



**CLAYTON CITY COUNCIL
REGULAR MEETING AGENDA**

**TUESDAY, SEPTEMBER 16, 2025
7:00 PM**

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

Kim Trupiano, Mayor

*Jeff Wan, Vice Mayor
Holly Tillman, Councilmember*

*Jim Diaz, Councilmember
Richard G Enea, 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

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) Approve August 19, 2025 Minutes
[\(View\)](#)

5. RECOGNITIONS AND PRESENTATIONS

- (a) Presentation Certificate for Unsung Hero for the Month of August 2025, Mechele Fong
[\(View\)](#)

- (b) Introduction of New Employee ,Kraig Chalem, Senior Planner
[\(View\)](#)
- (c) Presentation and Update by Supervisor Ken Carlson
[\(View\)](#)
- (d) Presentation of Checks to the Parent Faculty Clubs for the Elementary and Middle Schools
[\(View\)](#)
- (e) Presentation of Proclamation Honoring Officer Stroski as this Year's Blue Knight Award Recipient
[\(View\)](#)

6. REPORTS

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

7. PUBLIC HEARINGS

8. ACTION ITEMS

- (a) Consider Adopting a Resolution of the City Council of the City of Clayton Declaring there Is No Need for the City of Clayton Successor Agency to the Redevelopment Agency to Function in the Community and Requesting that the Contra Costa County Oversight Board Approve the Dissolution of the City of Clayton Successor Agency
[\(View\)](#)
- (b) Consider Approval of a Contract Amendment No. 4 with Theis Engineering and Associates for City Engineering services and Authorization for the City Manager to sign the Amendment on behalf of the City.
[\(View\)](#)
- (c) Consider Adopting Resolutions Approving the Reclassification of the Management Analyst to Project Manager, Amending the Management Memorandum of Understanding (MOU), and Amending Clayton's Salary Schedule Effective September 16, 2025[1] , in Compliance with CalPERS Requirements to Provide a Publicly Available Salary Schedule
[\(View\)](#)
- (d) Future Revenue Options – Financial and Service Needs Impacting the City's Long-Term Budget Deficit - Part Two
[\(View\)](#)
- (e) Consider Designating Voting Delegate and Voting Delegate Alternate for the League of California Cities Annual Conference Being Held in Long Beach, California, on October 8 -10 ,2025
[\(View\)](#)

9. CLOSED SESSION

- (a) Public Employee Performance Evaluation (Gov. Code 54957)
Title: City Manager
[\(View\)](#)
- (b) Conference with Labor Negotiators (Gov. Code 54957.6)
Agency Designated Representative: Mayor Trupiano
Unrepresented Employee: City Manager
[\(View\)](#)

10. ADJOURNMENT

The next regularly scheduled meeting of the City Council will be October 21, 2025. For meeting information and materials, please visit the City's website at www.claytonca.gov

Meeting Information and Access

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

FROM: Leticia Miguel, City Clerk

DATE: September 16, 2025

SUBJECT: Approve August 19, 2025 Minutes

BACKGROUND

Does not apply to this item

FISCAL IMPACT

No fiscal impact associated with this agenda item.

ATTACHMENTS

[Att A - MIN 2025-08-19 DRAFT.pdf](#)



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

Tuesday, August 19, 2025

7:00 PM

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 7:00 PM by Charlie Meriam (winner of the Mayor of the Day' fundraiser at the elementary school) 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
Management Analyst, Dennis Bozanich
City Attorney, Mala Subramanian
Police Chief, Jeremy Crone
City Clerk, Leticia I. Miguel
Administrative Clerk, Skyler Aitken

2. PLEDGE OF ALLEGIANCE

Charlie Meriam led the Pledge of Allegiance.

City Manager, Kris Lofthus announced updates to the agenda.
Closed Session was moved to take place after Item 8. Action Items.

3. PUBLIC COMMENT ON NON-AGENDA ITEMS

No public comment was received.

4. CONSENT CALENDAR

No public comment was received.

A motion was made by Councilmember Diaz, seconded by Vice-Mayor Wan, 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 July 15, 2025, Minutes
- (b) Approve July 22, 2025, Minutes
- (c) Approve the Purchase of Two New Police Vehicles and Authorize the Disposal of a Police Vehicle as Surplus Property
- (d) Approve and Authorize the City Manager to Execute a Maintenance Services Contract with Brightview Tree Care Services, Inc. for Tree Maintenance and Consulting Services for a not to exceed amount of \$120,000.
- (e) Approve and Authorize the City Manager to Execute a Maintenance Services Contract with S2SERM, LLC for Weed Prevention and Abatement Services for a not to exceed amount of \$120,000.
- (f) Approve and Authorize the City Manager to Execute the Professional Services Contract with R3 for SB 1823 Implementation, Public Contracting Code Section 12209, as updated and Cal Recycle Grant Management.

5. RECOGNITIONS AND PRESENTATIONS

- (a) Unsung Hero - Sarah Brinkman

Mayor Trupiano presented Sarah Brinkman the Unsung Hero Award and highlighted the ways in which Sarah has bettered the Clayton community.

No public comment was received.

- (b) Mayor of the Day Presentation

Mayor Trupiano presented Charlie Meriam with the Mayor of the Day & owner of The Village Market, Johnny presented as well.

No public comment was received.

- (c) Receive a Report on the Status of the Climatec Project

Bern Carter, Jacob Andreola, & Robert Redding presented an update on the Climatec project

No public comment was received.

6. REPORTS

(a) City Manager's Report

City Manager Lofthus made the following announcements:

- *The September 2nd City Council meeting will be cancelled; the next meeting is September 16th*
- *The Hispanic Heritage Event will take place September 20th*
- *Recognized Police Department Officer Tanner Vice was for his effort with MAD.*
- *Introduced Leticia I. Miguel as the new City Clerk & Assistant to the City Manager.*

(b) City Council Report

7. PUBLIC HEARINGS

- (a) Approve a resolution of the city council of the city of clayton authorizing revision to city's housing element update by allowing an additional attached accessory dwelling unit to the approved housing program

Interim Community Development Director, Farhad Mortazavi presented the item to the City Council and responded to questions.

The public hearing opened at 8:29 pm

Public comment was received by Dan Richardson.

The public hearing closed at 8:33 pm

A motion was made by Vice-Mayor Wan, seconded by Councilmember Tillman, that this resolution be adopted.

The motion carried by the following vote:

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

Adopted. Enactment No. RES 29-2025

The City Council Meeting recessed at 8:34 p.m. and reconvened at 8:39 p.m.

8. ACTION ITEMS

(a) Appointment to the Financial Sustainability Committee

Brian Mayhew shared his background and highlighted his finance experience. Mr. Mayhew responded to questions asked by Council members.

Public comment was received Frank Gavidia

A motion was made by Councilmember Diaz, seconded by Vice-Mayor Wan to appoint Brian Mayhew to the Financial Sustainability Committee.

The motion carried by the following vote:

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

(b) Appointments to the Trails and Landscape Committee

No public comment was received.

A motion was made by Vice-Mayor Wan, seconded by Councilmember Tillman to appoint the following applicants to the Trails and Landscape Committee: Erin Bennett, Kate Happy, Patti Pratt, Allison Snow, Joyce Wells, Stephen Rossi, Nat Aycox, Dan Buchanan, and Charlie Schmidt

The motion carried by the following vote:

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

(c) Appointment of Sheila Driscoll as the City of Clayton Representative to the Contra Costa County Advisory Council on Aging

The Mayor gave some background on the Advisory Council and Councilmembers provided comments.

Public comment was received by Ms. Kindorf

A motion was made by Councilmember Tillman, seconded by Councilmember Enea to appoint Sheila Driscoll as the City of Clayton Representative to the Contra Costa County Advisory Council on Aging

The motion carried by the following vote:

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

(d) Approve Amendment to the Franchise Agreement with Republic Services

Management Analyst, Dennis Bozanich, presented the item to the City Council and responded to questions.

No public comment was received.

A motion was made by Vice-Mayor Wan, seconded by Councilmember Diaz to approved the agreement.

The motion carried by the following vote:

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

- (e) Future Revenue Options – Closing the City’s Long-Term Budget Deficit - Part One

City Manager, Kris Lofthus and Management Analyst, Dennis Bozanich, delivered the Future Revenue Options presentation to the City Council and responded to questions.

Public comment was received by Frank Gavidia and Ms. Kindorf

Presentation was received, no further action was taken, Part Two of this discussion will occur at a future City Council meeting.

- (f) Approve a Resolution Amending the Assistant City Manager/Administrative Services Director Job Classification and salary to Administrative Services Director.

City Manager Kris Lofthus, delivered the background on why the change should be made, and how it will save the city money, and then explained the effect on salary schedule and other documents (the MOU) that the city would need to update.

The council asked questions, and staff provided responses.

No public comment was received.

A motion was made by Vice-Mayor Wan, seconded by Councilmember Diaz, that resolutions be adopted with the exception the MOU will be brought back in September.

The motion carried by the following vote:

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

*Adopted. Enactment No. RES 30-2025
 Enactment No. RES 31-2025*

The City Council Meeting adjourned to Closed Session at 10:40 p.m.

- (a) CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(GOV. CODE 54956.9(d)(1))
Clayton Estates, LLC vs. City of Clayton
Contra Costa Superior Court, Case No. N25-1164

The City Council reconvened to Regular Session at 10:57 p.m.

There was no reportable action.

9. ADJOURNMENT

Mayor Trupiano adjourned the meeting at 10:59 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: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: Leticia Miguel, City Clerk

DATE: September 16, 2025

**SUBJECT: Presentation Certificate for Unsung Hero for the Month of August 2025,
Mechele Fong**

BACKGROUND

Does not apply to this item

FISCAL IMPACT

No fiscal impact associated with this agenda item.

ATTACHMENTS

[Att A - Unsung Hero August 2025.pdf](#)

Unsung Hero – August 2025 – Mechele Fong – To be presented on September 16, 2025

From the moment Mechele Fong opened her mouth to sing as a toddler, music became the heartbeat of her life. Growing up off Pine Hollow Road in Clayton, California, Mechele's earliest memories are set to the strum of her father's guitar, her tiny voice already finding its melody. Named after the Beatles' classic, "Michelle," thanks to her parents' love for the legendary band, Mechele amazed her dad with her uncanny pitch before she could even walk.

Mechele's grandparents, Patricia and Richard Welsh, owned a picture tube repair shop off Clayton Road called Welsh El Monte Television. They were huge supporters of Mechele's passion for singing and very influential in her life. Her grandparents also belonged to a traveling RV group, which was a spin-off from the local Elks Lodge. On these RV trips, Mechele would sing at every opportunity for anyone who would listen—and they always did.

As Mechele grew up, she got involved in musical theater productions such as "Cats," "West Side Story," and "Gypsy," to name a few. While attending Clayton Valley High, she joined the choir. In adulthood, she was invited to sing at weddings and birthdays. Over the years, she has performed in Europe, Carnegie Hall, Fort Worth Convention Center, Mexico, and many other venues for which she is grateful.

She had a band called "For Kingdom Come" that raised money for non-profits. Currently, Mechele sings at the Bay Church and with a band called the "Eastbay Grooveline." For many years, she has also been a vocal coach and feels blessed to help aspiring singers fulfill their passions.

Mechele has had the honor of singing the national anthem for the annual Clayton 4th of July Parade since 2016. Mechele has been married to her husband, Jay, since 2002 and has two boys, Noah and Preston, both of whom are now attending college. Mechele grew up in Clayton and has been living here for the last 23 years. She loves her community and all the beautiful, caring people who work so hard to keep it safe. Clayton is a wonderful place to raise a family, and she is proud of her community and feels blessed to live here.

Please join me in giving Mechele Fong a heartwarming round of applause for all she does for our community and congratulate her on being our Unsung Hero for the Month of August!



STAFF REPORT

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: Leticia Miguel, City Clerk

DATE: September 16, 2025

SUBJECT: Introduction of New Employee ,Kraig Chalem, Senior Planner

RECOMMENDATION

For Informational Purposes Only

BACKGROUND

Does not apply to this item

FISCAL IMPACT

No fiscal impact associated with this agenda item.



STAFF REPORT

TO: HONORABLE MAYOR AND COUNCIL MEMBERS
FROM: Leticia Miguel, City Clerk
DATE: September 16, 2025
SUBJECT: Presentation and Update by Supervisor Ken Carlson

RECOMMENDATION

For Informational Purposes Only

BACKGROUND

Does not apply to this item

FISCAL IMPACT

No fiscal impact associated with this agenda item.



STAFF REPORT

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: Leticia Miguel, City Clerk

DATE: September 16, 2025

SUBJECT: Presentation of Checks to the Parent Faculty Clubs for the Elementary and Middle Schools

BACKGROUND

Does not apply to this item

FISCAL IMPACT

Does not apply to this item



STAFF REPORT

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: Leticia Miguel, City Clerk

DATE: September 16, 2025

SUBJECT: Presentation of Proclamation Honoring Officer Stroski as this Year's Blue Knight Award Recipient

BACKGROUND

Does not apply to this item

FISCAL IMPACT

Does not apply to this item



STAFF REPORT

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: Skyler Aitken

DATE: September 16, 2025

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.pdf](#)

Receive report on councilmember activities since the last meeting.

Councilmember Diaz:

- No report received

Councilmember Enea:

- Met with City Manager
- Attended concerts in the park
- Attended CBCA meeting
- Attended Italian American Club dinner meeting
- Attended Elks Club dinner
- Attended S.I.R.S. Luncheon meeting
- Attended 9-1-1 Ceremony at Clayton station #11
- Attended Knight of Columbus "Blue" Mass

Councilmember Tillman:

- August 23 participated in Clayton Pride's inaugural bocce tournament to help raise funds for next year's parade.
- August 24
 - attended Keller Ridge Firewise planning meeting.
 - Also attended the Pioneer retirement party hosted by the Steiners. It was great to see State, regional, and former Clayton elected officials pay tribute to the Pioneer owners and staff for their years of dedication to the Clayton community.
- September 6 helped spread mulch for the City at the Grove Park and clean up a large planter at DVMS as part of the 3rd Annual Clayton Day of Service presented the CBCA. Thank you to everyone who came out to participate and give back to our community by cleaning up the library, the Keller House, Daffodil Hill, the Grove Park, and Diablo View Middle School.
- I also continue to have conversations with residents regarding public safety. Lighting, lack of stop signs and sidewalks, trail maintenance, ordinance changes regarding vegetation, and wildfire safety are some of the issues that are top of mind that I have elevated.

Vice Mayor Wan:

- No report received

Mayor Trupiano:

- August 20 East Bay Economic Development Alliance Board meeting in San Ramon, presentation by California Forever developers.
- August 23 Coffee with Mayor at Cup O' Jo and final Concert for Concert in the Grove series. It was a great series and turnout was incredible.
- August 25 East Contra Costa Habitat Conservancy Governing Board meeting, Brentwood and August City Sponsored Special Events meeting, Hoyer Hall.
- August 27 Meeting with City Manager and President of CBCA to talk about planning for Holidays in the Grove; meeting with Superintendent of MDUSD, Adam Clark and City Manager and Chief of Police.
- August 28 Meeting with Property Manager, Chantal Olayo, Clayton Station Shopping Center; meeting with Oakhurst Country Club to pick up sponsorship check for Hispanic Heritage Day event
- September 4 Mayor's Conference, El Cerrito, presentation by East Bay Cycling Alliance
- September 6 Save Mount Diablo's Moonlight on the Mountain, volunteer on Moonlight committee
- September 9 Clayton Community Library Foundation Board Meeting, unable to attend, sent my city updates via email
- September 11 9/11 Ceremony at Fire Station 11; East Bay EDA, Global Forum, Doubletree, Berkeley Marina
- September 14 Knights of Columbus, Blue Knight Award Ceremony, St. Francis of Assisi Church, honoring Officer Stroski; Fire Safety Committee Open House, Chaparral Springs



STAFF REPORT

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: Dennis Bozanich

DATE: September 16, 2025

SUBJECT: Consider Adopting a Resolution of the City Council of the City of Clayton Declaring there Is No Need for the City of Clayton Successor Agency to the Redevelopment Agency to Function in the Community and Requesting that the Contra Costa County Oversight Board Approve the Dissolution of the City of Clayton Successor Agency

RECOMMENDATION

Approve the attached resolution dissolving the City of Clayton Successor Agency and authorizing staff to submit the resolution to the Countywide Oversight Board and County Auditor-Controller and authorizing the City Manager to take necessary actions to dissolve the Successor Agency.

BACKGROUND

On January 17, 2012, the City Council passed Resolution No. 03-2012 electing to serve as the Successor Agency to the Redevelopment Agency of the City of Clayton (the “Successor Agency”) and to assume the responsibilities, rights and powers of a successor agency to wind down the affairs of the Agency, as required under the Redevelopment Dissolution Law (Health and Safety Code Section 34170 et seq.) (the “Dissolution Law”).

The Successor Agency has now repaid all debt and fulfilled all other obligations as required under the Dissolution Law. The City Council now desires to dissolve the Successor Agency. By adoption of this Resolution, the City Council is requesting that the Contra Costa County Oversight Board (“Oversight Board”) approve the dissolution of the Successor Agency and forward the request to the California Department of Finance (“Department”).

ANALYSIS

In June 2011, the California Legislature passed AB x1 26 (as subsequently amended, the Dissolution Law) which dissolved all redevelopment agencies in the State of California in 2012 and created successor agencies to wind down the redevelopment activities of the former redevelopment agencies.

On January 17, 2012, the Clayton City Council adopted Resolution No. 03-2012 accepting for the City the role of the City of Clayton Successor Agency to the former Redevelopment Agency of the City of Clayton (the "Redevelopment Agency").

The Successor Agency's duties were to manage the Redevelopment Property Tax Trust Fund ("Fund") to pay enforceable obligations, maintain bond reserves, remit unencumbered Redevelopment Agency funds to Contra Costa County, dispose of Redevelopment Agency assets, enforce Redevelopment Agency rights, and oversee contractual development of Redevelopment Agency properties.

The Successor Agency was also required to prepare a "recognized obligation payment schedule" ("ROPS") for each fiscal year which lists the outstanding obligations of the former Redevelopment Agency. The ROPS states the amounts of required payments on those obligations and states the source of funds for the payments. The Successor Agency was required to submit a Last and Final ROPS to the Oversight Board and the Department for approval when the remaining debt is limited to administrative costs and payments pursuant to enforceable obligations, all remaining obligations have been previously listed and approved for payment by the Department, and the agency is not a party to outstanding litigation.

Once the Successor Agency fulfills all of its obligations, it must be formally dissolved under State law. To do so, the Successor Agency may adopt a resolution that confirms that all criteria have been met and requests formal dissolution. The Successor Agency must submit the resolution to the Oversight Board as a request to approve the dissolution of the Successor Agency and forward the request to the Department for approval.

The attached Resolution is the formal request for dissolution. If the Resolution is approved, submission to the County Oversight Board will occur on Wednesday, September 17, 2025. The City of Clayton Successor Agency must also send a copy of the request to the County Auditor-Controller. The County Oversight Board will have 30 days to approve the dissolution before submitting the request to the State Department of Finance, which will also have 30 days to approve the dissolution. The County Oversight Board is meeting on September 22, 2025. The letter of request for dissolution by the Countywide Oversight Board is also attached for reference. The letter will also be submitted to the Contra Costa County Auditor-Controller.

Within 100 days of the Department's approval, the Successor Agency must dispose of any remaining assets as directed by the Oversight Board and submit the sale proceeds to the County Auditor-Controller for distribution to the affected taxing agencies and notify the Oversight Board of these actions. The Oversight Board will have 14 days to verify the Successor Agency's actions before adopting a final resolution of dissolution for the Successor Agency to be effective immediately.

The Successor Agency has now repaid all debt and fulfilled all other obligations. By adopting this resolution, the Successor Agency is confirming that all criteria have been met and initiating the formal dissolution process.

Upon dissolution of the Successor Agency, all passthrough payment agreements between the Successor Agency and any taxing entities are automatically terminated and no further property tax will be distributed to the Fund.

CEQA

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

FISCAL IMPACT

Upon dissolution, the City will receive property tax disbursements based on the City's normal share of the *ad valorem* property tax.

ATTACHMENTS

[Att A - RES ###-2025 Dissolution of the City of Clayton Successor Agency.pdf](#)

[Att B - SA Dissolution Request Letter](#)

**CITY OF CLAYTON
RESOLUTION No. ###-2025**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLAYTON DECLARING
THAT THERE IS NO NEED FOR THE CITY OF CLAYTON SUCCESSOR AGENCY
TO THE REDEVELOPMENT AGENCY TO FUNCTION IN THE COMMUNITY AND
REQUESTING THAT THE CONTRA COSTA COUNTY COUNTYWIDE OVERSIGHT
BOARD APPROVE THE DISSOLUTION OF THE SUCCESSOR AGENCY**

WHEREAS, the California Legislature dissolved all redevelopment agencies in 2012 and created successor agencies by adoption of the Redevelopment Dissolution Law (Health and Safety Code Section 34170 et seq.) (the “Dissolution Law”);

WHEREAS, pursuant to the Dissolution Law, the City Council adopted Resolution No. 03-2012 on January 17, 2012 electing to serve as the City of Clayton Successor Agency to the Agency (the “Successor Agency”);

WHEREAS, pursuant to Section 34187(b) of the Dissolution Law, when all of the City of Clayton Successor Agency’s enforceable obligations have been repaid, all real property has been disposed of, and all outstanding litigation has been resolved, the successor agency shall, submit to the oversight board a request, with a copy of the request to the county auditor-controller, to formally dissolve the Successor Agency;

WHEREAS, the City of Clayton Successor Agency has now repaid all debt and has disposed of all real estate, and fulfilled all other obligations as required under the Dissolution Law; and

WHEREAS, this City Council desires to request that the Contra Costa County Oversight Board approve the dissolution of the City of Clayton Successor Agency and submit the City Council’s request to the California Department of Finance.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Clayton as follows:

Section 1. All of the recitals above are true and correct and incorporated herein.

Section 2. The City Council hereby requests that the Contra Costa County Countywide Oversight Board dissolve the City of Clayton Successor Agency and submit the request to the California Department of Finance in accordance with Health and Safety Code Section 34187(b).

Section 3. The City Manager or their designee is hereby authorized to send this request to the Contra Costa County Oversight Board with a copy of the request to the county auditor-controller.

Section 4. The City Manager or their designee is hereby authorized to execute all documents and take any other actions necessary to dissolve the City of Clayton Successor Agency and to meet any other requirements under this Resolution.

Section 5. This Resolution is effective on the date of its adoption.

PASSED, APPROVED AND ADOPTED by the City Council of Clayton, California, at a regular public meeting thereof held on the 16th day of September 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

THE CITY COUNCIL OF CLAYTON, CA

Kim Trupiano, Mayor

ATTEST:

Leticia I. Miguel, City Clerk



6000 HERITAGE TRAIL CLAYTON, CALIFORNIA 94517
Telephone: (925) 673-7300

City Council
Kim Trupiano, MAYOR
Jeff Wan, VICE MAYOR
Jim Diaz, COUNCILMEMBER
Holly Tillman, COUNCILMEMBER
Richard Enea, COUNCILMEMBER

September 17, 2025

Contra Costa County Countywide Oversight Board
30 Muir Road
Martinez, CA 94553

RE: Request for Dissolution of the City of Clayton Successor Agency

During the September 16, 2025 meeting of the Clayton City Council, the Council unanimously approved Resolution XX-2025 declaring that there is no need for the City of Clayton Successor Agency to the Redevelopment Agency to function in the community and requesting that the Contra Costa County Countywide Oversight Board approve the dissolution of the Successor Agency.

Per the agenda report "The Successor Agency must submit the resolution to the Oversight Board as a request to approve the dissolution of the Successor Agency and forward the request to the Department for approval. The Successor Agency must also send a copy of the request to the County Auditor-Controller. The Oversight Board will have 30 days to approve the dissolution before submitting the request to the Department, which will also have 30 days to approve the dissolution."

The City Council hereby requests that the Contra Costa County Countywide Oversight Board dissolve the City of Clayton Successor Agency and submit the request to the California Department of Finance in accordance with Health and Safety Code Section 34187(b).

A copy of the agenda report as well as a conformed copy of Resolution XX-2025 are included with this letter. Copies have also been mailed to the Contra Costa County Auditor-Controller.

Please contact staff listed below if you require further action or information.

Malathy Subramanian
City Attorney
(925)977-3303
msubramanian@bbklaw.com

Dennis Bozanich
Administrative Services Director
(925) 673-7308
DennisB@claytonca.gov

Sincerely,

Kris Lofthus
City Manager

Do the Right Thing
Integrity – Responsibility – Inclusion – Courage – Kindness – Self-Discipline – Respect
Because It's The Right thing to Do!



STAFF REPORT

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: Dennis Bozanich

DATE: September 16, 2025

SUBJECT: Consider Approval of a Contract Amendment No. 4 with Theis Engineering and Associates for City Engineering services and Authorization for the City Manager to sign the Amendment on behalf of the City.

RECOMMENDATION

Staff recommends approval of a contract amendment (Amendment No. 4) with Theis Engineering & Associates effective through December 31, 2025 and authorization for the City Manager to sign the amendment on behalf of the City.

BACKGROUND

Theis Engineering & Associates has provided engineering services to the City of Clayton since January 2023. Recently, the City recruited for a Public Works Director/City Engineer. The first recruitment did not result in anyone accepting the position, and a new recruitment has been opened with a closing date of September 29, 2025.

ANALYSIS

Amendment No. 4's only change is to extend the end date of the contract to December 31, 2025 at the latest. All other provisions of the original contract will continue as well as the provisions of Amendments No. 1, No. 2 and No. 3.

The contract amendment with Theis Engineering & Associates will provide "continuity of services" for the city, special districts and residents for a variety of city engineering services, general engineering services for non-general fund capital projects, land development and permitting services and administrative/assessment levy services prior to the selection and onboarding of the City's new Public Works Director/City Engineer.

If approved by the City Council, the contract will be amended to continue until December 31, 2025 at the existing reimbursement rates for services included in the revised scope of work identified in the amendment. The revised scope of work contained in the amendment will include the following items, all of which previously existed in Exhibit A of the contract:

1. City Engineering Services

The role of the City Engineering includes the administration of engineering related processes and procedures. These duties include:

- Assist in CIP scoping, prioritization, and budgeting
- Approval of permits and waivers
- Availability to the public and private developers to handle matters dealing with the engineering functions of City government
- Coordination with other agencies for the review of plans, projects and studies
- Address failed infrastructure for immediate safety concerns and coordinate preliminary opinion on repair approach as well as coordinate with Maintenance staff on the maintenance, operations, and repair of public facilities.
- City Engineer shall remain familiar with:
 - Various regional, state and federal transportation funding entities and the application process, fund/project management and reporting requirements for those entities.
 - San Francisco Regional Water Quality Control Board Municipal Regional permit (MRP) 2.0 and the upcoming MRP 3.0, including annual report preparation and submittal.
 - Contra Costa Clean Water Program and applicable C-3 Guidebook.

2. General Engineering Services (Non-General Fund Capital Projects)

The firm is to provide access to specialized technical staff ready to perform studies, designs, project and construction management on any tasks or projects the City identifies. These efforts include the preparation of site evaluations, planning and preliminary engineering reports, plans and specifications for CIP construction projects, along with detailed schedules and cost estimates. This work would also include any necessary field work, drafting, design, surveying, environmental documents, bid assistance, construction management & inspection, and project management – as well as the preparation of specialized engineering studies on a variety of subjects including, but not limited to drainage studies, traffic studies, and pavement evaluations.

3. Land Development Review and Permitting Services

The firm is to provide staff to represent the City and interact with the public in processing the City's public permit applications. This work includes plan check for civil engineering design plans which includes, but is not limited to street, sewer, water, stormwater, recycled water, green infrastructure, storm drain, fiber optic, grading, erosion control, signing & striping, street lighting, traffic signal and all related engineering studies, including hydrology and hydraulics, soils, water and sewer studies and structural analyses. It should be noted that water service for the City of Clayton is provided by Contra Costa Water District. Sewer service is provided by the City of Concord including maintenance, plan review and sewer capital projects.

4. Annual Administration/Assessments Levy Services

The City currently has eight (8) districts that require the services for annual administration and

assessment levies. After confirmation of assessments, an Assessment Roll is prepared in electronic format, as required by the County Auditor-Controller for the inclusion of assessments on the property tax bills. Submit the roll for each district to Contra Costa County and, after receiving the County's exception report, make any required corrections. Deliver a copy of the electronic files for each district to City staff.

5. GHAD Manager

The firm is to provide services as the Oakhurst GHAD Manager. The GHAD Manager will oversee and implement maintenance and monitoring tasks identified within the 2nd Amended Plan of Control dated May 21, 2024. The GHAD Manager will prepare staff reports, resolutions, oversee the technical work of a licensed geologist and geotechnical engineer, and attend as scheduled GHAD Board of Directors' meetings.

6. Contra Costa Clean Water Program

The firm is to provide services as the Clayton Representative to the Contra Costa Clean Water Program. They will be designated voting representative acting on behalf of the City of Clayton related to the Municipal Regional Permit obligations. The representative will attend two monthly committee meetings and participate at conferences as needed. Perform storm water related inspections and monitoring tasks. Prepare and submit annual report to the City Manager for their signature in accordance with the Clean Water Program guidelines and RWQCB permit requirements.

7. Diablo Estates Benefit Assessment District

The firm will provide management and oversight of the Diablo Estates Benefit Assessment District which includes landscape maintenance, storm water facilities, streetlighting, and open space maintenance. Duties include reviewing and recommending approval of invoices, responding to resident requests, directing work of contractors, obtaining quotes for items of work, and site visits.

8. Contra Costa Transportation Authority (CCTA)

The firm is to provide services as the Clayton Staff Representative to TRANSPAC (CCTA's central county regional transportation planning committee). They will be designated staff representatives for technical advisory committee meetings and perform required responsibilities as a TRANSPAC representative to assigned CCTA committees. Provide information updates to City staff and elected officials for TRANSPAC and CCTA Board meetings.

CEQA

This contract amendment is not a "project" under CEQA and is exempt as an administrative action.

FISCAL IMPACT

Amending this contract to continue until December 31, 2025 will allow the City to continue the existing required permit and engineering work prior to the arrival of the Public Works Director/City Engineer. Contract costs will generally be offset by salary savings for the position

cited.

ATTACHMENTS

[Clayton - Fourth Amendment - Theis Engineering Associates.pdf](#)

**AMENDMENT NO. 4 TO PROFESSIONAL SERVICES AGREEMENT BETWEEN THE
CITY OF CLAYTON AND THEIS ENGINEERING AND ASSOCIATES, INC.**

This Amendment No. 4 to the Professional Services Agreement is made and entered into this ___ day of September 2025 by and between the City of Clayton a California municipal corporation (“City”) and Theis Engineering and Associates, Inc. (“Consultant”). City and Consultant are sometimes individually referred to as “Party” and collectively as “Parties”.

RECITALS

- A. City and Consultant entered into an agreement entitled “Professional Services Agreement” dated January 18, 2023 (“Agreement”) for the purposes of providing City Engineering services to the City.
- B. City and Consultant entered into a First Amendment to the Agreement dated May 21, 2024 to extend the term (“Amendment No. 1”).
- C. City and Consultant entered into a Second Amendment to the Agreement dated July 16, 2024 to provide additional limited time public works management services (“Amendment No. 2”).
- D. City and Consultant entered into a Third Amendment to the Agreement dated June 19, 2025 to extend the term (“Amendment No. 3”).
- E. The Parties now desire to amend the term of the Agreement and the Scope.

AGREEMENT

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. Section 5. Section 5 of the Agreement is modified as follows:

“Consultant shall perform its services in a prompt and timely manner and shall commence performance upon receipt of written notice from the City to proceed (“Notice to Proceed”). The term of this Agreement shall commence on January 18, 2023 and shall terminate on December 31, 2025.”

2. Exhibit A. The Scope of Services as described in Exhibit “A” is hereby amended in its entirety with the attached Exhibit “A”, which is incorporated herein by reference.
3. Continuing Effect of Agreement. Except as amended by this Amendment No. 4, all other provisions of the Agreement, Amendment No. 1, and Amendment No. 2, and Amendment No. 3 remain in full force and effect and shall govern the actions of the parties under this Amendment No. 4. From and after the date of this Amendment No. 4, whenever the term “Agreement” appears in the Agreement, it shall mean the Agreement as amended by this Amendment No. 4.
4. Severability. If any portion of this Amendment No. 4 is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

**SIGNATURE PAGE FOR AMENDMENT NO. 4 TO PROFESSIONAL SERVICES
AGREEMENT BETWEEN THE CITY OF CLAYTON AND THEIS ENGINEERING AND
ASSOCIATES, INC.**

CITY OF CLAYTON

THEIS ENGINEERING AND ASSOCIATES, INC.

Kris Lofthus
City Manager

Signature

Name

Date

Title

ATTEST:

Date

Leticia Miguel
City Clerk

Signature

Name

Title

Date

EXHIBIT A

Consultant shall provide the City with the following services:

1. City Engineering Services

The role of City Engineering includes the administration of engineering related processes and procedures. These duties include:

- Assist in CIP scoping, prioritization, and budgeting
- Approval of permits and waivers
- Availability to the public and private developers to handle matters dealing with the engineering functions of City government
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These efforts include the preparation of site evaluations, planning and preliminary engineering reports, plans and specifications for CIP construction projects, along with detailed schedules and cost estimates. This work would also include any necessary field work, drafting, design, surveying, environmental documents, bid assistance, construction management & inspection, and project management – as well as the preparation of specialized engineering studies on a variety of subjects including, but not limited to drainage studies, traffic studies, and pavement evaluations.

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4. Annual Administration/Assessments Levy Services

After confirmation of assessments, prepare an Assessment Roll in electronic format for each of the eight districts, as required by the County Auditor-Controller for the inclusion of assessments on the property tax bills. Submit the roll for each district to Contra Costa County and, after receiving the County's exception report, make any required corrections. Deliver a copy of the electronic files for each district to City staff.

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STAFF REPORT

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: Kris Lofthus, City Manager

DATE: September 16, 2025

SUBJECT: Consider Adopting Resolutions Approving the Reclassification of the Management Analyst to Project Manager, Amending the Management Memorandum of Understanding (MOU), and Amending Clayton's Salary Schedule Effective September 16, 2025[1] , in Compliance with CalPERS Requirements to Provide a Publicly Available Salary Schedule

RECOMMENDATION

Staff recommends that the City Council adopt three Resolutions:

1. Approving the reclassification of the vacant Management Analyst position to Project Manager,
2. Amending the Memorandum of Understanding for the Management Employees Bargaining Unit.
3. Amending the City of Clayton's Salary Schedule Effective September 16, 2025, in Conformance with CalPERS requirements to provide a publicly available salary

BACKGROUND

At the January 13, 2025 City Council meeting, the Assistant City Manager proposed the creation of a full-time Management Analyst position. The Council approved the recommendation that day and the position was subsequently filled. During the recent vacancy at the position, staff determined that there is no operational need for the Management Analyst position, but there is a need for a Project Manager position to successfully lead and implement a number of citywide projects.

DISCUSSION

This change will result in significant improvements in operational efficiency and customer service, especially for residents, developers, and business owners who interact frequently with the city. Some examples of the City of Clayton projects requiring attention of a dedicated Project Manager:

- City website accessibility compliance redesign and updating project
- Develop options for updating the City's telephone services
- Managing Requests for Proposals (RFP) for Building Maintenance/Janitorial Services, Handyman Services, Document Scanning and Indexing Project, Information Technology Support Services, Sidewalk & Street Repair

- Contract Management Improvement Project
 - Implementation Policies and Procedures
 - Bi-annual reports to City Council - All contracts above \$10K w/ not to exceed & expiration date
 - Quarterly Report to Budget & Audit Committee/City Council –New, Renewals, RFPs
- Implementing Record Retention Policy and Procedures with the City Clerk
- Employee Handbook and Onboarding Resources
- Administrative Policies and Procedures Update Project
 - Injury and Illness Prevention Plan
 - Travel Policy
 - Budget Policy

A Project Manager with skills and experience will improve project planning, implementation and follow-up. From an organizational perspective, this realignment supports broader restructuring efforts. By reclassifying this position, the City is acknowledging the current scope and responsibilities of the role in relation to the newly created Administrative Services Director role.

Approval of this position will eliminate the Management Analyst from the Management MOU and replace it with a Project Manager. The updated positions within the Management MOU would be:

- Administrative Services Director
- Public Works Director / City Engineer
- City Clerk / Assistant to the City Manager
- Senior Planner
- Project Manager
- Accountant

This action will also cause a need for an amendment to the currently adopted salary schedule noting the change in position titles from Management Analyst to Project Manager. When amendments are made to the salary schedule, the City Council must adopt those amendments by resolution to maintain alignment with requirements set by the California Public Employees' Retirement System (CalPERS). The City must ensure that employee compensation data, including base salaries and any forms of special compensation, is formally recognized and publicly accessible. This is a critical step in public transparency and ensuring that earnable income is accurately reported and used in the calculation of retirement benefits.

To this end, the City of Clayton's Salary Schedule must be formally adopted by the City Council during a publicly noticed meeting. In addition to the adoption of the salary schedule itself, all relevant documentation, including individual pay rates and special compensation details, must be made available to the public to satisfy transparency and compliance obligations under CalPERS regulations.

CEQA

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

FISCAL IMPACT

There will not be a fiscal impact in the current budget year, or subsequent, budget years, as a

result of adopting these resolutions that will eliminate the Management Analyst job classification and create the Project Manager job classification with no change in budgeted salary or benefit costs.

ATTACHMENTS

[Att A - RES ###-2025 Reclass Management Analyst.pdf](#)

[Att B - Project Manager Job Description](#)

[Att C - Current Project Management Needs for the City](#)

[Att D - RES ###-2025 Management MOU Amendment.pdf](#)

[Att E - Management MOU 2025-2027 Amended 8-19-25 & 9-16-2025](#)

[Att F - RES ###-2025 Salary Schedule Amendment.pdf](#)

[Att G - Salary Schedule FY26 Proposed](#)

RESOLUTION NO. ###-2025

AMENDING THE POSITION MANAGEMENT ANALYST TO PROJECT MANAGER

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

WHEREAS, the City Council of the City of Clayton ("City") desires to amend the classification of Management Analyst to Project Manager; and

WHEREAS, staff has determined that this position is best aligned with the management employee group and exempt from overtime under the Federal Labor Standards Act; and

WHEREAS, the amendment to this position will result in significant improvements in operational efficiency and customer service; and

WHEREAS, the reclassification also promotes accountability by placing project implementation responsibility and outcomes squarely within a single department; and

WHEREAS, reclassifying this role as Project Manager, the city is positioning itself to provide more focused, day-to-day management of critical strategic and operational projects.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Clayton hereby amend the classification of Management Analyst to Project Manager.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Clayton at a regular meeting held on the 16th day of September 2025 by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Kim Trupiano
Mayor, City of Clayton

ATTEST:

Leticia I. Miguel, City Clerk

Job Description

Project Manager

DEFINITION

Under general administrative direction of the Administrative Services Director, the Project Manager is responsible for planning, coordinating, and overseeing projects that support municipal operations, infrastructure, and community services. The role ensures projects are delivered on time, within budget, and in compliance with applicable state laws, regulations, and local policies. This position serves as a liaison between city departments, elected officials, contractors, and the public to maintain clear communication and accountability. The Project Manager applies professional project management practices to align resources, mitigate risks, and achieve the City's strategic goals.

CLASS CHARACTERISTICS

The incumbent works under general direction of the Administrative Services Manager and exercises a high degree of independence and judgment in planning, coordinating, and completing assignments. This classification is a professional-level position responsible for managing a variety of citywide or departmental projects, often involving administrative, financial, technology, or organizational improvements. The role is distinguished from other management-level classifications by its focus on project execution and coordination rather than full program or division management, though it may provide functional oversight to consultants, vendors, or interdepartmental project teams. The position requires the ability to apply project management principles, analytical skills, and municipal procedures to achieve results, while ensuring compliance with City policies, state/federal regulations, and Council directives. Work requires frequent interaction with department heads, staff, contractors, and the public, and the incumbent must demonstrate strong communication, facilitation, and problem-solving skills to balance competing priorities and deliver successful outcomes.

TYPICAL JOB FUNCTIONS

Class specifications are intended to present examples of the duties performed by employees in the classification. The following list of duties and responsibilities is intended to describe the general nature and level of work performed by the Project Manager. It is not an exhaustive list of all duties, and incumbents may be required to perform additional functions to meet organizational needs.

- Organizes, coordinates, and manages one or more major projects or programs in cooperation with other departments, outside agencies, contractors, work teams, and others as required from initiation through completion, ensuring adherence to scope, schedule, budget, and quality standards in alignment with City goals, policies, and applicable regulations.
- Collaborates with the Administrative Services Manager to identify priorities, define project objectives, and develop strategies that support departmental and citywide service delivery.
- Develops and monitors project budgets, prepares cost estimates, tracks expenditures, and ensures compliance with applicable fiscal policies, grant requirements, and reporting standards.
- Receive professional service proposals and review for completeness, appropriateness of the scope of work and compliance with City standards and specification requirements; recommend award of contract and negotiate professional service contracts; manage contract throughout the life of the project.
- Serves as principal contact for assigned projects or programs; confers with department directors and other officials concerning regulations, procedures, and policies, providing direction, assigning tasks, and ensuring accountability among internal staff, contractors, and cross-departmental stakeholders.
- Conducts research, analysis, and feasibility studies to support project development, including cost-benefit assessments, operational impacts, and compliance considerations.
- Prepares clear, comprehensive reports and presentations for the Administrative Services Manager, department heads, City Council, advisory committees, and the public, effectively communicating complex information in accessible terms.
- Confers with the City Manager in developing, coordinating, and implementing a variety of informational, educational, and outreach activities to community groups, other agencies, and City staff; prepares media information, and may act as the City's media representative on a regular basis, utilizes advanced and web-based technology in order to expedite this process.
- Monitors project risks and develops mitigation strategies, proactively resolving issues and conflicts that may impact timelines, budgets, or service delivery.
- Ensures compliance with City policies, state and federal laws, regulatory requirements, and contractual obligations in all aspects of project management.

- Provides technical guidance and support to departmental staff and project stakeholders, ensuring consistent application of project management principles and best practices.
- Facilitates interdepartmental and interagency collaboration, coordinating with other City departments, outside agencies, community organizations, and the public to align project objectives with broader community needs.
- Implements performance measurement tools to track project outcomes, evaluate effectiveness, and recommend improvements for future projects.
- Supports organizational efficiency and innovation initiatives, identifying opportunities for process improvements, technology enhancements, and service delivery optimization.
- Assists with Departments to prepare grant applications and administers received grants.
- Develops and helps implement community engagement programs as directed by the City Manager.
- Responds to inquiries and provides information to the public, community groups, elected officials, and City staff regarding assigned projects, often requiring tact, diplomacy, and clear communication.
- Maintains accurate and organized project records, files, and documentation, ensuring compliance with audit requirements, transparency standards, and public record laws.
- Performs related duties as required, supporting the City's overall mission and contributing to the achievement of City strategic priorities.

Qualifications

Education and Experience

- **Education:** Equivalent to a bachelor's degree from an accredited college or university with major coursework in public administration, business administration, project management, finance, or a closely related field. A master's degree in a related discipline is desirable.
- **Experience:** Three (3) years of increasingly responsible professional-level project management, administrative, or analytical experience in a public agency, private

sector, or non-profit organization, preferably involving work with municipal programs, budgets, or organizational development. Experience in local government settings is highly desirable.

License and Certifications

- Possession of, or ability to obtain and maintain, a valid California Class C driver's license and a satisfactory driving record.
- Certification as a Project Management Professional (PMP), Program Management Professional (PgMP), or equivalent is desirable but not required.

License and Certifications

Knowledge of:

- Principles and practices of project management, including planning, scheduling, budgeting, and performance measurement.
- Municipal government operations, functions, and services, particularly in administrative, financial, and organizational support areas.
- Principles and practices of contract administration, procurement, and vendor/consultant oversight.
- Applicable federal, state, and local laws, regulations, and policies governing municipal programs, procurement, records management, and public sector compliance.
- Techniques of financial analysis, cost estimation, and grant or budget administration.
- Principles of organizational change management, process improvement, and performance evaluation.
- Research methods, data collection, statistical analysis, and report preparation techniques.
- Effective methods of public communication, presentation, and community engagement.
- Modern office practices, technology, and software applications related to project tracking, data management, and report preparation (e.g., project management software, Microsoft Office Suite).

Skill in:

- Managing multiple complex projects simultaneously while balancing competing priorities.
- Preparing and analyzing budgets, financial reports, cost-benefit analyses, and grant-related documentation.
- Drafting, reviewing, and administering contracts, agreements, and RFPs.
- Facilitating productive meetings, workshops, and collaborative discussions with diverse stakeholders.
- Communicating clearly and persuasively in both written and oral forms, including report writing and formal presentations to elected officials and community groups.
- Using project management software tools and technology to monitor progress, manage schedules, and document outcomes.
- Exercising sound judgment, critical thinking, and problem-solving under pressure.

Ability to:

- Plan, organize, and manage projects of varying complexity through completion, ensuring compliance with deadlines, budgetary constraints, and quality standards.
- Interpret and apply laws, regulations, policies, and procedures related to municipal government projects.
- Establish and maintain cooperative working relationships with City staff, elected officials, contractors, consultants, outside agencies, and members of the public.
- Provide functional leadership to project teams without direct supervisory authority, fostering accountability and collaboration.
- Anticipate potential risks, identify alternative solutions, and implement effective strategies to resolve issues.
- Prepare concise, accurate, and accessible reports, presentations, and correspondence tailored to diverse audiences.
- Exercise initiative and adapt to changing priorities, emerging issues, and evolving community needs.
- Maintain confidentiality, integrity, and professional judgment in handling sensitive or politically sensitive matters.

- Represent the City effectively in interactions with contractors, stakeholders, and the community while upholding principles of transparency and public trust.

Work Environment

- Primarily office-based with some travel to project sites and community meetings.
- May require occasional evening or weekend work to accommodate public engagement activities.

Current Project Management Needs for the City of Clayton

- City Website Compliance Redesign and Update Project
- RFP's – Building Maintenance/Janitorial Services, Handyman Services, Document Scanning and Indexing Project, Information Technology Support Services, Sidewalk & Street Repair
- Contract Management Improvement Project
 - Implementation Policies and Procedures
 - Bi-annually to City Council - All contracts above \$10K w/ Not to Exceed & expiration date
 - Quarterly Report to Budget & Audit Committee/City Council –New, Renewals, RFPs
- Employee Handbook and Onboarding Resources
- Administrative Policies and Procedures Update Project
 - IIPP
 - Travel Policy
 - Budget Policy
 - Record Retention Policy and Procedures with the City Clerk

RESOLUTION NO. XX-2025

A RESOLUTION AMENDING THE CITY OF CLAYTON MANAGEMENT MEMORANDUM OF UNDERSTANDING EMPLOYMENT AGREEMENT TO MANAGEMENT ANALYST AND REPLACE WITH PROJECT MANAGER

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

WHEREAS, on July 15, 2025, the City Council approved the Management Memorandum of Understanding employment agreement; and

WHEREAS, it has been determined that there is no operational need for the Management Analyst position at this time; and

WHEREAS, it has been determined that there is an operational need for a Project Manager to provide day-to-day management of operational and strategic projects across multiple departments; and

WHEREAS, reclassifying the position from Management Analyst to Project Manager is an operational decision aimed at aligning staff responsibilities and assignments with the city's evolving operational priorities.

NOW, THEREFORE, BE IT RESOLVED the City Council of Clayton, California does hereby adopt the amended Management Memorandum of Understanding employment agreement effective September 16, 2025, for FY 2025 - 26 as shown in Attachment E.

PASSED, APPROVED AND ADOPTED by the City Council of Clayton, California during a public meeting thereof held on the 16th day of September 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Kim Trupiano
Mayor, City of Clayton

ATTEST:

Leticia Miguel
City Clerk

**TERMS AND CONDITIONS OF EMPLOYMENT FOR THE
MANAGEMENT CITY EMPLOYEES UNIT EFFECTIVE
July 1, 2025 through June 30, 2027**

ARTICLE 1: PREAMBLE

This agreement, pursuant to the State of California Government Code Section 3500 et seq., entered into by the City of Clayton, hereinafter referred to as "City", and its Undesignated Miscellaneous City Employees, hereinafter referred to as "Unit", is hereby effective July 1, 2025 through June 30, 2027.

It is the intent and purpose of this document to set forth the understanding and agreement of the parties reached as a result of meeting and consulting in good faith regarding, but not limited to, matters relating to wages, hours, and terms and conditions of employees represented by the Unit. Any and all other employment matters not contained in this document are applicable as found in the City's "Personnel Systems and Guidelines" dated March 1993.

ARTICLE 2: GROUP DESCRIPTION

The following job classifications are members of this Unit for purposes of the agreements in this document:

Job Classifications

Administrative Services Director
City Clerk / Assistant to the City Manager
Public Works Director/City Engineer
Project Manager
Accountant
Senior Planner

All classifications are considered "at-will". The City Manager may terminate employment at any time. Because these positions work at the will of the City Manager, they do not serve a probationary period. This paragraph is declaratory of existing rights and status, as has been previously memorialized in the City's Handbook.

ARTICLE 3: PERSONNEL FILES

The City's secure personnel files, maintained in the city offices, are not subject to public inspection. Any employee has the right to inspect their own personnel file. An employee has the right, in accordance with law, to respond in writing to anything contained or placed in their own personnel file and any such response(s) shall become part of their personnel file.

ARTICLE 4: WORK HOURS AND PAYROLL CYCLE

The work period (hours) for classification and corresponding compensation in this Unit will be 40 work hours in a 7-day work period (which runs from 12:00 a.m. Monday through 12:00 midnight Sunday), paid bi-weekly every 14 days.

Any employee in this Unit scheduled to regularly work less hours than the defined work period shall receive a corresponding pro-rated portion of the monthly compensation and employee benefits outlined in Articles 5, 6, and 8 below to the extent permitted by the applicable plan.

The pay period for all employees shall be bi-weekly. The pay period is two consecutive 7-day work periods beginning 12:00 a.m. Monday through 12:00 midnight the second Sunday thereafter. There are twenty-six (26) pay periods in a fiscal year from July 1 through June 30. Time sheets are due to Payroll at the start of the day work shift the Monday following close of the pay period Sunday. City pay checks are available and distributed on the Friday after the close of a pay period.

NOTE: From time to time, Payroll deadlines for submittal of time sheets and actual pay day may be altered due to designated City holidays. Payroll will notify all employees in advance when these circumstances arise. The time sheet deadline may be adjusted as needed to meet City payroll deadlines. Employees required to estimate hours worked due to an early time sheet deadline shall do so based on an employee's normally assigned work schedule.

ARTICLE 5: COMPENSATION

Section 5.1 Wages

- A. Effective 01 July 2025, the monthly base salary ranges for the following job classifications in this unit shall be increased by four percent (4%);
 - i. Assistant City Manager/Administrative Services Director
 - ii. City Clerk/Assistant to the City Manager
 - iii. Accountant

B. Effective 01 July 2026, the monthly base salary for the following job classifications in this unit shall be increased by three percent (3%);

- i. Administrative Services Director
- ii. City Clerk/Assistant to the City Manager
- iii. Public Works Director/City Engineer
- iv. Management Analyst
- v. Senior Planner
- vi. Accountant

5.2 Salary Schedule Advancement

Employees who have not yet reached Step E for their respective classifications may be eligible for a merit increase step increase once yearly on their annual salary anniversary dates. Eligibility is contingent on above satisfactory evaluation, and such merit step increase must be approved in writing by the City Manager. In no event shall a merit step increase be earned or granted beyond Step E or the expiration date of this agreement.

5.3 Certification Pay

The City has the sole and exclusive right to determine and designate which Employees, and how many Employees, are eligible to receive Notary Pay of \$50.00 per month.

Designated Employees will be required to successfully complete any and all training courses and pass any associated testing.

5.4 Deferred Compensation

Employer maintains a deferred compensation plan pursuant to Internal Revenue Code Section 457 ("the Plan"). Employer shall provide a monthly contribution of \$100, paid directly into the Plan on Employee's behalf. In addition, Employee shall match at a minimum the employer's contribution from their own wages to the Plan, subject to limitations and restrictions imposed by the Plan and applicable law.

5.5 Longevity Pay

Employees listed in this agreement who have achieved the following years of service shall receive the Longevity Pay Incentive applied to base pay as shown. Years of service only pertain to City of Clayton service time. Percentages are not cumulative.

- Five Years 2%
- Ten Years 3%
- Twenty Years 5%

ARTICLE 6: MEDICAL, DENTAL, AND LIFE/ACCIDENTAL DEATH DISMEMBERMENT INSURANCE

Section 6.1 City contribution to Medical and Dental Insurance Premiums

The maximum monthly City premium contribution for medical and/or dental insurance coverage for regular, full-time members of this Unit shall be paid by the City in accord with the following employee subscription enrollment schedule:

The City's maximum premium contribution to employee-enrolled medical and dental insurance coverage shall be as follows:

1. Medical Insurance (thru CalPERS' Public Employees' Medical and Hospital Care Act). The City's maximum monthly co-pay contribution specified below is benchmarked to the least costly medical insurance program offered between Blue Shield Net Value HMO or Kaiser Permanente plans. Should a member of this Unit elect to enroll in CalPERS medical insurance plan with a corresponding monthly premium higher than the least costly premium between the two medical plans listed above, the employee is responsible for 100% of the added premium cost above the least costly plan's premium for each of the enrollment options noted below:

- A. Employee Only enrollment: City Pays 100% of the selected Plan premium.
- B. Employee + 1 Dependent enrollment: City pays 100% of the selected Plan premium for the Employee Only and 50% of additional premium expense for the one (1) Dependent.
- C. Employee + Family enrollment: City pays 100% of the selected Plan premium for the Employee Only and 59.375% additional premium expense for the Family.

2. Dental Insurance (thru the Municipal Pooling Authority's Delta Dental Health Care Employees/Employers Dental Trust)

- A. Employee Only enrollment: City pays 100% of the Plan premium.

B. Employee + 1 Dependent enrollment: City pays 100% of the Plan premium for the Employee Only and 46.8% of additional premium expense for the one (1) Dependent.

C. Employee + Family enrollment: City pays 100% of the Plan premium for the Employee Only and 60.94% of additional premium expense for the Family.

Proration of the above City premium contributions for permanent part-time eligible employees shall be calculated and applied based on said employee's percentage of regularly-scheduled work hours as to regularly-scheduled forty (40) hours work week, (e.g., an employee scheduled to work 24 hours per week received sixty (60) percent of the City's premium contributions).

Section 6.2 Medical In-Lieu

Upon proof to the City Manager of medical coverage from another source, employees may elect to receive \$400.00 per month in lieu of the City's contribution to the employee's medical plan. An eligible employee will be paid on a pro rata basis.

Section 6.3 Life/Accidental Death/Dismemberment Insurance

The City will contract and pay the full premium to enroll each department full-time and part-time employee in a \$50,000 face amount life insurance policy and a \$50,000 Accidental Death and Dismemberment Insurance coverage.

Section 6.3 Short Term and Long-Term Disability Insurance

The City shall continue to provide and pay for short term (STD) and long-term disability (LTD) insurance(s) at the benefit level in place in June 2025 on behalf of each employee of this unit for the purpose of providing contracted levels of continued compensation in the event of an off-duty illness or injury.

ARTICLE 7: EMPLOYEE RETIREMENT PENSION SYSTEM

The City is a member of the California Public Employees' Retirement System, hereinafter referred to as "CalPERS". All regular full-time and regular part-time employees of this Unit are required by contract and corresponding law to be participating members of this retirement system.

Section 7.1 Tier I "Classic" Existing Employees as of June 30, 2010

By contract, the City and its eligible employees of this Unit are members of the 2% at age 55 Miscellaneous Employees CalPERS retirement system. The City shall pay the entire required

Employer CalPERS rate and share for this Miscellaneous Retirement System and all increase in rate thereof during the term of this Agreement, including any

costs of administration. In addition, the City shall pay 100% of the current 7% Employee CalPERS fixed rate and share for member of this Miscellaneous Retirement System.

Section 7.2 Tier II Retirement System for "Classic" Employees

By contract, all regular full-time and regular part-time employees of this Unit hired on or after July 1, 2010 are required to be participating members in the California Public Employees' Retirement System ("CalPERS"). In addition, any new City employees hired after that date but deemed "Classic" CalPERS members due to enrollment and active participation in a CalPERS pension system through another CalPERS public agency, as defined by state law, shall become members of the City's Tier II CalPERS plan. The City shall contract with CalPERS and enroll eligible employees in this hiring category in the CalPERS "2% at age 60" Miscellaneous Retirement System.

The City shall pay the entire required Employer CalPERS rate for this "2% at age 60" retirement system and all increases in the rate thereof, and the employee shall pay 100% of the entire required Employee CalPERS fixed rate. For purpose of calculating eligible retirement pension, the 2% at 60 Plan shall be the average of the highest 3 years of eligible compensation paid to the employee.

Section 7.3 Tier III Retirement System for New Members of this Unit

By contract, all regular full-time and regular part-time employees of this Unit hired on or after January 1, 2013, that are CalPERS "new" members as defined by statute shall become members of the City's Tier III CalPERS plan. The City shall contract with CalPERS and enroll eligible employees in this hiring category in the CalPERS "2% at age 62" Miscellaneous Retirement System.

The City and employee enrolled in this CalPERS plan shall each pay fifty percent (50%) of the "normal cost rate", as defined in the Public Employees' Pension Reform Act (PEPRA), and as calculated by CalPERS. The "normal cost rate" is subject to annual change as ordered by CalPERS.

ARTICLE 8: HOLIDAYS AND LEAVES

Section 8.1 Eligibility for Paid Leave

Permanent employees of this Unit regularly scheduled to work less than an average eighty (80) hour bi-weekly pay period will earn each paid leaves at a rate proportionate to their number of bi-weekly regularly scheduled work hours.

Section 8.2 Holiday Leave

Permanent regular employees of this Unit shall receive the following eleven (12) 8-hour days of paid holiday leave each calendar year:

New Year's Day	January 1
Martin Luther King Jr. Day	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Labor Day	First Monday in September
Juneteenth	June 19
Independence Day	July 4
Veterans' Day	November 11
Thanksgiving Day	Fourth Thursday in November
Friday after Thanksgiving	Day After Thanksgiving
December 24	
December 25	

Holidays falling on non-workdays will be observed on the nearest regular workday. Non-exempt employees must be in a paid status the day before or day following a paid holiday (or be on a pre-approved paid leave) in order to earn the paid holiday.

Staff shall receive eight (8) hours of paid leave on the above-mentioned holidays. Those staff working alternative work schedules may choose to utilize approved leave banks such as vacation, personal, or administrative leave, to cover the additional normal hours worked on that given day or work additional hours during that same week to equal the amount of leave that would otherwise be utilized. For example, if an employee works 4- 10 schedule, they would receive 8 hours of holiday pay on the above-mentioned holidays and could utilize 2 hours of leave on that day to make up the difference or work 2 additional hours that same week, either option will be allowed.

Section 8.3 Personal or "Floating" Leave

In addition to the holidays listed under Section 8.2, all members of this Unit shall receive twenty-four (24) hours of paid Personal Leave in each fiscal year. Said leave hours will be credited on July 1st of each year and shall be taken at the employees' discretion, with the advance consent of their supervisor. If one's Personal Leave hours are not used or exhausted by the end of the fiscal year (June 30th), the remaining hours are forfeited.

Permanent regular employees working less than a 40-hour work week shall receive paid Personal Leave hours on a pro-rata basis based on their number of regularly scheduled work hours per week. Unused Personal Leave is not compensable on separation of employment.

Section 8.4 Vacation Leave

- A. Permanent regular employees of this Unit shall be entitled to earn annual paid vacation leave with pay. Vacation leave credit for a 40-hour work week employee shall be accrued on the following basis:

Month 1 through Month 24:	6.67 hours per month
Month 25 through Month 48:	8.00 hours per month
Month 49 through Month 96:	10.00 hours per month
Month 97 through Month 180:	13.33 hours per month
Month 181 and thereafter:	16.67 hours per month

- B. Vacation leave credit for permanent regular employees working less than a 40-hour week shall be credited as in Section "A" above on a pro-rata basis based upon the number of hours regularly scheduled to work per week.
- C. Vacation leave may be used as earned, subject to the advance approval of one's department manager, based on staffing requirements.
- D. Vacation leave may only be used in increments of one-quarter (0.25) hour or more.
- E. Vacation leave may be accrued to a maximum number of hour's equivalent to twenty-four (24) times one's current monthly accrual rate.
- F. Upon leaving City employment, the employee will be paid for all accrued, unused vacation leave.
- G. An employee may elect once per fiscal year to convert accrued vacation leave hours into accrued sick hours before the end of the fiscal year at a conversion rate of one (1) hour of accrued vacation into one-half (0.50) hour of sick leave, provided the employee's accrued vacation leave balance exceeds their annual vacation accrual specified in sub-section "A" above at the time of conversion.
- H. An employee may elect to convert 40 hours of accrued vacation leave per calendar year in accordance with the "Leave Sell-Back" Administrative Policy. Election for participation in the program shall occur no later than 60 days prior to the start of the new calendar year. The cash-out period shall generally occur 12 months after the

election. At the time of cash out, the employees' vacation leave balance may not fall below 40 hours after participation in this program.

- I. The City Manager may assign FLSA Exempt classification an accrual rate commensurate with their experience, not to exceed the maximum accrual rate above.

Section 8.5 Sick Leave

- A. Paid sick leave is earned at the rate of eight (8) hours for each month worked. Permanent regular employees working less than a 40-hour work week shall earn paid sick leave hours on a pro-rata basis based on their number of hours regularly scheduled to work per week.
- B. Maximum accrual of sick leave is limited to nine-hundred sixty (960) hours of unused leave.
- C. Unused sick leave shall not be paid off in cash upon separation from City employment. The City contracts with CalPERS for retirement benefits and is subject to Section 20965 - Credit for Unused Sick Leave.
- D. Up to forty (40) hours of accrued sick leave may be used by an employee to attend a funeral of close family members (which means spouse, child, parent, sibling, grandparent, grandchild, domestic partner, or parent-in-law), with the approval of the City Manager.
- E. Employees may use accrued sick leave for non-work-related disabilities or illnesses up to the effective or commencement date of short-term or long-term disability benefits or as otherwise required by law.
- F. A physician's report may be required by one's department manager for extended periods of sick leave usage by an employee in this Unit, or if in the determination of the City Manager, the employees exhibit greater than average, or unusual patterns or circumstances in their use of sick leave.
- G. Employees unable to return to work within six (6) months of the date of disability (whether work or non-work-related) may be separated from City employment, unless an extension is approved by the City Manager, and except as otherwise restricted by state or federal law.
- H. Employees who have accumulated two-hundred forty hours or more of accrued sick leave may be credited, at the employee's written request, with two additional vacation leave hours for each consecutive three (3) month period in which no paid sick leave was used by the employee.

Section 8.6 Management Leave

In lieu of earning overtime or compensatory time off, FLSA Exempt managers (as designated by the City Manager) will be granted up to a maximum of one-hundred twenty (120) hours of paid management leave each fiscal year. The amount available to each management employee may vary, at the discretion of the City Manager.

Management leave hours will be credited to the designated manager's leave time account at the commencement of each fiscal year in the total number of hours granted by the City Manager to that employee. Management leave must be used within the fiscal year in which is earned, and unused leave has no cash value and will not be paid in cash or any other form of compensation upon separation from City employment.

ARTICLE 9: BILINGUAL PAY

The City has the sole and exclusive right to determine and designate which Employees, and how many Employees, are eligible to receive bilingual pay of \$75.00 per month.

Designated Employees will be required to demonstrate conversational fluency in a language (e.g., Spanish) as determine by the City Manager based on community/public needs and organizational usage. The City may administer a competency test to certify fluency of the Employee in the designated language. Any such certification shall be a condition prior to Employee qualifying for monthly bilingual pay.

ARTICLE 10: TERM OF AGREEMENT

Except as indicated herein, this Agreement shall be effective commencing July 1, 2025, and continue to and through June 30, 2027.

IN WITNESS THEREOF, this agreement is entered into by the following authorized representative(s) on this 17 day of JUNE 2025, pursuant to the provision of CA Government Code Section 3500, et seq. for presentation to and adoption by the City Council of Clayton, California.

CLAYTON UNDESIGNATED MANAGEMENT CITY EMPLOYEES (UNIT)

By: _____
Jennifer, Giantvalley, Unit Representative

CITY OF CLAYTON, CA (CITY)

By: _____
Mala Subramanian, City Attorney

BY: _____
Kris Lofthus, City Manager

RESOLUTION NO. XX-2025

A RESOLUTION AMENDING THE CITY OF CLAYTON SALARY SCHEDULE FOR FISCAL YEAR 2025 - 26 IN CONFORMANCE WITH CALPERS REQUIREMENT TO PROVIDE A PUBLICALLY AVAILABLE PAY SALARY SCHEDULE

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

WHEREAS, in a separate action on July 15, 2025, the City Council approved a Memorandum of Understanding for the Management Employees bargaining unit effective July 1, 2025, through June 30, 2027; and

WHEREAS, In a separate action this evening the City Council approved amending the position of Management Analyst to the classification of Project Manager with a salary amendment; and

WHEREAS, the California Public Employees Retirement System (CalPERS) regulations require member agencies formally adopt a publicly available pay schedule under Government Code section 20636(b)(1) and California Code of Regulations (CCR) Section 570.5; and

WHEREAS, the information contained in the salary schedule effective as of September 16, 2025, for FY 2025 - 26 reflects approved employee contracts memoranda of understanding with the City's Miscellaneous labor group, the City's Management labor group, and various City resolutions governing compensation; and

WHEREAS, CalPERS regulations require all this information be included in one document.

NOW, THEREFORE, BE IT RESOLVED the City Council of Clayton, California does hereby adopt the salary schedule effective September 16, 2025, for FY 2025 - 26 as shown in Attachment G.

PASSED, APPROVED AND ADOPTED by the City Council of Clayton, California during a public meeting thereof held on the 16th day of September 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Kim Trupiano
Mayor, City of Clayton

ATTEST:

Leticia Miguel
City Clerk

City of Clayton Salary Schedule FY 2025-26

Admin/Finance								
City Manager	City Manager	Effective 7/1/2024	Monthly				\$ 20,000.00	\$ 20,833.33
			Hourly				\$ 115.38	\$ 120.19
			Annually				\$ 240,000.00	\$ 250,000.00
				A	B	C	D	E
Administrative Services Director	Management City Employee	Effective 7/1/2025	Monthly	\$ 12,338.74	\$ 12,955.67	\$ 13,603.46	\$ 14,283.63	\$ 14,997.81
			Hourly	\$ 71.19	\$ 74.74	\$ 78.48	\$ 82.41	\$ 86.53
			Annually	\$ 148,064.84	\$ 155,468.08	\$ 163,241.49	\$ 171,403.56	\$ 179,973.74
Public Works Director/City Engineer	Management City Employee	Effective 7/1/2025	Monthly	\$ 14,247.50	\$ 14,959.87	\$ 15,707.87	\$ 16,493.26	\$ 17,317.93
			Hourly	\$ 82.20	\$ 86.31	\$ 90.62	\$ 95.15	\$ 99.91
			Annually	\$ 170,970.00	\$ 179,518.50	\$ 188,494.42	\$ 197,919.14	\$ 207,815.10
City Clerk/Assistant to CM	Management City Employee	Effective 7/1/2025	Monthly	\$ 9,384.49	\$ 9,853.71	\$ 10,346.40	\$ 10,863.72	\$ 11,406.90
			Hourly	\$ 54.14	\$ 56.85	\$ 57.39	\$ 62.68	\$ 65.81
			Annually	\$ 112,613.84	\$ 118,244.53	\$ 124,156.76	\$ 130,364.59	\$ 136,882.82
Project Manager	Management City Employee	Effective 2/18/25	Monthly	\$ 7,583.17	\$ 7,962.33	\$ 8,360.44	\$ 8,778.46	\$ 9,217.39
			Hourly	\$ 43.75	\$ 45.94	\$ 48.23	\$ 50.64	\$ 53.18
			Annually	\$ 90,998.00	\$ 95,547.90	\$ 100,325.30	\$ 105,341.56	\$ 110,608.64
Accountant	Management City Employee	Effective 7/1/2025	Monthly	\$ 7,262.78	\$ 7,625.92	\$ 8,007.21	\$ 8,407.57	\$ 8,827.95
			Hourly	\$ 41.90	\$ 44.00	\$ 46.20	\$ 48.51	\$ 50.93
			Annually	\$ 87,153.32	\$ 91,510.99	\$ 96,086.54	\$ 100,890.87	\$ 105,935.41
Administrative Clerk	Miscellaneous City Employee	Effective 7/1/2025	Monthly	\$ 4,548.36	\$ 4,775.78	\$ 5,014.57	\$ 5,265.29	\$ 5,528.56
			Hourly	\$ 26.24	\$ 27.55	\$ 28.93	\$ 30.38	\$ 31.90
			Annually	\$ 54,580.31	\$ 57,309.33	\$ 60,174.79	\$ 63,183.53	\$ 66,342.71
Community Services Leader	Miscellaneous City Employee	Effective 7/1/2025	Hourly (Part Time)	\$ 17.92	\$ 18.82	\$ 19.76	\$ 20.74	\$ 21.78
Maintenance				A	B	C	D	E
Senior Maintenance Worker	Miscellaneous City Employee	Effective 7/1/2025	Monthly	\$ 5,746.26	\$ 6,033.58	\$ 6,335.26	\$ 6,652.02	\$ 6,984.62
			Hourly	\$ 33.15	\$ 34.81	\$ 36.55	\$ 38.38	\$ 40.30
			Annually	\$ 68,955.16	\$ 72,402.92	\$ 76,023.07	\$ 79,824.22	\$ 83,815.43
Maintenance Worker I	Miscellaneous City Employee	Effective 7/1/2025	Monthly	\$ 5,564.41	\$ 5,849.29	\$ 6,144.00	\$ 6,449.20	\$ 6,764.51
			Hourly	\$ 32.44	\$ 34.21	\$ 36.05	\$ 37.94	\$ 39.85
			Annually	\$ 66,772.93	\$ 70,191.52	\$ 73,728.00	\$ 77,386.44	\$ 81,174.17
Maintenance Worker II	Miscellaneous City Employee	Effective 7/1/2025	Monthly	\$ 5,244.84	\$ 5,507.09	\$ 5,782.44	\$ 6,071.56	\$ 6,375.14
			Hourly	\$ 30.26	\$ 31.77	\$ 33.36	\$ 35.03	\$ 36.78
			Annually	\$ 62,938.13	\$ 66,085.04	\$ 69,389.29	\$ 72,858.76	\$ 76,501.69
Seasonal Maintenance Worker-Temporary	Miscellaneous City Employee	Effective 7/15/25	Hourly (Part Time)	\$ 22.50	\$ 23.63	\$ 24.81	\$ 26.05	\$ 27.35
Planning				A	B	C	D	E
Senior Planner	Management City Employee	Effective 7/1/2025	Monthly	\$ 9,001.75	\$ 9,451.84	\$ 9,924.43	\$ 10,420.65	\$ 10,941.68
			Hourly	\$ 51.93	\$ 54.53	\$ 57.26	\$ 60.12	\$ 63.13
			Annually	\$ 108,021.00	\$ 113,422.05	\$ 119,093.15	\$ 125,047.81	\$ 131,300.20
Community Development Technician	Miscellaneous City Employee	Effective 7/1/2025	Monthly	\$ 5,139.63	\$ 5,396.61	\$ 5,666.44	\$ 5,949.76	\$ 6,247.25
			Hourly	\$ 29.65	\$ 31.13	\$ 32.69	\$ 34.33	\$ 36.04
			Annually	\$ 61,675.53	\$ 64,759.31	\$ 67,997.27	\$ 71,397.14	\$ 74,966.99
Police				A	B	C	D	E
Chief of Police	Police Chief	Effective 2/18/25	Monthly	\$ 12,338.74	\$ 12,955.67	\$ 13,603.46	\$ 14,283.63	\$ 14,997.81
			Hourly	\$ 71.19	\$ 74.74	\$ 78.48	\$ 82.41	\$ 86.53
			Annually	\$ 148,064.84	\$ 155,468.08	\$ 163,241.49	\$ 171,403.56	\$ 179,973.74
Police Office Coordinator	Miscellaneous City Employee	Effective 7/1/2025	Monthly	\$ 5,387.25	\$ 5,656.61	\$ 5,939.44	\$ 6,236.41	\$ 6,548.23
			Hourly	\$ 31.08	\$ 32.63	\$ 34.27	\$ 35.98	\$ 37.78
			Annually	\$ 64,646.97	\$ 67,879.32	\$ 71,273.28	\$ 74,836.95	\$ 78,578.79
Police Administrative Clerk	Miscellaneous City Employee	Effective 7/1/2025	Monthly	\$ 4,548.36	\$ 4,775.78	\$ 5,014.57	\$ 5,265.29	\$ 5,528.56
			Hourly	\$ 26.24	\$ 27.55	\$ 28.93	\$ 30.38	\$ 31.90
			Annually	\$ 54,580.31	\$ 57,309.33	\$ 60,174.79	\$ 63,183.53	\$ 66,342.71
Police Officers	Police Officers' Association	Effective 7/1/2025	Monthly	\$ 7,969.16	\$ 8,367.61	\$ 8,785.99	\$ 9,225.29	\$ 9,686.56
			Hourly	\$ 45.98	\$ 48.27	\$ 50.69	\$ 53.22	\$ 55.88
			Annually	\$ 95,629.87	\$ 100,411.36	\$ 105,431.93	\$ 110,703.52	\$ 116,238.70
Police Sergeant	Police Officers' Association	Effective 7/1/2025	Monthly	\$ 9,363.48	\$ 9,831.66	\$ 10,323.24	\$ 10,839.40	\$ 11,381.37
			Hourly	\$ 54.02	\$ 56.72	\$ 59.56	\$ 62.54	\$ 65.66
			Annually	\$ 112,361.80	\$ 117,979.89	\$ 123,878.89	\$ 130,072.83	\$ 136,576.47

Final adopted 7-15-25



STAFF REPORT

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: Kris Lofthus, City Manager

DATE: September 16, 2025

SUBJECT: Future Revenue Options – Financial and Service Needs Impacting the City’s Long-Term Budget Deficit - Part Two

RECOMMENDATION

Staff recommends that the City Council:

1. Receive and file this report on projected financial needs and service impacts.
2. Provide direction on aspirational service-level goals, including:
 - Target compensation standard to support staff recruitment and retention.
 - Desired Pavement Condition Index (PCI) for City roadways.
3. Direct staff to return on October 21, 2025, with refined cost forecasts for both status quo and enhanced service levels, along with detailed analysis of potential revenue options.

BACKGROUND

On August 19, 2025, staff presented an overview of the City’s long-term fiscal challenges and outlined four major areas of need along with six potential revenue sources. At that meeting, the City Council directed staff to return with additional detail on the scale of these needs to better understand the level of funding required to maintain or enhance services.

The purpose of this follow-up report is to provide a more detailed discussion of projected budget gaps, infrastructure and staffing needs, and the fiscal pressures created by the rising cost of municipal operations. This information is intended to help the Council determine aspirational service-level goals—particularly related to pavement maintenance standards and competitive staffing compensation—and to provide direction on next steps for developing potential revenue options.

ANALYSIS

Revenue/Expenditure Gap. The FY 2026–27 Budget includes a structural deficit of approximately \$745,000. Based on linear revenue and expenditure projections, the City’s budget gap is forecasted to grow to between \$1.5 million and \$2.0 million annually by FY 2036–37. Without intervention, this gap will compromise the City’s ability to sustain existing service levels.

Infrastructure Needs. Clayton maintains approximately 94 miles of paved roadways. Current pavement conditions are rated “Good” with a Pavement Condition Index (PCI) of 73, above the regional average of 67. However, to simply maintain the current PCI, an estimated \$2.0 million in new annual revenue is required—equivalent to roughly one-third of the City’s General Fund revenue. To raise PCI into the mid-70s would require \$4.0 million annually, or two-thirds of the City’s General Fund. In addition, sidewalk repair/replacement costs are projected at \$100,000 annually.

Staff Recruitment and Retention. Salary and benefit costs represent 70% of the FY 2025–26 General Fund budget. Ensuring competitive compensation is critical for recruitment and retention. Staff has identified an initial funding need of \$216,000 in 2025, with future adjustments subject to inflationary growth. The Council must consider whether to target median market compensation, 90% of median, or another benchmark.

Operational Pressures. Rising costs for Police Department dispatch and IT support, professional and maintenance services, and discretionary supplies continue to outpace revenue growth. Opportunities for efficiency exist—including digitization of records, website compliance, and e-commerce—but are insufficient on their own to close the structural deficit.

Overall Fiscal Outlook. Maintaining status quo services on a structurally balanced basis will require between \$700,000 and \$1.2 million in new annual revenue in the near term. Additional funding would be required if the City sets aspirational goals for higher compensation or improved PCI. Predictable, stable revenue sources will be necessary to provide fiscal stability and maintain essential services.

CEQA

None

FISCAL IMPACT

Receiving this report and providing any necessary direction will not have any impacts on the FY 2025-26 Adopted Budget. Future financial impacts are likely.

ATTACHMENTS

[Att A - Future Revenue Options 2.0 - Final.pdf](#)

FUTURE REVENUE OPTIONS - PART 2: WHAT WILL THE NEEDS COST?

CITY OF CLAYTON

CITY COUNCIL

SEPTEMBER 16, 2025



OVERVIEW

- On August 19, staff outlined four short- and long-term financial needs and six potential revenue sources
- Council directed staff to return with details on the needs to better understand the scale of the revenue needed
- Purpose of this presentation:
 - Provide more detailed cost/service impact analysis on short- and long-term needs
 - Review revenue options
 - Provide staff with requests for additional information or direction



AS A RESULT OF THIS MEETING ...

- Given expenditures growing faster than existing revenue, more revenue will be needed to maintain status quo services with a structurally balanced budget
- Provide direction, if possible, on setting aspirational goals for:
 - Competitive salary standard to aid in staff recruitment and retention
 - Pavement Condition Index (PCI) metric and spending on other infrastructure



RECAP - FUTURE NEEDS

- Closing the revenue/expense gap - \$1.3 - \$1.5M annually by FY36-37
- Aging infrastructure - \$2.0M in 2025 \$\$
 - Declining Pavement Condition Index (PCI)
 - Current Pavement Condition Index is 73
 - What is the aspirational goal for the PCI? 100% is not real
 - City owned sidewalk repair / replacement - ~\$100,000 annually
 - Repairing potholes and crack sealing on a regular basis
- Staff recruitment and retention - \$216,000 in 2025 \$
 - Comparison to other agencies
 - What is the aspirational salary goal to compete with comp agencies? Median? 90% of median?
- Rising costs for municipal operations
 - Increased costs for Dispatch and IT support for the Police Department
 - Efficient operations opportunities: Records scanning/indexing/storage, website compliance and e-commerce
 - Enhancement of park and street landscaping and facilities maintenance (non-LMD areas)
 - Park facility improvements



INCREASED COSTS OF DOING BUSINESS

- Discretionary services and supplies (DSS) make up 30% of the FY2026 budget
- Professional and maintenance services are the largest portions of the DSS budget

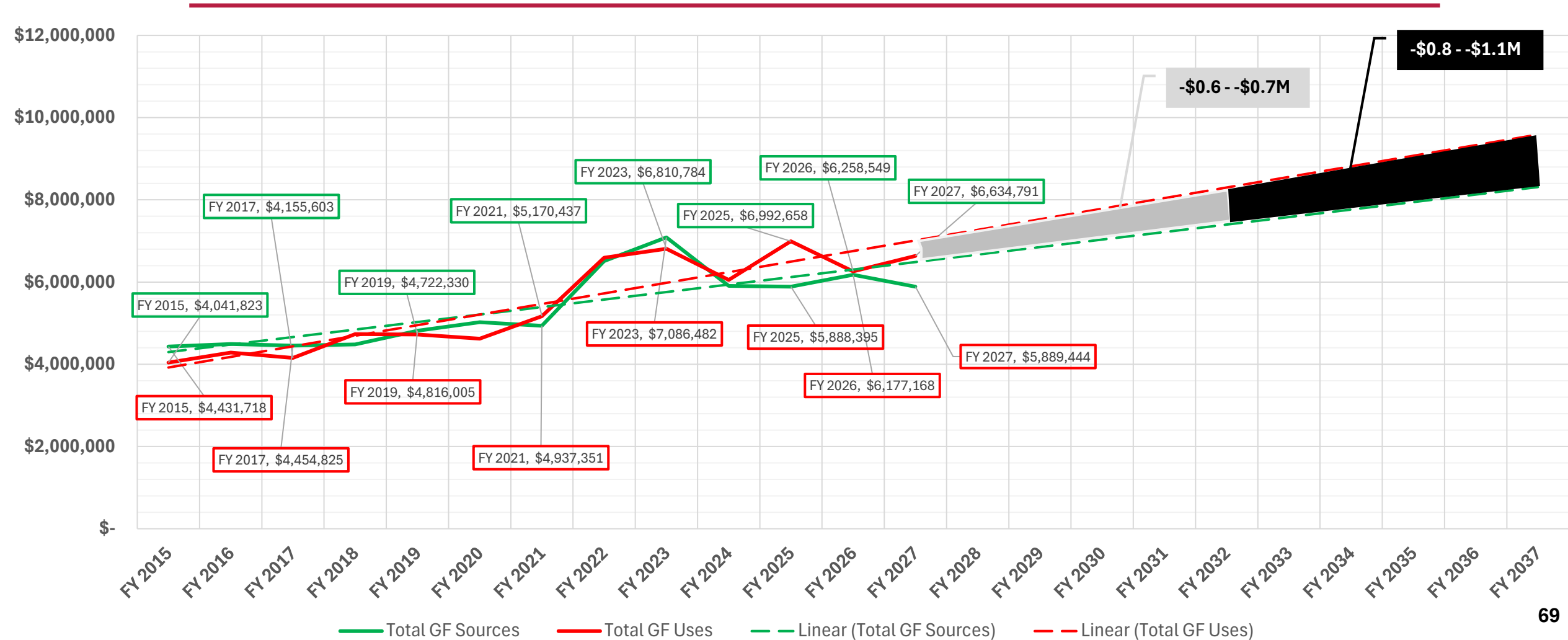


ADDRESSING FUTURE BUDGET GAPS

- As adopted in June 2025, the FY26-27 Budget has a \$745K structural deficit
- Based on linear revenue and expenditure projections of prior year actuals, the budget gap will grow to an estimated \$1.5 - \$2.0M by FY36-37
- Multiple options to close that deficit are available and will be presented over the next few months, however
 - Some revenue increase options are outside of the direct control of the Council, and
 - Some expenditure reduction options may impact future service delivery
- Predictable revenue sources will provide greater fiscal stability over the intermediate- to long- term for the City



MULTI-YEAR BUDGET PROJECTION





STRATEGIES FOR CLOSING THE EXPENDITURE SIDE OF THE GAP

- Service delivery adjustments through program prioritization
- Expenditure control by eliminating legacy spending
- Efficiency improvements through lean-like process reviews
- Financial management practices that utilize multi-year forecasting to anticipate and respond timely to imbalances
- Community engagement and transparency throughout budget development & implementation



INFRASTRUCTURE – MAINTENANCE, REPAIR & REPLACEMENT

- Clayton has 94 miles of paved roadways
- Hardscape does have a useful life
 - Residential streets (e.g. the street connected to your driveway) = 20 to 30 years
 - Arterial roads (e.g. Clayton Road, Mitchell Canyon) = 15 to 20 years
 - Traffic volume, weight of vehicles, weather, quality of original construction impact actual lifespan
- Extending that useful life requires
 - Routine maintenance including sealcoating, crack sealing, pothole filling, etc.
 - Pavement management systems that evaluate pavement conditions to focus expenditures
 - City's current PCI is "Good" at 73 (2024) which is above the regional "Fair" PCI of 67 (2023)



PCI/INFRASTRUCTURE POLICY DISCUSSION

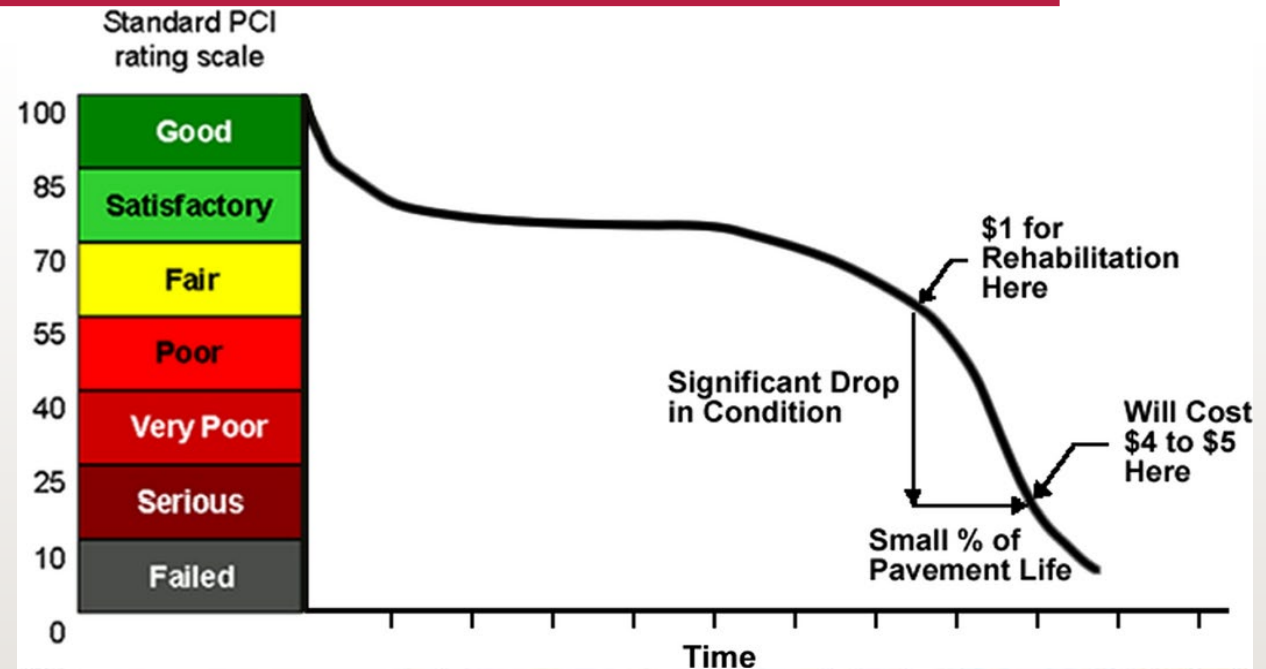
Are the current hardscape conditions acceptable to the community/council?

If yes, then...

~\$2.0M in new revenue would be needed to maintain existing conditions. This is 33% of our existing GF revenue

If no, then...

~\$4.0M in new revenue would be needed to increase the PCI to the mid-70's. This is 66% of our existing GF revenue



PCI = 88



PCI = 59



PCI = 6



STAFF RECRUITMENT & RETENTION

- Salary and benefit costs make up 70% of the FY 2025-26 GF budget
- Skilled and knowledgeable staff are critical for effective service delivery



STAFF RECRUITMENT & RETENTION

Benchmark Classification	Clayton Current top step of Pay Range Monthly	Median Top Step	\$ to Reach Median Top Step	% to Reach Top Step Median
City Manager	\$20,000	\$24,253	\$4,253	-21.3%
Police Chief	\$14,997	\$22,644	\$7,647	-51.0%
Accountant	\$8,828	\$9,786	\$958	-10.8%
Admin Services Director	\$14,997	\$20,328	\$5,331	-35.5%
City Clerk - Asst to the CM	\$11,407	\$14,831	\$3,424	-30.0%
PW Director/City Engineer	\$17,318	\$20,346	\$3,028	-17.5%
Project Manager	\$7,674	\$8,527	\$853	-11.1%
Community Develop Tech	\$6,247	\$9,065	\$2,818	-45.1%
Senior Planner	\$10,941	\$11,484	\$543	-5.0%
Admin Clerk	\$5,572	\$6,880	\$1,308	-23.5%
Maintenance - Senior	\$6,984	\$8,347	\$1,363	-19.5%
Maintenance Worker II	\$6,375	\$7,495	\$1,120	-17.6%
Police Administrative Clerk	\$5,572	\$6,880	\$1,308	-23.5%
Police Office Coordinator	\$6,548	\$7,752	\$1,204	-18.4%
Police Officer	\$9,687	\$11,416	\$1,729	-17.8%
Police Sergeant	\$11,381	\$13,376	\$1,995	-17.5%
Total Monthly to Achieve			\$38,879.25	



STAFF RECRUITMENT AND RETENTION

Benchmark Classification	90% OF MEDIAN TOP STEP	\$ to Reach 90% of Median Top Step	% to Reach 90% of Top Step Median	85% OF MEDIAN TOP STEP	\$ to Reach 85% of Median Top Step	% to Reach 85% of Top Step Median
City Manager	\$21,827	\$1,827	-9.1%	\$20,615	\$615	-3.1%
Police Chief	\$20,380	\$5,383	-35.9%	\$19,247	\$4,250	-28.3%
Accountant	\$8,807	-\$21	0.2%	\$8,318	-\$510	5.8%
Admin Services Director	\$18,296	\$3,299	-22.0%	\$17,279	\$2,282	-15.2%
City Clerk - Asst to the CM	\$13,348	\$1,941	-17.0%	\$12,606	\$1,199	-10.5%
PW Director/City Engineer	\$18,311	\$993	-5.7%	\$17,294	-\$24	0.1%
Project Manager	\$7,674	\$0	0.0%	\$7,248	-\$426	5.6%
Community Develop Tech	\$8,158	\$1,911	-30.6%	\$7,705	\$1,458	-23.3%
Senior Planner	\$10,335	-\$606	5.5%	\$9,761	-\$1,180	10.8%
Admin Clerk	\$6,192	\$620	-11.1%	\$5,848	\$276	-5.0%
Maintenance - Senior	\$7,512	\$528	-7.6%	\$7,095	\$111	-1.6%
Maintenance Worker II	\$6,745	\$370	-5.8%	\$6,370	-\$5	0.1%
Police Administrative Clerk	\$6,192	\$620	-11.1%	\$5,848	\$276	-5.0%
Police Office Coordinator	\$6,977	\$429	-6.6%	\$6,589	\$41	-0.6%
Police Officer	\$10,274	\$587	-6.1%	\$9,704	\$17	-0.2%
Police Sergeant	\$12,038	\$657	-5.8%	\$11,370	-\$11	0.1%
Total Monthly to Achieve		\$18,538.52			\$8,368.15	



STAFF RECRUITMENT AND RETENTION

City	Population	Total Emp	Per capita	Rank
Antioch	118000	406	3.44	8
Brentwood	65000	195	3.00	10
Concord	124000	439	3.54	7
Danville	44000	105	2.39	15
El Cerrito	26000	164	6.31	1
Hercules	26000	65	2.50	14
Lafayette	25000	50	2.00	16
Martinez	37000	151	4.08	5
Oakley	43000	108	2.51	12
Pittsburg	76000	290	3.82	6
Pleasant Hill	34000	96	2.82	11
Richmond	116000	662	5.71	2
San Pablo	32000	161	5.03	4
San Ramon	85000	279	3.28	9
Walnut Creek	70000	387	5.53	3
Clayton	11000	27.6	2.51	13



LAYERING IN THE COST OF FUTURE NEEDS



NEEDS WITH ANNUALLY ADJUSTED COSTS

	FY 27	FY 28	FY 29	FY 30	FY 31	FY 32	FY 33	FY 34	FY 35	FY 36	FY 37
Revenue Gap ¹	\$0.70M	\$0.60M	\$0.70M	\$0.70M	\$0.70M	\$0.70M	\$0.80M	\$0.70M	\$0.80M	\$0.90M	\$1.10M
Salary - 90%/median ²	\$0.22M	\$0.23M	\$0.23M	\$0.24M	\$0.25M	\$0.25M	\$0.26M	\$0.26M	\$0.27M	\$0.28M	\$0.29M
Salary - 85%/median ²	\$0.10M	\$0.10M	\$0.10M	\$0.11M	\$0.11M	\$0.11M	\$0.12M	\$0.12M	\$0.12M	\$0.12M	\$0.13M
PCI - 80 ²	\$4.00M	\$4.10M	\$4.20M	\$4.30M	\$4.42M	\$4.53M	\$4.64M	\$4.75M	\$4.00M	\$4.00M	\$4.00M
PCI - 70 ²	\$2.00M	\$2.05M	\$2.10M	\$2.15M	\$2.21M	\$2.26M	\$2.32M	\$2.38M	\$2.44M	\$2.50M	\$2.56M
High Total	\$4.92M	\$4.93M	\$5.14M	\$5.25M	\$5.36M	\$5.48M	\$5.70M	\$5.72M	\$5.95M	\$6.17M	\$6.51M
Low Total	\$2.80M	\$2.75M	\$2.91M	\$2.96M	\$3.02M	\$3.08M	\$3.23M	\$3.20M	\$3.36M	\$3.52M	\$3.79M

¹ Gap determined by linear projection analysis

² Year-over-Year changes use a 2.5% cost inflation factor



REVENUE OPTIONS SUMMARY

Revenue Source	Estimated New Revenue	General or Special Purpose	Path to Approval
Parcel Tax	\$1.70M @ \$400/parcel \$3.93M @ \$800/parcel	Special	Council, then Voters
Parcel Benefit Assessment	Approximately the same as above	Special	Council, then Property-owners
Documentary Transfer Tax	\$60,000 - \$824,000	General or Special	Council, then Voters for Charter + Tax
Sales Tax	\$1,000,000	General or Special	Council, then Voters
Utility User Tax	\$1,000,000	General or Special	Council, then Voters



AFTER ALL OF THAT...

- If expenditures are forecasted faster than existing revenue, then approximately \$0.70M to \$1.2M of new revenue will be needed to maintain status quo services with a structurally balanced budget
- If the City wants to enhance status quo services, then provide direction, if possible, on establishing aspirational goals for:
 - Competitive salary standard to aid in staff recruitment and retention
 - Pavement Condition Index (PCI) metric and spending on other infrastructure
- Staff can return in November with refined cost forecasts for status quo and enhanced service levels matched with previously identified revenue options



NEXT STEPS

- Answer any questions
- Receive feedback and direction on this report from Council after public comment
- Based on actual direction, return on October 21, 2025, with additional information



STAFF REPORT

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: Leticia Miguel, City Clerk

DATE: September 16, 2025

SUBJECT: Consider Designating Voting Delegate and Voting Delegate Alternate for the League of California Cities Annual Conference Being Held in Long Beach, California, on October 8 -10 ,2025

RECOMMENDATION

Recommendation: Approve by Minute Order; designate the Voting Delegate and the Alternate Voting Delegate

BACKGROUND

The League of California Cities ("League") 2025 Annual Conference is scheduled for October 8-10 in Long Beach, California. An important part of the Annual Conference is the General Assembly, scheduled for Friday, October 10, in which the League membership considers and takes action on resolutions that establish League policy.

The City Council must designate a voting delegate in order to vote at the General Assembly and the City Council may appoint up to two alternate voting delegates in the event that the designated voting delegate is unable to serve in that capacity.

CEQA

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

FISCAL IMPACT

No fiscal impact associated with this agenda item.

ATTACHMENTS

[Att A - 2025 Voting Delegate Info Packet.pdf](#)

DATE: Wednesday, July 16, 2025

TO: Mayors, Council Members, City Clerks, and City Managers

RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES
League of California Cities Annual Conference and Expo, Oct. 8-10, 2025
Long Beach Convention Center

Every year, the League of California Cities convenes a member-driven General Assembly at the [Cal Cities Annual Conference and Expo](#). The General Assembly is an important opportunity where city officials can directly participate in the development of Cal Cities policy.

Taking place on Oct. 10, the General Assembly is comprised of voting delegates appointed by each member city; every city has one voting delegate. Your appointed voting delegate plays an important role during the General Assembly by representing your city and voting on resolutions.

To cast a vote during the General Assembly, your city must designate a voting delegate and up to two alternate voting delegates, one of whom may vote if the designated voting delegate is unable to serve in that capacity. Voting delegates may either be an elected or appointed official.

Action by Council Required. Consistent with Cal Cities bylaws, a city's voting delegate and up to two alternates must be designated by the city council. Please note that designating the voting delegate and alternates **must** be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.

Following council action, please submit your city's delegates through [the online submission portal](#) by Wed., Sept. 24. When completing the Voting Delegate submission form, you will be asked to attest that council action was taken. You will need to be signed in to your My Cal Cities account when submitting the form.

Submitting your voting delegate form by the deadline will allow us time to establish voting delegate/alternate records prior to the conference and provide pre-conference communications with voting delegates.

Conference Registration Required. The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. Conference registration is open on the [Cal Cities](#) website.



For a city to cast a vote, one voter must be present at the General Assembly and in possession of the voting delegate card and voting tool. Voting delegates and alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the voting delegate desk. This will enable them to receive the special sticker on their name badges that will admit the voting delegate into the voting area during the General Assembly.

Please view Cal Cities' [event and meeting policy](#) in advance of the conference.

Transferring Voting Card to Non-Designated Individuals Not Allowed. The voting delegate card may be transferred freely between the voting delegate and alternates, but *only* between the voting delegate and alternates. If the voting delegate and alternates find themselves unable to attend the General Assembly, they may *not* transfer the voting card to another city official.

Seating Protocol during General Assembly. At the General Assembly, individuals with a voting card will sit in a designated area. Admission to the voting area will be limited to the individual in possession of the voting card and with a special sticker on their name badge identifying them as a voting delegate.

The voting delegate desk, located in the conference registration area of the Long Beach Convention Center in Long Beach, will be open at the following times: Wednesday, Oct. 8, 8:00 a.m.-6:00 p.m. and Thursday, Oct. 9, 7:30 a.m.-4:00 p.m. On Friday, Oct. 10, the voting delegate desk will be open at the General Assembly, starting at 7:30 a.m., but will be closed during roll calls and voting.

The voting procedures that will be used at the conference are attached to this memo. Please share these procedures and this memo with your council and especially with the individuals that your council designates as your city's voting delegate and alternates.

Once again, thank you for submitting your voting delegate and alternates by Wednesday, Sept. 24. If you have questions, please contact Zach Seals at zseals@calcities.org.

Attachments:

- General Assembly Voting Guidelines
- Information Sheet: Cal Cities Resolutions and the General Assembly

General Assembly Voting Guidelines

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to Cal Cities policy.
2. **Designating a City Voting Representative.** Prior to the Cal Cities Annual Conference and Expo, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the voting delegate form provided to the Cal Cities Credentials Committee.
3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the voting delegate desk in the conference registration area. Voting delegates and alternates must sign in at the voting delegate desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the General Assembly.
4. **Signing Initiated Resolution Petitions.** Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the credentials committee at the voting delegate desk, may sign petitions to initiate a resolution.
5. **Voting.** To cast the city's vote, a city official must have in their possession the city's voting card and voting tool; and be registered with the credentials committee. The voting card may be transferred freely between the voting delegate and alternates but may not be transferred to another city official who is neither a voting delegate nor alternate.
6. **Voting Area at General Assembly.** At the General Assembly, individuals with a voting card will sit in a designated area. Admission to the voting area will be limited to the individual in possession of the voting card and with a special sticker on their name badge identifying them as a voting delegate.
7. **Resolving Disputes.** In case of dispute, the credentials committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the General Assembly.

How it works: Cal Cities Resolutions and the General Assembly

Developing League of California Cities policy is a dynamic process that engages a wide range of members to ensure Cal Cities represents cities with one voice. These policies directly guide Cal Cities' advocacy to promote local decision-making, and lobby against statewide policies that erode local control.

The resolutions process and General Assembly is one way that city officials can directly participate in the development of Cal Cities policy. If a resolution is approved at the General Assembly, it becomes official Cal Cities policy. Here's how resolutions and the General Assembly work.

Prior to the Annual Conference and Expo

General Resolutions



Sixty days before the Annual Conference and Expo, Cal Cities members may submit policy proposals on issues of importance

to cities. The resolution must have the concurrence of at least five additional member cities or individual members.

Policy Committees



The Cal Cities President assigns general resolutions to policy committees where members

review, debate, and recommend positions for each policy proposal. Recommendations are forwarded to the Resolutions Committee.

During the Annual Conference and Expo

Petitioned Resolutions



The petitioned resolution is an alternate method to introduce policy proposals during

the annual conference. The petition must be signed by voting delegates from 10% of member cities, and submitted to the Cal Cities President at least 24 hours before the beginning of the General Assembly.

Resolutions Committee



The Resolutions Committee considers all resolutions. General Resolutions approved¹ by either a policy committee

or the Resolutions Committee are next considered by the General Assembly. General resolutions not approved, or referred for further study by both a policy committee and the Resolutions Committee do not go to the General Assembly. All Petitioned Resolutions are considered by the General Assembly, unless disqualified.²

General Assembly



During the General Assembly, voting delegates debate and consider general and petitioned resolutions forwarded by the Resolutions Committee. Potential Cal Cities bylaws amendments are also considered at this meeting.

Who's who

Cal Cities policy development is a member-informed process, grounded in the voices and experiences of city officials throughout the state.

The **Resolutions Committee** includes representatives from each Cal Cities diversity caucus, regional division, municipal department, and policy committee, as well as individuals appointed by the Cal Cities president.

Voting delegates are appointed by each member city; every city has one voting delegate.

The **General Assembly** is a meeting of the collective body of all voting delegates—one from every member city.

Seven **policy committees** meet throughout the year to review and recommend positions to take on bills and regulatory proposals. Policy committees include members from each Cal Cities diversity caucus, regional division, and municipal department, as well as individuals appointed by the Cal Cities president.

¹ The Resolution Committee can amend a general resolution prior to sending it to the General Assembly.

² Petitioned Resolutions may be disqualified by the Resolutions Committee according to Cal Cities Bylaws Article VI. Sec. 5(f).



STAFF REPORT

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: Leticia Miguel, City Clerk

DATE: September 16, 2025

**SUBJECT: Public Employee Performance Evaluation (Gov. Code 54957)
Title: City Manager**

BACKGROUND

Does not apply to this item

FISCAL IMPACT

Does not apply to this item



STAFF REPORT

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: Leticia Miguel, City Clerk

DATE: September 16, 2025

**SUBJECT: Conference with Labor Negotiators (Gov. Code 54957.6)
Agency Designated Representative: Mayor Trupiano
Unrepresented Employee: City Manager**

BACKGROUND

Does not apply to this item

FISCAL IMPACT

Does not apply to this item