



CLAYTON CITY COUNCIL SPECIAL MEETING AGENDA

**MONDAY, JUNE 29, 2026
6:00 PM**

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

Jeff Wan, Mayor

Richard Enea, Vice Mayor
Holly Tillman, Councilmember

Jim Diaz, Councilmember
Kim Trupiano, Councilmember

1. CALL TO ORDER AND ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. CONSENT CALENDAR

The Consent Calendar includes routine items that are to be enacted by one motion. There will be no separate discussion of these items. If discussion is requested, the item will be removed from the Consent Calendar and considered separately.

- (a) Adopt Two Resolutions to Initiate the Process for Conducting the City of Clayton's General Municipal Election on November 3, 2026

4. CLOSED SESSION

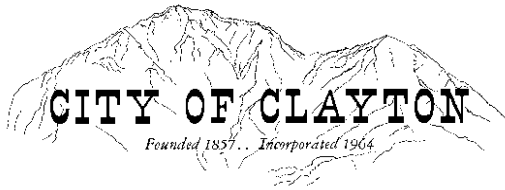
5. ADJOURNMENT

The next regularly scheduled meeting will be July 7, 2026. For meeting information and materials, please visit the City's website.

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](#).
- 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's website](#).
- 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](#).
- 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](#) 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: Honorable Mayor and Councilmembers

FROM: Melissa Rhodes, City Clerk/Assistant to the City manager

DATE: June 29, 2026

SUBJECT: Adopt Two Resolutions to Initiate the Process for Conducting the City of Clayton's General Municipal Election on November 3, 2026

RECOMMENDATION

Adopt a Resolution Calling a General Municipal Election on November 3, 2026; Requesting and Consenting to Consolidation of the Said General Municipal Election and Setting Specifications of the Election Order; and Adopt a Resolution Adopting a Policy for Voluntary Municipal Candidates' Statements to be Printed in Voter Information Pamphlets.

BACKGROUND

The City Council adopted Ordinance 236-87 to conduct the City's general election on the day of the statewide general election. The City Council is required to adopt a resolution calling and ordering a general municipal election to be held in the City of Clayton Tuesday, November 3, 2026.

The first Resolution calls the election for two (2) City Council seats (4-year term of office expiring 2030), requests the Contra Costa County Board of Supervisors to permit consolidation with other elections, requests the Contra Costa County Registrar of Voters to conduct the election, and commits the City to reimburse the County for all local election services rendered. The Registrar of Voters' Office will conduct services related to our Municipal Election, such as preparing, printing, and mailing sample ballots and voter information pamphlets, providing absentee voter ballots for use by qualified electors, appointing precinct boards and designating polling places, conducting and canvassing the returns of the election and certifying the votes cast.

The second Resolution adopts the City's past practice regarding municipal candidates' statements. By adopting this Resolution, the City Council takes the step of establishing the voluntary candidate's statement word limit at 200 words. Pursuant to Elections Code Section 13307, the City Council may establish a candidate statement word limit of either 200 or 400 words. In past elections, the City Council has determined that a 200-word limit is sufficient. This year's cost has not yet been established by the County Elections Office. The cost for a voluntary Candidate's Statement based on the historical 200-word limit will be \$323. If the word count exceeds 200 words, the cost will be doubled. This county-stated costs include translation services to translate the candidate's statements to Mandarin and Spanish.

By previous action in February 2013, the City Council adopted Ordinance No. 443 standardizing the deposit and filing fee for Municipal Election candidates. The Ordinance sets the candidate filing fee at \$25.00 and sets the candidate statement fee at the rate of the estimate provided by the County Elections Office.

DISCUSSION

The City Council will consider requesting the Contra Costa County Board of Supervisors consolidate the City of Clayton Municipal Election with the Statewide General Election. The City Councilmembers will determine whether the statement of qualifications each candidate is allowed to place in the sample ballot should be a maximum of 200 or 400 words and whether the City or each candidate should pay the costs associated with printing their candidate statement.

FISCAL IMPACT

Funding for this election has been budgeted in the Fiscal Year 2025/2026 budget.

CEQA IMPACT

None

ATTACHMENTS

1. Resolution Calling for a Municipal Election on November 3, 2026
2. Resolution adopting policy for Candidate Statements

RESOLUTION NO. 23-2026

**A RESOLUTION CALLING A GENERAL MUNICIPAL
ELECTION ON NOVEMBER 3, 2026; REQUESTING AND
CONSENTING TO CONSOLIDATION OF THE SAID
GENERAL MUNICIPAL ELECTION AND SETTING
SPECIFICATIONS OF THE ELECTION ORDER**

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

WHEREAS, by state law the Clayton City Council must call for a General Municipal Election to be held this year on Tuesday, November 3, 2026 to fill certain municipal offices; and

WHEREAS, other elections may be held in whole or in part of the territory of the City and it is to the advantage of the City and its voters to consolidate such electoral matters pursuant to Elections Code Section 10002; and

WHEREAS, Elections Code Section 10002 requires the City to reimburse the county in full for the services performed upon presentation of a bill to the City by the County Elections Official; and

WHEREAS, Elections Code Section 13307 requires that before the nominating period opens the governing body must determine whether a printing charge shall be levied against each candidate submitting a candidate's statement to be sent to the voters; and may establish the cost; and determine whether the cost be paid in advance; and

WHEREAS, Elections Code Section 12101 requires the publication of a notice of the election once in a newspaper of general circulation in the City; and

WHEREAS, tie votes shall be determined by lot unless the city council adopts the provisions of Elections Code 15651 (b) prior to the conduct of the election resulting in the tie vote.

NOW, THEREFORE, IT IS HEREBY ORDERED by the City Council of Clayton, California, that a General Election shall be held in accordance with the following specifications:

1. The City Council of Clayton hereby respectfully requests of the County of Contra Costa, and herein consents to, the consolidation of its municipal election with other elections, which may be held on said day in whole or in part of the territory of the City, as provided in Elections Code 10002.
2. The City will reimburse the County for the actual cost incurred in conducting the election upon receipt of a bill stating the amount due as determined by the elections official.

3. The Candidate Statements will be limited to 200 words. As a condition of having the Candidate's Statement published, the candidate shall pay the cost at the time of filing. Candidate Statements past 200 words will double in price.
4. The City Council herein directs the City Clerk to publish the Notice of Election in the East Bay Times, which is a newspaper of general circulation that is published daily in the City of Clayton.
5. In the event two or more candidates receive an equal number of votes, the resolution of a tie vote will be by lot, pursuant to Section 15651 (b) of the Elections Code of the State of California.
6. The City Council herein directs the City Clerk to send a certified copy of this Resolution to the Registrar of Voters and the Board of Supervisors of Contra Costa County.

PASSED, APPROVED AND ADOPTED by the City Council of Clayton, California at a special public meeting thereof held on the 29th day of June 2026 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

THE CITY COUNCIL OF CLAYTON, CA

Richard Enea, Vice Mayor

ATTEST:

Melissa Rhodes, City Clerk

RESOLUTION NO. 24-2026

A RESOLUTION ADOPTING A POLICY FOR VOLUNTARY MUNICIPAL CANDIDATES' STATEMENTS PRINTED IN VOTER INFORMATION PAMPHLETS

THE CITY COUNCIL City of Clayton, California

WHEREAS, the Clayton City Council has ordered a Municipal Election to be held on Tuesday, November 3, 2026 as set forth in Resolution No. 23-2026; and

WHEREAS, California Elections Code Section 13307 requires the governing body of any local agency to adopt regulations pertaining to materials prepared by any candidate for the municipal election, including costs of the voluntary candidates' statements.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Clayton, California does hereby establish the following policy regarding municipal candidates' statements:

1. Candidate's statements are voluntary and shall not exceed 200 words each.
2. Candidate's statements may include the name, age and occupation of the candidate and a brief description regarding the candidate's education and qualifications. Candidate's statements shall not include party affiliation of the candidate, nor membership or activity in partisan political organizations.
3. Candidate's statements shall be prepared on the form provided by the City Clerk to meet the requirements of the Contra Costa County Elections Department.
4. Each candidate will be required to make a payment of in the amount of \$323 when filing a candidates' statement with the City Clerk during the nomination period. This fee includes the cost of printing, handling, and mailing the candidates' statements in English, Spanish and Mandarin (mandatory translation, per Federal and State Regulations).
5. Candidates are subject to and must pay a \$25.00 local filing fee when nomination papers are filed with the City Clerk.
6. No additional candidate's items shall be included in the Voters' Information Pamphlet.

PASSED, APPROVED AND ADOPTED by the City Council of Clayton, California at a special public meeting thereof held on the 29th day of June 2026 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

THE CITY COUNCIL OF CLAYTON, CA

Richard Enea, Vice-Mayor

ATTEST:

Melissa Rhodes, City Clerk