, Councilmember Holly Tillman, Vice Mayor Jeff Wan, and Mayor Kim Trupiano

**Staff Present:**

City Manager, Kris Lofthus  
Administrative Services Director, Dennis Bozanich  
City Attorney, Mala Subramanian  
Police Chief, Jeremy Crone  
City Clerk, Leticia I. Miguel

**2. PLEDGE OF ALLEGIANCE**

Mayor Trupiano led the Pledge of Allegiance.

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

Public Comment was received by Clayton Valley Village. Presentation of token gift was presented to Mayor Trupiano.

**4. CONSENT CALENDAR**

No Items scheduled.

**5. RECOGNITIONS AND PRESENTATIONS**

- (a) Presentation Certificate for Unsung Hero for the Month of December 2025, GFWC Clayton Valley Woman's Club

*No public comment was received.*

Presented.

- (b) Employee Service Awards  
Zachary Richardson, 5 years  
Richard Enea II, 20 years  
Timothy Marchut, 25 years

*No public comment was received.*

Presented.

## **6. REPORTS**

- (a) City Manager's Report

*No public comment was received.*

*City Manager Lofthus made the following announcements:*

- *Acknowledged and thanked Mayor Trupiano and City Council for a productive and accomplished year of service.*
- *Presented a certificate to Mayor Trupiano on behalf of Senator Tim Grayson's Office.*

- (b) City Council/Committees Report

*No public comment was received.*

*City Council reports were included in the agenda packet.*

## **7. PUBLIC HEARINGS**

No items scheduled.

## **8. ACTION ITEMS**

## **9. ANNUAL REORGANIZATION OF CLAYTON CITY COUNCIL**

- (a) *Election of the Mayor*

*No public comment was received.*

*Mayor Trupiano nominated Vice Mayor Wan to be the next Mayor.*

*The motion carried by the following vote:*

*Aye: 5 – Diaz, Enea, Tillman, Wan, and Trupiano*

- (b) *Election of the Vice-Mayor*

*No public comment was received.*

*Mayor Wan nominated Councilmember Enea to be the next Vice Mayor.*

*Councilmember Tillman nominated Councilmember Tillman to be the next Vice Mayor.*

Public Comment was received by Debbie Toth and Lauren Kindorf.

*The motion was carried by the following vote to nominate Councilmember Enea to be the next Vice Mayor.*

*Aye: 4 – Diaz, Enea, Wan, and Trupiano*

*Nay: 1 – Tillman*

*(c) Recognition and Remarks by the New Mayor and Councilmember*

*Remarks were delivered by Councilmember Trupiano, Mayor Wan, and Vice Mayor Enea.*

*(d) Welcome Reception*

**9. ADJOURNMENT**

Mayor Trupiano adjourned the meeting at 7:45 p.m.



# STAFF REPORT

**TO:** CLAYTON CITY COUNCIL  
**FROM:** Leticia Miguel, City Clerk  
**DATE:** January 6, 2026  
**SUBJECT:** Approve December 02, 2025 Minutes

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## **RECOMMENDATION**

Approve by Minute Order

## **BACKGROUND**

Does not apply to this item.

## **FISCAL IMPACT**

No fiscal impact associated with this agenda item.

## **ATTACHMENTS**

[Att A - DRAFT CC MIN 2025-12-02](#)



**MEETING MINUTES - DRAFT  
REGULAR MEETING  
CLAYTON CITY COUNCIL**

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**Tuesday, December 02, 2025                      7:00 PM**

\*Indicates the item was discussed out of agenda order

**1. CALL TO ORDER AND ROLL CALL**

The meeting was called to order at 7:00 PM by Mayor Kim Trupiano at Hoyer Hall, in the Clayton Community Library, 6125 Clayton Road, Clayton, California

**ROLL CALL**

**Present: 5**      Councilmember Jim Diaz, Councilmember Richard Enea, Councilmember Holly Tillman, Vice Mayor Jeff Wan, and Mayor Kim Trupiano

**Staff Present:**

City Manager, Kris Lofthus  
Administrative Services Director, Dennis Bozanich  
City Attorney, Mala Subramanian  
City Clerk, Leticia I. Miguel

**2. PLEDGE OF ALLEGIANCE**

Mayor Trupiano led the Pledge of Allegiance.

Mayor Trupiano announced revisions to the agenda order and outlined the updated sequence in which items would be addressed.

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

No public comment was received.

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**4. CONSENT CALENDAR**

No public comment was received.

*A motion was made by Vice-Mayor Wan, seconded by Councilmember Tillman, and approved by a vote of those present to adopt all items in the Consent Calendar.*

*The motion passed as follows:*

*Aye: 5 – Diaz, Enea, Tillman, Wan, and Trupiano*

- (a) Approve November 18, 2025 Minutes

Approved as Submitted on the Consent Calendar.

- (b) Approve and Authorize the Posting of the Local Appointments List Pursuant to the Maddy Act

Approved as Revised.

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## **5. RECOGNITIONS AND PRESENTATIONS**

- (a) Presentation Certificate for Unsung Hero for the Month of November 2025, Clayton Theatre Company

*No public comment was received.*

Presented.

## **6. REPORTS**

- (a) City Manager's Report

*No public comment was received.*

*City Manager Lofthus made the following announcements:*

- *On Saturday, December 6, 2025, the city will host the Annual Tree Lighting, Holidays in the Grove will begin at 5:00 pm.*
- *A canned food drive will begin on December 2, 2025. A donation drop-off barrel will also be available during the Holidays in the Grove event.*
- *The City Council Reorganization will take place during the December 16, 2025 City Council meeting. City staff will also be recognized for their years of service.*
- *An update was provided on the status of GHAD projects. The next GHAD meeting is scheduled for December 16, 2025*
- *An update was provided on the recruitment process for the Police Officer, Community Services Coordinator, Community Services Leader, and Public Works Director positions.*

- (b) City Council/Committees Report

*No public comment was received.*

*City Council reports were included in the agenda packet.*

## 7. PUBLIC HEARINGS

No items scheduled.

## 8. ACTION ITEMS

### (a) Further Discussion on Creating a City of Clayton Flag

*City Manager Kris Lofthus, presented the item to the City Council and responded to questions.*

*Public comment was receive by Mr. Horton.*

*A motion was made by Councilmember Diaz, seconded by Councilmember Enea to approved establishing a temporary Ad-Hoc City of Clayton Flag Committee and appoint Councilmember Diaz and Mayor Trupiano as representatives to committee.*

*The motion carried by the following vote:*

*Aye: 5 – Diaz, Enea, Tillman, Wan, and Trupiano*

### (b) Future Revenue Options – Part 4: Landscape Maintenance District (LMD), General Fund Revenue Options, Recommendations, and Next Steps

*Administrative Services Director, Dennis Bozanich, presented the item to the City Council and responded to questions.*

*Chair, Frank Gavidia, reported on behalf the Financial Sustainability Committee and responded to questions.*

*Public comment was received by Lauren Kindorf.*

*Received and Filed.*

## 9. ADJOURNMENT

Mayor Trupiano adjourned the meeting at 8:59 p.m.

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



# STAFF REPORT

**TO:** CLAYTON CITY COUNCIL

**FROM:** Leticia Miguel, City Clerk

**DATE:** January 6, 2026

**SUBJECT:** Consider Approval of Proposed 2026 City Council Meeting Calendar

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## **RECOMMENDATION**

Approve the 2026 City Council, Budget and Audit Committee, and City Sponsored Special Events Committee meeting calendar.

## **BACKGROUND**

The City Council approves a schedule of its regular meetings for each calendar year. This calendar also includes committees comprising of council members such as the Budget and Audit, and the City Sponsored Special Events Committees.

## **DISCUSSION**

Discuss the proposed 2026 City Council meeting calendar.

## **CEQA**

CEQA: This proposed action is not a project as defined by CEQA.

## **FISCAL IMPACT**

There is no financial impact in approving the 2026 City Council meeting calendar

## **ATTACHMENTS**

[Att A - 2026 City Council Regular Meeting Calendar 20260106](#)



**PROPOSED 2026 Calendar of Regular City Council Meeting**

<p><b><u>JANUARY</u></b>            Tues., January 6, 2026      CC Regular meeting            Tues., January 20, 2026      CANCELLED meeting</p> <p><b><u>FEBRUARY</u></b>            Tues., February 3, 2026      CC Regular meeting            Tues., February 17, 2026      CANCELLED meeting</p> <p><b><u>MARCH</u></b>            Tues., March 3, 2026      CC Regular meeting            Tues., March 17, 2026      CC Regular meeting</p> <p><b><u>APRIL</u></b>            Tues., April 7, 2026      CC Regular Meeting            Tues., April 21, 2026      CC Regular meeting</p> <p><b><u>MAY</u></b>            Tues., May 5, 2026      CC Regular meeting            Tues., May 19, 2026      CC Regular meeting</p> <p><b><u>JUNE</u></b>            Tues., June 2, 2026      CC Regular meeting            Tues., June 16, 2026      CC Regular meeting</p>	<p><b><u>JULY</u></b>            Tues., July 7, 2026      CC Regular meeting            Tues., July 21, 2026      CANCELLED meeting</p> <p><b><u>AUGUST</u></b>            Tues., August 4, 2026      CC Regular meeting            Tues., August 18, 2026      CC Regular meeting</p> <p><b><u>SEPTEMBER</u></b>            Tues., September 1, 2026      CC Regular meeting            Tues., September 15, 2026      CC Regular meeting</p> <p><b><u>OCTOBER</u></b>            Tues., October 6, 2026      CC Regular meeting            Tues., October 20, 2026      CC Regular meeting</p> <p><b><u>NOVEMBER</u></b>            Tues., November 3, 2026      CANCELLED Meeting            Tues., November 17, 2026      CC Regular Meeting</p> <p><b><u>DECEMBER</u></b>            Tues., December 1, 2026      CC Regular meeting            Tues., December 15, 2026 ☼ CC Regular meeting</p>
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Key:      **CC – City Council**      1<sup>st</sup> Tuesday & 3<sup>rd</sup> Tuesday

☼ **City Council Reorganization**



# STAFF REPORT

**TO:** CLAYTON CITY COUNCIL

**FROM:** Dennis Bozanich

**DATE:** January 6, 2026

**SUBJECT: Approve a Contract with CSG Consultants, Inc. for Design Engineering Services for the 2026 Pavement Rehabilitation Program Scheduled for the Summer 2026 and Authorize the City Manager to Sign the Contract.**

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## **RECOMMENDATION**

Staff recommends that the City Council:

- a. Approve the contract for design engineering services for the 2026 with CSG Consultants, Inc. for an amount not to exceed \$250,000,
- b. Authorize the City Manager to sign the contract, and
- c. Determine that this contract does not constitute a "project" under CEQA.

## **BACKGROUND**

In March 2025, the Council was provided the Final Pavement Management Program Report by Nichols Consulting Engineers which provided the City with updates on the current conditions of the street network and the impact of four funding scenarios on the future conditions of street networks.

The City Council voted to pursue Scenario 1B which included the selection of specific road rehabilitation (rehab) projects. The estimated total (design plus delivery of project treatments) 2026 Program costs for the seven selected road segments is \$2,000,000. The selected road segments are listed in Attachment A - Fee Proposal for Design Services. City staff is working to confirm the treatment selections and mobilization planning to further manage the overall costs of the 2026 Program.

## **ANALYSIS**

This contract with CSG Consultants, Inc. will provide the City with the necessary design engineering specification and support to be able to publish a Bid package in April 2026. This will be a little late but will provide the City and contractors sufficient time to implement the 2026 Pavement Rehab program during the summer and fall of 2026.

Two of the contracted services (curb ramp evaluation/redesign and pavement core sampling) are included in this package. Until the design engineering service commences, the City does not know how many curb ramps will require redesigning to meet current Americans with Disabilities Act (ADA) compliance. If fewer ramps need redesign, the City will save some money on this contract. (See Attachment B for details) Additionally, the core sampling costs of

this contract will allow the design engineers to better understand the pavement conditions below the surface and to better prepare the correct treatment and treatment design specifications. Currently, the 2026 Program include four different treatments for the selected road segments. If the treatments can be more standardized with a less impactful treatment without sacrificing road quality, then the City stands to save money by implementing the treatment with a lower cost intervention and save time and money on reducing the four different treatments.

### **CEQA**

Approval of this contract does not constitute a "project" under CEQA.

### **FISCAL IMPACT**

The contract will not exceed \$250,000. This "not to exceed" amount is close to the "soft cost" (design and construction management) estimates provided to the City Council on March 18, 2025. The total cost of the 2026 Pavement Rehab Program is already budgeted at \$2,000,000. Funding comes from a variety of sources including RMRA, HUTA and Measure J.

### **ATTACHMENTS**

[Att A - Clayton Pavement Scope of Work.pdf](#)

[Att B - Clayton Pavement - Fee Estimate 122625.pdf](#)



Employee-Owned

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[www.csgr.com](http://www.csgr.com)

December 26, 2025  
 Dennis Bozanich  
 Administrative Services Director  
 City of Clayton

**Subject: Fee Proposal for Design Services for 2026 Clayton Neighborhood Street Rehabilitation Project**

Dear Mr. Bozanich,

CSG Consultants is pleased to present this fee proposal to provide design services for the 2026 Clayton Neighborhood Street Rehabilitation Project (Project) for the City of Clayton (City). The construction budget is approximately \$2 million based on the Street Saver results. The Project will include seven (7) street segments for pavement rehabilitation treatments, which include micro-surfacing, mill & overlay, Cold-in-place Recycling (CIR) and Full-depth-reclamation (FDR). Other improvements will include ADA curb ramp upgrade, signing & striping replacement, utility adjustment & coordination, signal loop replacement and/or pedestrian push button adjustment.

Seg #	Street Name	Limit	Street Saver Treatment	CSG Assessment
1	Eagle Peak Ave	Keller Ridge Dr to Oakhurst Dr	CIR with 2.5" Overlay	Full Depth AC Replacement
2	North Mitchel Canyon Road	Clayton Rd to end	2" Grind & Overlay	2" Mill & Fill
3	Marsh Creek Road	El Molino Dr to Marsh Creek Rd/Clayton Rd	Micro-surfacing	Micro-surfacing
4	El Portal Drive	Regency Dr to City limit / El Pueblo Pl	10" FDR-C with 3" Overlay	FDR or Full Depth AC Replacement
5	Herriman Drive	Mitchell Canyon Rd to Tiffin Dr	2" Grind & Overlay	2" Mill & Fill
6	Mountaire Pkwy	Marsh Creek Rd to Mountaire Cir	Micro-surfacing	Micro-surfacing
7	Main Street	Oak Street to March Creek	12" FDR-C with 4" AC Overlay	Full Depth AC Replacement

***Prior to preparing this proposal, the project sites were field assessed by CSG staff to gain a clearer understanding of the scope of services requested and identified the key project challenges. In reviewing the site conditions and understanding the process of the previous City's pavement projects, CSG has assembled a high-quality team to start once given the Noticed-to-Proceed (NTP) by the City. CSG anticipates submitting the final bid set to the City by April 2026, assuming a NTP to be issued by early January 2026. A tentative project schedule is included at the end of this proposal.***

## SCOPE OF WORK

### Task 1 – Project Management

- Perform project management during design and construction phases.
- Attend a kickoff meeting, and up to three (3) design review meetings after CSG receive City’s comments on each milestone submittal.

### Task 2 – Background Research

- Perform topographic survey for up to twenty-two (22) curb ramp corners.
- Prepare base map for seven (7) street segments.
- Perform pavement investigations for up to twelve (10) pavement cores.
- Collect and review available as-built drawings, utility maps and right of way information provided by the City.
- Coordinate and review the latest utility maps and plans provided by utility owners.
- Perform site visits to verify roadway width, and utility locations.
- Document existing signing and striping.
- Conduct visual pavement assessments, including pavement conditions, distress and digout repair marking.
- Prepare pavement report and geotechnical findings.
- Evaluate existing curb ramps for ADA compliance (up to 35 ramps).

### Task 3 – PS&E Packages

- Design up to twenty-two (22) ADA curb ramps utilizing detail topographic survey.
- Develop pavement improvement and striping plans in 1” = 40’ scale, specifications, and engineer’s estimate at the 65% and 100% design levels in accordance with the latest City’s standards and supplemented by Caltrans Standards and California MUTCD. It is assumed that general provisions (“front end” boilerplate) will be provided by the City in Microsoft Word format for a similar type of project.
- Respond to City’s comments on each submittal package.
- Perform QA/QC before each milestone submittal.
- Prepare final bid set ready PS&E package after agreed review comments are addressed.

. The following table shows the anticipated plan sheets:

SHEET DESCRIPTION	NO. OF SHEETS
Title Sheet	1
General Note Sheet	1
Typical Sections	1
Pavement Improvement Plans	7
Signing & Striping Plans	7
Curb Ramp Details	6
Construction Details	2
Quantity Sheet	1
<b>Total</b>	<b>26</b>

***Deliverables:*** Plans, Specifications and Estimate in PDF at 65%, 100% Submittal and Final Bid Set. Responses to City’s comments for each submittal.

#### Task 4 – Bid & Construction Support

- Review and approve Contractor’s shop drawings and submittals for conformance to the plans and specifications.
- Respond to Contractor’s request for information (RFI).
- Update drawings reflect design changes.
- Prepare record drawings per contractor’s red-line markups.

**Deliverables:** Responses to RFI’s, Updated Drawings, Record Drawings

#### SCHEDULE

The schedule below is prepared based on the following design timeframe. A two-week city review period is anticipated for each design submittal. Additional review period by the city may directly impact on CSG’s submittal schedule.

MILESTONE	ANTICIPATED DUE DATES	DURATION
Notice to Proceed (Assumed)	1/7/2026	-
Topographic Survey	1/28/2026	3 weeks
Pavement Coring & Testing	2/27/2026	8 weeks
65% PS&E	2/11/2026	5 weeks
City First Review	2/25/2026	2 weeks
100% PS&E	3/25/2026	4 weeks
City Second Review	4/8/2026	2 weeks
Bid Set PS&E	4/22/2026	2 weeks

#### ASSUMPTIONS

CSG assumes the following scope of work to be excluded. Excluded services will be provided as additional scope and fee upon approval from City. Should any of the assumptions change as a result of the field visit, CSG may request adjustments to the fee as shown below commensurate with the extent of the changes.

- Right-of-way mapping survey at curb ramp corners.
- Surface and subsurface drainage improvements.
- Encroaching permits from agencies and utility companies.
- Modification to existing traffic signals.

Our fee for performing the tasks described above without the optional task will not exceed **\$225,047** as shown on the attached Design Fee Estimate. All the fees will be on a time and materials basis and the actual fee for completing the works may cost less than what are being proposed. We look forward to working on this project for the City. Please feel free to contact me at (415) 278-1595 or email me at davidseto@csgengr.com.

Sincerely,

David Seto, PE  
Project Manager

**CITY OF CLAYTON**  
**2026 CLAYTON NEIGHBORHOOD STREET REHABILITATION PROJECT**  
**DESIGN FEE ESTIMATE AND RESOURCE ALLOCATION (12/26/2025)**

Category	Principal Engineer	Senior Engineer	Associate Engineer	CSG Total		Topographic Survey	Pavement Investigations	CSG & Subconsultant TOTAL
	\$295	\$245	\$220	Hours	Cost	Cost	Cost	Cost
<b>TASK 1 – Project Management</b>								
Project Management	24			24	\$ 7,080			\$ 7,080
Kickoff Meeting & Design Review Meetings	8	8		16	\$ 4,320			\$ 4,320
<b>Task 1 - Subtotal</b>	<b>32</b>	<b>8</b>	<b>0</b>	<b>40</b>	<b>\$ 11,400</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 11,400</b>
<b>TASK 2 – Background Research</b>								
Topographic Survey				0	\$ -	\$ 49,687		\$ 49,687
Pavement Investigations (up to 10 cores)				0	\$ -		\$ 45,570	\$ 45,570
Utility Coordination & Review		4	16	20	\$ 4,500			\$ 4,500
Site Visit & Digout Marking		16	16	32	\$ 7,440			\$ 7,440
Pavement Report	16			16	\$ 4,720			\$ 4,720
Existing Curb Ramp ADA Assessment (up to 35 Ramps*)		8	8	16	\$ 3,720			\$ 3,720
<b>Task 2 - Subtotal</b>	<b>16</b>	<b>28</b>	<b>40</b>	<b>84</b>	<b>\$ 20,380</b>	<b>\$ 49,687</b>	<b>\$ 45,570</b>	<b>\$ 115,637</b>
<b>TASK 3 - PS&amp;E Packages</b>								
65% PS&E	12	40	96	148	\$ 34,460			\$ 34,460
100% PS&E	10	40	80	130	\$ 30,350			\$ 30,350
Final Bid Set	8	24	40	72	\$ 17,040			\$ 17,040
QA/QC	40			40	\$ 11,800			\$ 11,800
<b>Task 3 - Subtotal</b>	<b>70</b>	<b>104</b>	<b>216</b>	<b>390</b>	<b>\$ 93,650</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 93,650</b>
<b>TASK 4 - Bid &amp; Construction Support Services</b>								
Bid Support	2			2	\$ 590			\$ 590
Construction Support	2	4	6	12	\$ 2,890			\$ 2,890
Record Drawings			4	4	\$ 880			\$ 880
<b>Task 4 - Subtotal</b>	<b>4</b>	<b>4</b>	<b>10</b>	<b>18</b>	<b>\$ 4,360</b>			<b>\$ 4,360</b>
<b>TOTAL PROPOSED FEE (TASKS 1 TO 4):</b>								
	<b>122</b>	<b>144</b>	<b>266</b>	<b>532</b>	<b>\$129,790</b>	<b>\$49,687</b>	<b>\$45,570</b>	<b>\$225,047</b>
<b>TASK 5 - OPTIONAL</b>								
Right of Way Survey at Curb Ramp Corner (up to 22 Corners)				0	\$ -	\$ 23,987		\$ 23,987
<b>Task 5 - Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$ -</b>	<b>\$ 23,987</b>	<b>\$ -</b>	<b>\$ 23,987</b>
<b>TOTAL PROPOSED FEE WITH OPTIONAL TASKS</b>								
	<b>122</b>	<b>144</b>	<b>266</b>	<b>532</b>	<b>\$129,790</b>	<b>\$73,674</b>	<b>\$45,570</b>	<b>\$249,034</b>

\*Design & Survey for Each Additional Curb Ramp is \$4,500 (Optional)



# STAFF REPORT

**TO:** CLAYTON CITY COUNCIL

**FROM:** Leticia Miguel, City Clerk

**DATE:** January 6, 2026

**SUBJECT:** Certificates of Recognition to Public School Students for Exemplifying the "Do the Right Thing" Character Trait of "Kindness"

---

## **BACKGROUND**

Does not apply to this item

## **FISCAL IMPACT**

Does not apply to this item



# STAFF REPORT

**TO:** CLAYTON CITY COUNCIL

**FROM:** Leticia Miguel, City Clerk

**DATE:** January 6, 2026

**SUBJECT:** City of Clayton Police Department Medals and Awards

- Commendation for Life Preserving Efforts – NARCAN: Officer Stroski 1<sup>st</sup> and 2<sup>nd</sup> Award, Sergeant Enea 1<sup>st</sup> Award
- Commendation for Life Preserving Efforts – Medical Aid: Officer Stroski and Officer Wiggins 1<sup>st</sup> Award
- Life Saving Medal: Sergeant Enea 1<sup>st</sup> and 2<sup>nd</sup> Award, Officer Vice 1<sup>st</sup> Award, Officer Wiggins 1<sup>st</sup> Award

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## **BACKGROUND**

Does not apply to this item

## **FISCAL IMPACT**

No fiscal impact associated with this agenda item.



# STAFF REPORT

**TO:** CLAYTON CITY COUNCIL

**FROM:** Dennis Bozanich

**DATE:** January 6, 2026

**SUBJECT: Presentation on Preparing for Landscape and Maintenance District Renewal and 1% Sales Tax Increase Ballot Measures**

---

## **RECOMMENDATION**

Receive a presentation on the rules, roles, timing, optional actions, responsibilities, and limitations for the two ballot measures for the November 2026 Ballot - Landscape and Maintenance District (LMD) Renewal and a 1% Sales Tax increase.

## **BACKGROUND**

The City of Clayton continues to experience long-term structural pressures within the General Fund driven by rising labor costs, infrastructure maintenance obligations, and limited elasticity in existing revenue sources. As discussed during prior budget workshops and the Revenue Options project, the City's discretionary revenues are highly constrained and remain sensitive to economic volatility.

Since August, the City Council has received a series of presentation on the future financial needs of the City of Clayton, options for additional revenue and analysis on how each of the options would support the City's future financial needs. The City Council was also provided with information on the deadlines for ballot initiatives from the County's elections office.

At the December meeting, the City Council discussed and provided direction to staff to proceed with preparing for two ballot initiatives on the November 2026 General Election ballot - Renewal of the LMD and adding 1% to the City's sales tax rate.

## **ANALYSIS**

The presentation today will provide the Council and the community with key information to meet the ballot deadlines and to remain compliant with state election laws.

### **1. Legal and Procedural Framework**

Local tax measures are governed by the California Constitution and state election law. Key distinctions include:

- **General taxes** require approval by a simple majority (50% +1) of voters and must be placed on the ballot at a regularly scheduled general election. Revenues may be used

for any lawful municipal purpose.

- **Special taxes**, including Landscape Maintenance Districts, require approval by a two-thirds (66.67%) supermajority and must specify the purpose for which revenues will be used.

The presentation clearly delineates the permitted roles of City Council members, City staff, and residents during the ballot process. City staff are limited to providing factual, impartial information and may not advocate for or against a measure. Individual councilmembers may engage in advocacy in their personal capacity but may not use City resources to do so.

## **2. Landscape Maintenance District (LMD) Considerations**

The existing LMD provides a dedicated funding source for landscaping, medians, and related maintenance. Key considerations for Council include:

- **Expiration or renewal timing** of the current district
- Whether assessed amounts remain aligned with current service costs
- Potential adjustments to boundaries, assessment formulas, or service descriptions
- Voter fatigue or overlap with other potential ballot measures

As a special tax, any LMD renewal or amendment would require a two-thirds vote of approval, which historically presents a higher electoral threshold. However, the LMD's direct nexus to visible community services may enhance voter understanding and acceptance if properly structured and communicated.

## **3. General Sales Tax Measure Considerations**

A general sales tax offers several advantages:

- Broad-based revenue growth tied to economic activity
- Flexibility to support core municipal services, including public safety, street maintenance, and general operations
- Lower voter approval threshold (simple majority)

The Revenue Options project previously identified a local sales tax as the single most significant opportunity to materially improve Clayton's General Fund outlook over the next decade. However, sales taxes are also subject to regional competition, consumer sensitivity, and cumulative tax-rate ceilings. Council direction will be required regarding:

- The proposed tax rate - confirming the 1% increase in the sales tax rate,
- Whether the measure would include advisory spending priorities, and

- The timing relative to other local or regional measures.
- 

#### **4. Ballot Measure Preparation and Timeline**

The presentation outlines a structured, phased approach to ballot preparation, including options to include:

- **Public opinion research**, such as benchmark and feasibility polling
- **Message testing**, conducted in a non-advocacy, informational manner
- **Financial modeling** to align revenue projections with service needs
- **Ballot language stress-testing** to ensure clarity and legal defensibility
- Consideration of a **citizens' oversight committee**, where applicable

Key statutory deadlines include Council action to place measures on the ballot no later than early August for a November election, with significant preparatory decisions required in the spring and early summer.

---

#### **5. Community Engagement and Roles**

Residents play a central role in any successful ballot effort. While the City is restricted to neutral information, community members may:

- Organize independent campaign committees
- Participate in outreach, forums, and educational efforts
- Serve on oversight committees if established

Clear separation between City activities and independent advocacy is essential to ensure legal compliance and public trust.

#### **CEQA**

The recommended action is not a "project" under CEQA.

#### **FISCAL IMPACT**

At this stage, there is no immediate fiscal impact associated with receiving the presentation or providing policy direction. Should Council direct staff to proceed, future costs may include polling, legal review, and outreach materials, which would be addressed during the budget revisions scheduled for March.

Successful adoption of either or both measures would materially improve the City's long-term fiscal sustainability, with the general sales tax providing the greatest ongoing flexibility and

revenue potential.

**ATTACHMENTS**

[Att A - LMD & SUT Ballot Measures Presentation - Part 1.pdf](#)



# THE ROAD AHEAD: LMD & SALES TAX BALLOT MEASURES

a presentation to the Clayton  
City Council on January 6, 2026



# TOPICS

3	RULES OF THE ROAD: COUNCILS, STAFF & BALLOT MEASURE CAMPAIGNS
4	DIRECTIONS & “ARRIVAL” TIMES: PROPOSED PROCESS & TIMELINES
5	SCENIC ROUTE OR DIRECT: VARIABLES TO CONSIDER
6	WHO’S ON THE ROAD WITH US: ROLES FOR RESIDENTS
7	NEXT STEPS

# DO'S & DON'TS OF BALLOT MEASURE CAMPAIGNS



## ① CITY COUNCIL

- Adopts a reso or ordinance calling for the election & setting the ballot language, election date & tax details
- May identify the author(s) of arguments and rebuttals in support
- Cannot use public funds or resources to campaign for or against

## INDIVIDUAL COUNCILMEMBERS

- May provide objective information and campaign for or against the ballot measure without using city resources

②

## RESIDENTS

- May exercise their full First Amendment rights to support or not the ballot measure
- +50% for a general tax
- +66.6% for a special tax

④

## CITY STAFF

- May only provide factual, impartial information including through public hearings and staff reports

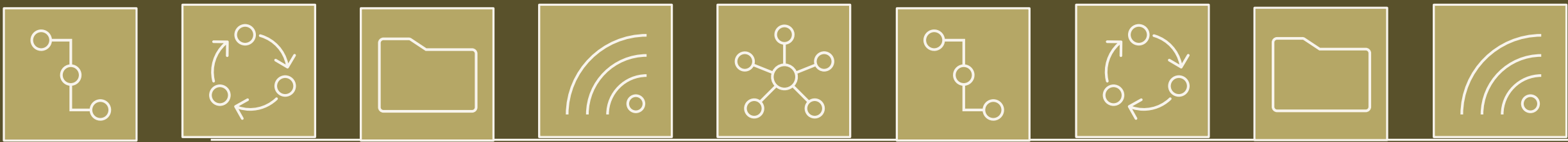
③

## LAUNCH

Deploy strategic networks with compelling e-business needs

⑤

# TIMELINE



FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

NOV

2/3 - Council action on polling and other variables for tax measurers, plus detailed calendar

FY26-27 Budget Revisions

4/7 - Community outreach team development

5/5 - General & Special tax ballot options decisions by the City Council

6/16 - Council actions to approve general tax ballot measure for extra 1% sales tax

7/7 - Council action to approve special tax ballot measure for amended LMD renewal

8/7 - Last day to place a measure on the ballot  
8/10 - Ballot Letters assigned

9/24 - Voter guide mailed to registered voters

11/3 - Election Day

## YEAR 2026

# BALLOT MEASURE PREP



## PREP ALREADY COMPLETED

- Fiscal analysis
- Consideration of general tax (1% sales tax) and special tax (LMD)

## VARIABLES TO CONSIDER

- Public opinion research
  - Benchmark and feasibility polling
  - Message testing (non-advocacy oriented)
- Stakeholder and community engagement
- Financial scenario and impact modeling
- Ballot language stress-testing
- Analysis of competing local or state measures
- Tax budgeting oversight committee

# ROLES FOR RESIDENTS



## FORMAL ELECTORAL PROCESS

- Voting
- Poll worker

## COMMUNITY ADVOCACY

- Organize an independent campaign committee
- Campaign volunteer
- Informational & educator roles
- Community organizing, forums or town halls
- Oversight committee participation, if needed



# NEXT STEPS

FEBRUARY 3, 2026 – DETAILED CALENDAR

MARCH 2026 – FY26-27 BUDGET REVISIONS

APRIL 7, 2026 – COMMUNITY OUTREACH  
TEAM DEVELOPMENT



# STAFF REPORT

**TO: CLAYTON CITY COUNCIL**

**FROM: Leticia Miguel, City Clerk**

**DATE: January 6, 2026**

**SUBJECT: City Manager's Report**

---

## **BACKGROUND**

Does not apply to this item

## **FISCAL IMPACT**

Does not apply to this item



# STAFF REPORT

**TO:** CLAYTON CITY COUNCIL  
**FROM:** Leticia Miguel, City Clerk  
**DATE:** January 6, 2026  
**SUBJECT:** City Council/Committees Reports

---

## **BACKGROUND**

The City Council provides a report of activities that took place between the city council meetings.

## **CEQA**

This item is not a project as defined by CEQA.

## **FISCAL IMPACT**

No fiscal impact associated with this agenda item.

## **ATTACHMENTS**

[Att A - City Council Committees Reports 20260106](#)

**Jim Diaz, Councilmember**

- 12-14 to 21-2025: Attended Menorah Lighting at the Clayton Corral.
- 12-16-2025: Attended Clayton City Council "Annual Reorganization" Meeting.
- 12-18-2025: Attended County Connection Board Meeting and Labor Contract Ratification Event.
- 12-21-2025: Attended and addressed the Hanukkah & Menorah Celebration at The Grove Park.
- 12-25-2025: Celebrated Christmas.
- 01-01-2026: Celebrated New Years.
- 01-06-2026: Meeting with City Manager.

**Holly Tillman, Councilmember**

- December 11th, I attended the Cal Cities East Bay Division holiday party hosted by the city of San Pablo.
- December 13th, I attended Wreaths Across America at Memorial Gardens Cemetery to place wreaths at the graves of veterans.
- December 14th, I attended the first night of Hanukkah and the lighting of the menorah at the corral in downtown Clayton. A huge thank you to Clayton resident Claude Heifetz for continuing this tradition.
- I also discussed the mayoral rotation with several residents over the past two weeks.

**Kim Trupiano, Councilmember**

- Weekly one-on-one meetings with City Manager, Kris Lofthus
- Lighting of the Menorah Celebration, December 16th, Corral Plaza
- Italian American Club, Holiday Dinner, December 17th, Pittsburg
- Discussions with residents about roads, paving and striping and issues at Regency parking area
- Christmas Bird Count, December 20th, led a bird count team throughout the City of Clayton with other attendees, including John Mercurio, East Bay Regional Parks District Board Member, on behalf of Mt. Diablo Birding Alliance. We saw 43 species of birds and the Countywide count broke last year's record.

**Richard G Enea, Vice Mayor**

- Met with City Manager
- Attended the Italian American dinner
- Appointed by the President of the League of California Cities to the Transportation, Communications, and Public Works policy committee
- Attended the Elks Club Christmas dinner
- Attended board meeting of the Black Diamond homeowners association

**Jeff Wan, Vice Mayor**

- Discussions with residents.
- Agenda planning with City Manager.



# STAFF REPORT

**TO:** CLAYTON CITY COUNCIL

**FROM:** Kraig Chalem, Senior Planner

**DATE:** January 6, 2026

**SUBJECT: Approve Resolution No. 01-2026 of the City Council of the City of Clayton Authorizing Revision of Resolution No. 06-2023 to Add a Finding Supporting the City's Housing Element Update and Introduce an Ordinance Amending the Clayton Municipal Code to Add Subsection 17.36.079 to Chapter 17.36 (General Regulations) of Title 17 (Zoning) Related to by Right Affordable Housing of Housing Element Opportunity Sites**

---

## **RECOMMENDATION**

That the City Council for the City of Clayton conduct a Public Hearing, accept written and spoken testimony, close the public hearing and adopt the attached Resolution No. 01-2026 authorizing revision to City's Housing Element Resolution noting that certain properties characteristics demonstrate that they are identified for redevelopment and are not impediments to additional residential development, and introduce an Ordinance amending the Clayton Municipal Code to add subsection 17.36.079 to Chapter 17.36 of Title 17 to clearly state that developments meeting affordable housing requirements are allowed by right.

## **BACKGROUND**

On January 17, 2023, the Clayton City Council adopted the Housing Element Update (HEU) for the 6th Housing Cycle, approved in December 2022. Following the public hearing, the City Council adopted Resolution No. 06-2023 certifying the Final Environmental Impact Report (EIR) prepared for the project and adopting the update to

## **DISCUSSION**

The City Council adopted the Housing Element on January 17, 2023, within the statutory deadline. After adoption, the City submitted the element to HCD for certification. HCD had many comments and staff followed up.

Staff had thought that all issues had been resolved with HCD. However, as noted above, HCD had two additional comments, which staff seeks to satisfy by essentially amending Resolution No. 06-2023, to incorporate a finding as noted below in the first bullet, and as noted in the second bullet amending the zoning code to satisfy state requirements regarding entitlements.

On December 23, 2025, staff presented the Resolution revision and proposed Ordinance to the Clayton Planning Commission, and the Commissioners recommended that the City

Council review and approve the Resolution and Ordinance as proposed.

Staff recommend the City Council review and approve the revision to City's HEU (Resolution, Attachment 'A'). So, the final revision addresses the following bullet points, and satisfies HCD's requirement for the subsequent certification of City's Housing Element Update:

HCD requires that the City make a finding that certain properties within the City of Clayton have been identified as referenced, likely to redevelop and do not constitute impediments to redevelopment within the planning period; and,

HCD requires that the Clayton Municipal Code reflects a state requirement that a non-vacant site that has been identified as a housing opportunity site in the City's prior housing element and a vacant site that has been included in two or more consecutive housing element planning periods shall be an allowed residential use by right if it at least 20% of the units are deed-restricted affordable units.

To effectuate this proposed change, staff recommends adopting Resolution No. 01-2026 authorizing revision to City's Housing Element Resolution noting that certain properties characteristics demonstrate that they are identified for redevelopment and are not impediments to additional residential development and Ordinance 502 amending Chapter 17.36 (General Requirements) of Title 17 (Zoning) by adding subchapter 17.36.079 (Housing Element Opportunity Sites) as follows:

**“17.36.079 - Housing Element Opportunity Sites.**

Pursuant to Government Code section 65583.2(c), a non-vacant site that has been identified as a housing opportunity site in the City's prior housing element and a vacant site that has been included in two or more consecutive housing element planning periods shall be an allowed residential use by right for housing developments where at least twenty percent of the units are affordable to lower income households. Pursuant to Government Code section 65583.2(i), the development shall comply with all objective development standards, and a proposed subdivision of the property shall be subject to all applicable laws. If applicable, such projects shall be subject to design review.”

### **CEQA**

On January 17, 2023, in accordance with the California Environmental Quality Act (CEQA, Public Resources Code section 21000 et seq.) and the State CEQA Guidelines (California Code of Regulations, section 15000 et seq.), the Clayton City Council certified a Final Environmental Impact Report (EIR; State Clearinghouse No. 2022030086) that analyzed the potential impacts on the environment that could occur with adoption of the Housing Element update and related amendments to land use regulations. The additional finding and the housing-related Zoning amendment as summarized above are within the scope of the project analyzed in the certified EIR.

the Housing Element and the associated Land Use Element and Land Use Diagram amendments. City Council Resolution No. 06-2023 (as well as the Planning Commission Resolution No. 04-2022) recommending adoption of the General Plan amendments.

At its January 16, 2024, meeting, the City Council adopted amendments to Clayton Municipal Code Title 17 (Zoning) to implement certain adopted Housing Element policies. The HEU and zoning amendments were forwarded to the State Housing and Community Development

Agency (HCD) for certification process by the Agency. The correspondence between the City and HCD has been ongoing for that certification, resulting in HCD's requirement for the subject amendments. Subsequently, HCD requires that the City make a finding that certain properties within the City of Clayton have been identified as being likely redeveloped and do not constitute impediments to redevelopment within the planning period. Additionally, HCD requires that the Clayton Municipal Code reflects a state requirement that a non-vacant site that has been identified as a housing opportunity site in the City's prior housing element and a vacant site that has been included in two or more consecutive housing element planning periods shall be an allowed residential use by right if it has at least 20% of the units are deed-restricted affordable units.

### **FISCAL IMPACT**

There are no immediate fiscal impacts associated with the project.

### **ATTACHMENTS**

[Att A - Resolution 20260106](#)

[Att B- Ordinance Amending Title 17-c1.](#)

**RESOLUTION NO. 1-2026**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLAYTON AUTHORIZING A REVISION OF RESOLUTION NO. 06-2023 TO ADD A FINDING SUPPORTING THE CITY OF CLAYTON HOUSING ELEMENT UPDATE AND ADOPT APPROVING A REVISION TO THE RESOLUTION ADOPTING THE CITY'S HOUSING ELEMENT BY ADDING A FINDING TO THE RECORD THAT NON-VACANT PROPERTIES IDENTIFIED IN THE CITY INVENTORY TO ACCOMMODATE LOWER INCOME REGIONAL HOUSING NEEDS ALLOCATION ARE NOT IMPEDIMENTS TO ADDITIONAL RESIDENTIAL DEVELOPMENT**

**City of Clayton, California**

**WHEREAS**, on January 17, 2023, the Clayton City Council adopted the Housing Element Update (HEU) for the 6th Housing Cycle, approved in December 2022; and,

**WHEREAS**, the City Council adopted Resolution No. 06-2023 certifying the Final Environmental Impact Report (EIR) prepared for the project and adopting the update to the Housing Element and the associated Land Use Element and Land Use Diagram amendments.; and

**WHEREAS**, on January 16, 2024, meeting, the City Council adopted amendments to Clayton Municipal Code Title 17 (Zoning) to implement certain adopted Housing Element policies; and

**WHEREAS**, the HEU and zoning amendments were forwarded to the State Housing and Community Development Agency (HCD) for certification process by the Agency. The correspondence between the city and HCD has been ongoing for approximately two years for that certification resulting in HCD's requirement for numerous amendments; and

**WHEREAS**, staff submitted the additional ADU proposal to HCD in June 2025, to satisfy the mobility requirement, and the state agency indicated that the new amendment to the program would satisfy the mobility issue.

**WHEREAS**, at a public meeting held on August 12, 2025, the Clayton Planning Commission considered the revision of the Housing Element and recommended the City Council to approve the revision; and

**WHEREAS**, at a public meeting held on August 19, 2025, the Clayton City Council considered the revision of the Housing Element Update by allowing an additional attached Accessory Dwelling Unit to the approved Housing Element; and,

**WHEREAS**, at a public meeting held on December 23, 2025, the Clayton Planning Commission considered the revision of the Housing Element Update Resolution 6-2023 by amending the Resolution to add an additional finding to read as follows:

**“WHEREAS, based on fact that properties with existing uses on sites identified in the site inventory (see Tables 5-5 through 5-9; and, Figure 5-1, City of Clayton Housing Element) to accommodate the lower income RHNA have conditions that make those sites primed for redevelopment, including such conditions as property owners having expressed interest in redevelopment, zoning that accommodates higher densities than what exists currently, low building to land value ratios (underinvestment), the presence of only one single-family unit on the site, flat topography with frontage on a major street, adjacency to existing multifamily housing, and city ownership of properties, those existing uses are likely to be discontinued during the planning period as also more detailed in the Housing Element, and therefore do not constitute an impediment to additional residential development during the period covered by the housing element.”**

**NOW, THEREFORE BE IT RESOLVED**, that the City Council of the City of Clayton, California, does hereby approve Resolution 1-2026, amending Resolution 6-2023 by adding that finding as noted above.

**PASSED, APPROVED AND ADOPTED** by the City Council of the City of Clayton, California, at a regular public meeting thereof held on the 6th day of January 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

The City Council of Clayton, CA

---

Jeff Wan, Mayor

ATTEST:

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Leticia I. Miguel, City Clerk

**ORDINANCE NO. ###**

**AN ORDINANCE AMENDING THE CITY OF CLAYTON  
MUNICIPAL CODE TO ADD SUBSECTION 17.36.079 TO  
CHAPTER 17.36 (GENERAL REGULATIONS) OF TITLE 17  
(ZONING) RELATED TO BY RIGHT AFFORDABLE HOUSING  
OF HOUSING ELEMENT OPPORTUNITY SITES**

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

**The City Council of the City of Clayton DOES ORDAIN as follows:**

**Section 1. Recitals**

**WHEREAS**, on January 17, 2023, the Clayton City Council adopted the Housing Element Update (HEU) for the 6th Housing Cycle, approved in December 2022.;" and,

**WHEREAS**, the City Council adopted Resolution No. 06-2023 certifying the Final Environmental Impact Report (EIR) prepared for the project and adopting the update to the Housing Element and the associated Land Use Element and Land Use Diagram amendments.; and,

**WHEREAS**, on January 16, 2024, meeting, the City Council adopted amendments to Clayton Municipal Code Title 17 (Zoning) to implement certain adopted Housing Element policies; and,

**WHEREAS**, Staff submitted the additional ADU proposal to HCD in June 2025, to satisfy the mobility requirement, and the state agency indicated that the new amendment to the program would satisfy the mobility issue; and,

**WHEREAS**, at a public meeting held on August 12, 2025, the Clayton Planning Commission considered the revision of the Housing Element and recommended the City Council to approve the revision; and,

**WHEREAS**, at a public meeting held on August 19, 2025, the Clayton City Council considered the revision of the Housing Element Update by allowing an additional attached Accessory Dwelling Unit to the approved Housing Element; and,

**WHEREAS**, the HEU and zoning amendments were forwarded to the State Housing and Community Development (HCD) Agency for certification process by the Agency; and,

**WHEREAS**, City Staff has resolved all issues with HCD except for an amendment to the zoning code required by state law noting entitlements for multifamily development as shown in the code amendment; and,

**WHEREAS**, California Government Code section 65854 requires that the Planning Commission, in its capacity as an advisory body to the City Council on matters of land use, hold a duly noticed public hearing on a proposed zoning ordinance or amendment to a zoning ordinance; and,

**WHEREAS**, CMC section 17.56.060 gives authority to the Planning Commission to make recommendations to the City Council on proposed amendments to CMC Title 17 and states further that "[n]o recommendation for amendment shall be made unless the Planning Commission finds that such proposed amendment, is in general conformance with the General Plan, if one be in effect at said time, and that the public necessity, convenience and general welfare require the adoption of the proposed amendment;" and,

**WHEREAS**, on December 23, 2025, the Planning Commission held a duly noticed public hearing and adopted Resolution No. 7-2025 making findings as requested by HCD and recommending that the City Council approve the proposed amendments to CMC Title 17.36; and,

**WHEREAS**, on January 6, 2026, the Clayton City Council conducted a public hearing on the amendments to CMC Title 17.36 (Zoning) and at that public hearing, received and considered the Planning Commission recommendation and other public testimony and evidence, both spoken and written.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CLAYTON DOES ORDAIN AS FOLLOWS:**

**Section 2. Findings.** In accordance with CMC section 17.56.100, the City Council makes the following findings:

Based on the information in Community Development Department files on this project, incorporated here be reference and available for review at City Hall, 6000 Heritage Trail in Clayton, the City Council finds that:

- A. The foregoing recitals are true and correct and are incorporated herein by reference.
- B. The proposed Zoning Ordinance Amendment is consistent with the General Plan, and specifically, Land use Goals 2, 4 and 10; and Housing Element Goal 2 and Policy 2.3. Together, these goals and policies encourage diversity in housing types and tenures, support appropriate development controls through zoning regulation, and facilitate construction of multi-family housing while complying with state law.

**Section 3. Zoning Ordinance Amendment**

Based on the findings and the authority set forth above, the City Council hereby amends Chapter 17.36 (General Regulations) of Title 17 (Zoning) of the Clayton Municipal Code to add subsection 17.36.079, as follows (additions are in underline):

**“17.36.079 - Housing Element Opportunity Sites.**

Pursuant to Government Code section 65583.2(c), a non-vacant site that has been identified as a housing opportunity site in the City’s prior housing element and a vacant site that has been included in two or more consecutive housing element planning periods shall be an allowed residential use by right for housing developments where at least twenty percent of the units are affordable to lower income households. Pursuant to Government Code section 65583.2(i), the development shall comply with all objective development standards, and a proposed subdivision of the property shall be subject to all applicable laws. If applicable, such projects shall be subject to design review.

**Section 4. Severability.**

If any section, subsection, sentence, clause, or phrase of this Ordinance, or the application thereof to any person or circumstances, is held to be unconstitutional or to be otherwise invalid by any court competent jurisdiction, such invalidity shall not affect other provisions of clauses of this ordinance or application thereof which can be implemented without the invalid provisions, clause, or application, and to this end such provisions and clauses of the Ordinance are declared to be severable.

**Section 5. Environmental Review.**

On January 17, 2023, in accordance with the California Environmental Quality Act (CEQA, Public Resources Code section 21000 et seq.) and the State CEQA Guidelines (California Code of Regulations, section 15000 et seq.), the Clayton City Council certified a Final Environmental Impact Report (EIR; State Clearinghouse No. 2022030086) that analyzed the potential impacts on the environment that could occur with adoption of the Housing Element update and related amendments to land use regulations. The housing-related Zoning amendment is within the scope of the project analyzed in the certified EIR.

**Section 6. Effective Date and Publication.**

This ordinance shall become effective thirty (30) days from and after its passage. Within fifteen (15) days after the passage of the Ordinance, the City Clerk shall cause the Ordinance, with the names of those City Council members voting for and against it, to be posted in three (3) public places heretofore designated by resolution by the City Council for the posting of ordinances and public notices. Further, the City Clerk is directed to cause the amendments adopted in Section 3 of this ordinance to be entered

into the City of Clayton Municipal Code.

The foregoing Ordinance was introduced at a regular public meeting of the City Council of Clayton, California held on the 6th day of January, 2026, and

**PASSED, ADOPTED AND ORDERED** posted by the City Council of Clayton, California at a regular public meeting thereof on February 3, 2026, by the following vote:

AYE:

NAY:

ABSENT:

ABSTAIN:

THE CITY COUNCIL OF CLAYTON, CALIFORNIA

---

Jeff Wan, Mayor

ATTEST:

---

Leticia I. Miguel, City Clerk

APPROVED AS TO FORM:

---

Malathy Subramanian, City Attorney

APPROVED BY ADMINISTRATION

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Kris Lofthus, City Manager



# STAFF REPORT

**TO:** CLAYTON CITY COUNCIL

**FROM:** Leticia Miguel, City Clerk

**DATE:** January 6, 2026

**SUBJECT:** Discuss and Approve City Council Committees and Assignments for Standing/Ad-Hoc Committees and Liaison Positions

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## **RECOMMENDATION**

Discuss and approve City Council Committees and Assignments for Standing/Ad Hoc Committees and Liaison positions for 2026.

## **BACKGROUND**

The Mayor determines the assignments working with City Council members to finalize City Council Assignments, Standing/Ad-Hoc Committees and Liaisons.

## **DISCUSSION**

Review the current City Council Assignments, Standing/Ad-Hoc Committees and Liaisons, and descriptions for 2026.

## **CEQA**

CEQA: This proposed action is not a project as defined by CEQA.

## **FISCAL IMPACT**

Appointment to these committees does not create any additional fiscal impact.

## **ATTACHMENTS**

[Att A - City Council Committee Assignment Descriptions](#)

[Att B - City Council Committee Assignments 20260106](#)

## CITY COUNCIL ASSIGNMENTS STANDING/AD-HOC COMMITTEES/LIAISONS

### **Association of Bay Area Governments (ABAG)**

Created in 1961, ABAG is the regional council of governments for the larger Bay Area, as required by state law. It partners with local governments to provide planning and research related to land use, housing, environmental and water resource protection, disaster resilience, energy efficiency and hazardous waste mitigation, risk management, financial services and staff training. ABAG is the determiner/distributor of the Regional Housing Needs Allocation (RHNA) numbers funneled by the state of California to local governments in the Bay Area.

- Public meetings of the General Assembly and the Executive Board are held in San Francisco at the Bay Area Metro Center Board Room, 375 Beal Street, San Francisco, CA.

### **City Budget/Audit Committee**

Offers initial feedback to the City Manager and the Finance Manager regarding the staff recommended City Budget for each fiscal year, typically meeting in the spring. It also offers initial feedback to staff on the Mid-Year Budget Review process.

- Meetings when called are held at Hoyer Hall during the business day. Meetings are not streamed live; they are recorded for posting after the meeting.

### **Citizens Corps Council (CERT)**

The City's Community Emergency Response Team (CERT) is comprised of local volunteers/residents willing and trained to render assistance during local disaster events. CERT is an adjunct to the Clayton Police Department. The Council liaison interfaces and interacts with the CERT team and the Council liaison is ideally CERT-certified [trained] as well.

- Meetings are held in-person at the Clayton Police Station (infrequently).

### **Clayton Financing Authority (CFA)**

A joint exercise of powers agency was established in December 1990 by the City as a separate legal public entity. It functions as a local financing authority initially created to issue redevelopment tax allocation bonds at a more favorable negotiated basis than a public basis. The CFA has the authority to incur, issue and manage public debt.

- Public meetings are held in the City Council Chambers on an as-needed basis, normally on a 1<sup>st</sup> or 3<sup>rd</sup> Tuesday evening following a City Council meeting.

### **Community Park Sports Field Ad-hoc Committee**

Meets as warranted to partner with organized community sports groups (e.g.: CVLL, MDSA) for mutual capital improvement and/or maintenance of the public sports fields at Clayton Community Park.

- Meetings are held at Clayton Community Park or at Clayton City Hall, as necessary.

### **Contra Costa Water District (CCWD) Liaison**

Council liaisons assigned will monitor agendas and actions of the CCWD Board of Directors and attend its public meetings, as needed, to address potential financial, community or stakeholder impacts. Clayton resides in Division 3 of this independent special public district.

- CCWD Board meetings are held on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesdays of each month at 6:30 p.m. at 1331 Concord Avenue, Concord, CA.

### **Central Contra Costa Transit Authority (CCCTA) - County Connection**

Formed in 1980 as a joint powers agency (JPA), CCCTA provides fixed-route and paratransit bus services within Central Contra Costa County. Its Board consists of 11 members from each incorporated city in Central County and the county. A city's voting representative may be an elected official or other public official or a private person [per CCCTA].

- The Board meets the 3<sup>rd</sup> Thursday of each month at 9:00 a.m. at CCCTA Offices, 2999 Oak Road, Suite 110, Walnut Creek, CA. Additional CCCTA committee meetings may be required.

### **City Sponsored Special Events Committee (CSSE)**

Oversight for all city-sponsored and city co-sponsored special events, including but not limited to Concerts in the Grove, 4th of July, and Classic Car Show.

- Public meetings are usually held the 4th Monday of every month at 4:00 p.m. at Clayton City Hall.

### **"Do the Right Thing" Program**

MDUSD public and charter schools promote and coordinate the bi-monthly recognition of students exhibiting the seven (7) chosen character traits of Integrity, Responsibility, Inclusion, Courage, Kindness, Self-Discipline, and Respect.

- Program liaison works with Diablo View Elementary and Mt. Diablo Middle school to gather names of students to be recognized and presents certificates at the council meeting.

### **East Bay Division – Cal Cities**

One of the 16 regional divisions of the League of California Cities, the East Bay Division functions as a grassroots advocacy core of elected and appointed public officials to monitor and engage on state legislation impacting cities. The East Bay Division includes 33 city representatives in Alameda and Contra Costa counties.

- Meetings are held in the evening on the 4<sup>th</sup> Thursday of every other month; rotated at various locations within member cities.

### **East Contra Costa County Habitat Conservancy**

A joint exercise of powers authority (JPA) formed by the cities of Brentwood, Clayton, Oakley, Pittsburg and Contra Costa County to implement its Habitat Conservation Plan (HCP). The HCP is designed to protect natural resources in eastern Contra Costa County while improving and streamlining the environmental permitting process for impacts on endangered species. Each city representative is a voting member of the JPA Board of Directors.

- Public meetings are usually scheduled for the 4<sup>th</sup> Monday of every other month at 2:30 p.m. at host city rotation sites. Meetings are in person with a virtual option for public participation.

### **Energy Services and Infrastructure Renewal Committee (Ad Hoc)**

This committee was created in early 2023 in order to serve as an oversight committee for all things related to energy savings and infrastructure, particularly the Climatec project/contract and LED conversion with PG&E.

- ▶ Public meetings are usually held during the business day, the 2<sup>nd</sup> Monday of every month; start time may vary.

### **Clayton Library Foundation Liaison**

Attends, shares information, and receives issues of concern with the Foundation's Board of Directors regarding the City's ownership and maintenance of this public facility. The Council liaison is not a member of the Library Foundation Board.

- Foundation Board meetings are held the 2<sup>nd</sup> Tuesday of each month at 6:30 p.m. in the Clayton Community Library.

### **Mayors' Conference – Contra Costa County**

Established in 1951, the Conference provides an educational forum for local elected public officials and a place to network and exchange information. The Conference also serves as the Contra Costa City Selection Committee [state law] to appoint city representation to area-wide agencies. Each city designates its own voting delegate, usually its mayor as the name implies.

- Public meetings are held on the first Thursday of each month. The meeting

location rotates among the 19 Contra Costa cities/towns.

### **Mt. Diablo School District Liaison Committee**

Interfaces with and communicates with Mount Diablo Unified School District (MDUSD) elected officials on issues of mutual benefit or concern. Monitors public activities and actions of the school district to report on matters of public interest or impact to the community or the public school campuses.

- Meetings are held when necessary.

### **Oakhurst Geological Hazard Abatement District (GHAD)**

The Clayton City Council serves as the Board of Directors for this special public district. The District oversees the demarcated geological hazard abatement area overlapping portions of the incorporated city and the Oakhurst Development area. It has the authority, but not the obligation, to abate or repair geological hazards or damage to public infrastructure or open space properties within the District.

- Public meetings are held in the Council Chambers as necessary, usually before or following a regularly scheduled City Council meeting.

### **Trails and Landscaping Committee (TLC) Liaison**

The Citywide Landscaping Maintenance District is a legally formed community facilities district (CFD 2007-1). The City Council functions as the District's governing body and appoints up to 11 residents to the District's citizens' advisory committee. The current Vice Mayor automatically serves as the Council's liaison to attend the TLC's meetings and assist in the exchange of information, City policies, and concerns with committee members.

- Public meetings of the TLC are scheduled as necessary and held in Hoyer Hall.

### **TRANSPAC**

The Regional Transportation Planning Committee (RTPC) for Central Contra Costa County. It is responsible for the development of transportation plans, projects and programs for the Central County areas. It also appoints two (2) of its representatives to the Central Contra Costa Transportation Authority (CCTA). Its Board is comprised of elected public officials from each of the 5 cities in Central County (Clayton, Concord, Martinez, Pleasant Hill, and Walnut Creek) plus the county supervisor representing the Central County area.

- Public meetings are usually held on the 2<sup>nd</sup> Thursday of every month at 9:00 a.m. in at Pleasant Hill City Hall, 100 Gregory Lane, Pleasant Hill, CA.

### **City Flag Ad-Hoc**

The ad hoc committee for a new city flag is a temporary group formed to create the process and make recommendations for a flag that represents the city. The city does not have an official flag but desires creating a flag that reflects its history, values, and

community identity more clearly. The committee's purpose is to research meaningful symbols, gather public input, review and develop design processes, and evaluate proposed designs for clarity and effectiveness. The committee then makes a recommendation to the city council, and because it is ad hoc, it disbands once its work is completed and a final recommendation is submitted.

- The ad hoc committee will meet as needed and does not have a set meeting schedule.

### **Interview Committees**

a) Planning Commission applicants

The City Council, as a whole, interviews citizen applicants for consideration for appointment to vacancies or term of office expirations on this statutory land use body.

- Interviews are held when needed at a public meeting of the City Council.

b) Trail and Landscaping Committee applicants

Sub-committee of the City Council interviews citizen applicants for consideration and recommendation to the City Council for appointment to this citizen advisory committee.

- Interviews are scheduled and held when needed; location determined by interview committee. Appointment made at a public meeting of the City Council.

## Committee and Ad-Hoc Assignments 2025

	2025	
	Primary	Alternate
Association of Bay Area Governments (ABAG)	Tillman	Diaz
Budget/Audit Standing Committee	Wan/Trupiano	
Citizens Corps Council (CERT)	Diaz	Trupiano
Clayton Financing Authority (CFA)	Discontinue	
City Flag Ad Hoc	Trupiano	Diaz
City Sponsored Special Events Committee	Trupiano/Wan	
Clayton Library Foundation Liaison	Trupiano	Tillman
Community Park Sports Fields Committee	Enea/Wan	
Contra Costa Water District (CCWD) Liaison	Diaz	Enea
Central Contra Costa Transit Authority (CCTA)	Diaz	Tillman
Do the Right Thing / Unsung Heroes Program	Tillman	Trupiano
East Bay Division - League of California Cities	Enea	Diaz
East Contra Costa County Habitat Conservancy	Trupiano	Wan
Internship/Training Committee	Discontinue	
Interview Committees - Planning Commission	Council	
Interview Committees - Trails and Landscaping	Council	
Mayor's Conference - Contra Costa County	Council	
Mt. Diablo School District Liaison	Tillman/Enea	
Trails and Landscape Committee (TLC) Liaison	Tillman/Wan	
TRANSPAC	Enea	Tillman
Unsung Hero	Council	