



CLAYTON CITY COUNCIL REGULAR MEETING AGENDA

**TUESDAY, AUGUST 18, 2026
7:00 PM**

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

Members of the public may participate virtually in the Clayton City Council meeting and provide public comment, please join via Zoom.

At the time and date of the meeting, please click this URL to join the webinar:

<https://us02web.zoom.us/j/87013308207?pwd=Cseb8FiFZXHszhgXSPA1SHLTajNzoM.1>

Meeting ID: 870 1330 8207 | Meeting Password: 121212

Dial 669-900-9128 to join by phone

Remote Public Comments: When the Mayor invites public comment for the item on which you would like to comment, please use the "raise hand" feature (or press *9 if connecting via telephone only and press *6 to unmute/mute) to alert staff you have a public comment to provide.

Jeff Wan, Mayor

Richard Enea, Vice Mayor
Holly Tillman, Councilmember

Jim Diaz, Councilmember
Kim Trupiano, Councilmember

1. CALL TO ORDER AND ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. 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 July 7, 2026 Regular Meeting Minutes and July 28, 2026 Special Meeting Minutes

- (b) Adoption of Ordinance 504 Adding Section 2.02.040 to the City of Clayton Municipal Code, Under Title 2 Administration and Personnel Chapter 2.02 - General Municipal Election, Relating to the Electronic Filing of Fair Political Practices Commission Campaign Disclosure Statements

5. REPORTS

- (a) City Manager's Report
- (b) City Council/Committees Reports

6. PUBLIC HEARINGS

- (a) Introduction and First Reading of Ordinance No. 505 Amending Clayton Municipal Code Section 5.04.370 (Business Licenses and Taxes Generally - Rental Dwellings), Eliminating the Business License Tax on Single Family Rental Dwelling Units

Recommendation: Open public hearing, take public input, close the public hearing, and introduce the ordinance by title only and continue to September 1, 2026, for second reading and adoption.

- (b) Introduction and First Reading of Ordinance No. 506 Amending Clayton Municipal Code Section 9.18.060 (Alarm Systems — Enforcement) to Clarify the Fee Schedule Applicable to Excessive False Alarms

Recommendation: Open public hearing, take public input, close the public hearing, and introduce the ordinance by title only and continue to September 1, 2026, for second reading and adoption.

- (c) Introduction and First Reading of Ordinance No. 507 Amending Clayton Municipal Code Section 10.41.020 (Recreational Vehicles — Definitions) to Clarify That Non-Motorized Trailers Drawn by a Motor Vehicle Are Included Within the Definition of "Recreational Vehicle"

Recommendation: Open public hearing, take public input, close the public hearing, and introduce the ordinance by title only and continue to September 1, 2026, for second reading and adoption.

- (d) Introduction and First Reading of Ordinance No. 508 Amending Clayton Municipal Code Section 11.04.060 (City Parks — Amplified Sound) to Include Bluetooth Speakers Among Exempt Personal Devices and to Correct Permit Terminology to Align With Permits Currently Issued by the City

Recommendation: Open public hearing, take public input, close the public hearing, and introduce the ordinance by title only and continue to September 1, 2026, for second reading and adoption.

- (e) Introduction and First Reading of Ordinance No. 509 Amending Clayton Municipal Code Chapter 12.08 (Sight Obstructions at Intersections), Sections 12.08.010 through 12.08.040, to Extend Sightline Protections to Pedestrians, Establish a Maintenance-Based Standard for Vegetation Within the Sight Triangle, and Update Outdated "City Engineer" References to City Manager or Designee

Recommendation: Open the public hearing, take public input, close the public hearing, and introduce the ordinance by title only and continue to September 1, 2026, for second reading and adoption.

- (f) Introduction and First Reading of Ordinance No. 510 Creating Clayton Municipal Code Chapter 17.70 (Special Event Permits) to Establish a Permit Process for Events Requiring Closure of a Public Right-of-Way or Diversion of Traffic, Distinct From the Administrative Temporary Use Permit Process Under Chapter 17.69

Recommendation: Open public hearing, take public input, close the public hearing, and introduce the ordinance by title only and continue to September 1, 2026, for second reading and adoption.

- (g) Introduction and First Reading of Ordinance No. 511 Renumbering Clayton Municipal Code Chapter 17.70 (Temporary Use Permits) as Chapter 17.69, Amending Sections 17.69.010 and 17.69.020 to Distinguish Temporary Use Permits From Special Event Permits and Remove Parades and Block Parties as Conditionally Permitted Temporary Uses, and Adding Section 17.69.070 (Violation — Penalty) to Establish Infraction Penalties for Violations of Temporary Use Permits

Recommendation: Open the public hearing, take public input, close the public hearing, and introduce the ordinance by title only and continue to September 1, 2026, for second reading and adoption.

7. ACTION ITEMS

- (a) Adopt Resolution No. 35-2026 approving revised City Standard Plan S-18, Street Name Signs

Recommendation: Adopt the resolution.

- (b) Adopt Resolution No. 36-2026 Approving the Reclassification of the Community Development Technician to Community Development Specialist, Resolution No. 37-2026 Amending the Miscellaneous Employee Memorandum of Understanding (MOU), and Resolution No. 38-2026 Adopting an amended Clayton's Salary Schedule Effective August 18, 2026 in Conformance with CalPERS Requirements to Provide a Publicly Available Salary Schedule

Recommendation: Adopt the resolutions.

- (c) Designation of Voting Delegate and Alternate Delegate for League of California Cities 2026 Annual Conference being held September 23 through 25, in Anaheim and the City's position on the one (1) League Conference General Resolution

Recommendation: Designate a Voting Delegate and Alternate and discuss and direct regarding City's position on the General Resolution.

8. ADJOURNMENT

The next regularly scheduled meeting will be September 1, 2026. For meeting information and materials, please visit the City's website.

Meeting Information and Access

- A complete packet of information containing staff reports and exhibits related to each public item is available for public review in City Hall located at 6000 Heritage Trail and on the [City's website](#).
- Agendas are posted at: 1) City Hall, 6000 Heritage Trail; 2) Library, 6125 Clayton Road; 3) Ohm's Bulletin Board, 1028 Diablo Street, Clayton; and 4) [City's website](#).
- Any writings or documents provided to a majority of the City Council after distribution of the agenda packet and regarding any public item on this agenda will be made available for public inspection in the City Clerk's office located at 6000 Heritage Trail during normal business hours and is available for review on the [City's website](#).
- If you have a physical impairment requiring special accommodation to participate, please call the City Clerk's office at least 72 hours (about 3 days) before the meeting at (925) 673-7300.
- E-mail Public Comments: Public comment may also be sent to the [City Clerk](#) by 12:00 p.m. on the day of the meeting. All e-mailed public comments will be forwarded to the entire committee and made part of the official meeting file.
- The City cannot guarantee that the public's access to teleconferencing technology will be uninterrupted, and technical difficulties may occur time to time. In the event of these difficulties, the City will comply with the Brown Act and its Disruption Policy, which may mean public meetings will continue despite technical difficulties for participants using the teleconferencing option.

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.



CLAYTON CITY COUNCIL REGULAR MEETING MINUTES

**TUESDAY, JULY 7, 2026
7:00 PM**

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 7:00 p.m. by Mayor Wan held in-person and broadcast from Hoyer Hall, Clayton Community Library, 6125 Clayton Road, Clayton, California. Councilmembers present: Councilmembers: Trupiano, Tillman, Diaz; Vice Mayor Enea, and Mayor Wan. Staff present: City Manager, Kris Lofthus; Administrative Services Director, Dennis Bozanich; City Clerk Melissa Rhodes

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 in person by submitting a Speaker Card to the City Clerk or via Zoom by following the instructions provided at the top of the agenda. 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.

Councilmember Diaz noted the City received correspondence from Clayton Watch earlier in the day.

Amy Callaghan expressed her concern about the video archives being removed from the City's website.

4. INTERVIEWS - PLANNING COMMISSIONERS

- (a) Select Interview Questions and Conduct Interviews to Fill Three Vacancies on the Planning Commission for a Two-year Term, Ending June 30, 2028

Mayor and City Councilmembers interviewed the following applicants for the Planning Commission:

- *Nate Brzovich*
- *Charlie Schmidt*
- *Maria Shulman*

5. 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 June 16, 2026 Regular Meeting Minutes and June 29, 2026 Special Meeting Minutes
- (b) Adopt Resolution No. 26-2026 Revising the City of Clayton's Appropriations (Gann) Limits Applicable During Fiscal Year 2025-26 and Approving the City's Gann Limit for Fiscal Year 2026-27
- (c) Adopt Resolution No. 27-2026 Adopting the 2028 Neighborhood Paving Project for Fiscal Year 2027-28 Funded by *SB 1: The Local Road Repair and Accountability Act of 2017* for Submission to the State to Access Road Maintenance and Rehabilitation Account (RMRA) funds
- (d) Authorize the City Manager to Sign Amendment #1 with Brightview Tree Service, Extending the Term of the Contract to June 30, 2027, and increasing the Not to Exceed Amount to \$240,000, this is an increase of \$120,000 for tree trimming and removal services for FY2026-27.
- (e) Authorize the City Manager to sign Amendment #1 with Verdanta for weed abatement services, extend the contract from August 20, 2026 to June 30, 2027, and increase the "not to exceed" limit to \$240,000; this is an increase of \$120,000 for weed abatement services for FY2026-27.
- (f) Authorize the City Manager to sign Amendment #1 with Bel Air Mechanical, Inc. to extend the contract from July 16, 2026 to June 30, 2027, and increase the "not to exceed" limit to \$60,000; this is an increase of \$40,000 for heating, ventilation and air conditioning (HVAC) maintenance and repair services for FY2026-27.

Councilmember Tillman pulled items 5d and 5e seeking clarification.

Councilmember Diaz made a motion to approve, with Councilmember Tillman seconding. The motion carried 5-0.

6. RECOGNITIONS AND PRESENTATIONS

None.

7. REPORTS

- (a) City Manager's Report

City Manager Loftus provided an update on the City's recent activities, including the Fourth of July Parade, and expressed appreciation to everyone who contributed to its success. He also provided updates on current City recruitment efforts, upcoming City Council meetings, and ongoing health and safety improvements being made to the City's roadways.

- (b) City Council/Committees Reports

8. PUBLIC HEARINGS

- (a) Conduct a Public Hearing and Consider Approval of Resolution No. 28-2026 on the Proposed Annual Levy of Assessments for the Diablo Estates at Clayton Benefit Assessment District for Fiscal Year 2026/27

Mayor Wan opened the public hearing at 7:51 p.m.

Staff introduced the item.

Tom Brand questioned which staff member is responsible for administering contracts under the assessment district and expressed concern that landscaping plants throughout the district are dying.

Vice Mayor Enea made a motion to approve, with Councilmember Trupiano seconding. The motion carried 5-0.

Mayor Wan closed the public hearing at 7:59 p.m.

- (b) Conduct a Public Hearing and Consider Adopting Resolution No. 29-2026 to Call a General Municipal Election and Consolidate with the Statewide General Election to Extend the term of the Landscape and Maintenance District (LMD) until June 30, 2037 and the Levy of Assessments based on a Revised Rate and Method of Apportionment (RMA) for the existing LMD and setting rules and deadlines for submittal of arguments for and against the tax measure

Staff introduced the item.

Mayor Wan opened the public hearing at 8:03 p.m.

Seeing no one wishing to speak, Mayor Wan closed the public hearing at 8:03 p.m.

Councilmember Diaz made a motion to approve, with Councilmember Trupiano seconding. The motion carried 5-0.

9. ACTION ITEMS

- (a) Appoint Council Members to an Ad Hoc Committee to Author Direct and Rebuttal Arguments for the Landscape and Maintenance District (LMD) extension to June 30, 2037 and the revised Rate and Method of Apportionment of the assessment for the November General Election Ballot.

Mayor Wan introduced the item.

Councilmember Diaz moved to approve appointing Councilmembers Tillman and Trupiano to the Ad Hoc Committee to Author Direct and Rebuttal Arguments for the Landscape and Maintenance District (LMD) extension to June 30, 2037 and the revised Rate and Method of Apportionment of the assessment for the November General Election Ballot, with Councilmember Trupiano seconding. The motion carried 5-0.

- (b) Adopt Resolution No. 30-2026 Appointing Three (3) Individuals to the Planning Commission for a Two-Year Term, ending June 30, 2028.

Frank Gavidia commented on the City's process for interviewing Planning Commission applicants.

Councilmember Diaz made a motion to approve the appointment of Nate Brzovich, Charlie Schmidt and Maria Shulman to the Planning Commission for a term expiring June 30, 2028, with Councilmember Tillman seconding. The motion carried 5-0.

- (c) Adopt Resolution No. 31-2026 Approving the Engineer's Report and Proposed Assessments for the Operation & Maintenance of Streetlights in the Streetlight Assessment District for Fiscal Year 2026/27

Staff introduced the item.

Councilmember Diaz made a motion, with Councilmember Trupiano seconding. The motion carried 5-0.

- (d) Award of a Construction Contract to Bay Cities Paving and Grading, Inc. from Concord, CA in an amount not to exceed \$2,383,114 for the 2026 Clayton Neighborhood Street Rehabilitation Program (CIP Project No. 2026P)

Staff introduced the item.

Vice Mayor Enea made a motion, with Councilmember Diaz seconding. The motion carried 5-0.

- (e) Introduction of Ordinance No. 504, Adding Section 2.02.040 to the City of Clayton Municipal Code, Under Title 2 Administration and Personnel Chapter 2.02 – General Municipal Election, Relating to the Electronic Filing of Fair Political Practices Commission Campaign Disclosure Statements

Staff introduced the item.

Councilmember Tillman made a motion, with Councilmember Diaz seconding. The motion carried 5-0.

10. ADJOURNMENT

The next regularly scheduled meeting will be August 18, 2026. For meeting information and materials, please visit the City's website.

Mayor Wan adjourned the meeting at 8:33 p.m.

Please note that these minutes reflect all actions taken by the City Council on the matters considered at this meeting, but do not necessarily present those actions in the chronological order in which the items were considered.



CLAYTON CITY COUNCIL SPECIAL MEETING MINUTES

TUESDAY, JULY 28, 2026

7:00 PM

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 7:00 p.m. by Mayor Wan held in-person and broadcast from Hoyer Hall, Clayton Community Library, 6125 Clayton Road, Clayton, California. Councilmembers present: Councilmembers: Trupiano, Tillman, Díaz; Vice Mayor Enea, and Mayor Wan. Staff present: City Manager, Kris Lofthus; Administrative Services Director, Dennis Bozanich; City Clerk Melissa Rhodes

2. PLEDGE OF ALLEGIANCE

3. CONSENT CALENDAR

- (a) Adopt Resolution No. 33-2026 amending the ballot label/ballot question for a special tax measure placed on the November 3, 2026 general municipal election ballot relating to extending the term for ten (10) years and altering the rate and method of apportionment of the existing special tax for the Community Facilities District No. 2007-1 (Citywide Landscape Maintenance) ("CFD")

Recommendation: Adopt the resolution.

- (b) Adopt Resolution No. 34-2026 Adopting a List of Projects Funded by SB1 - Road Repair and Accountability Act of 2017 for FY27 and FY28

Recommendation: Adopt the resolution.

Tom Brand expressed his concerns about the renewal of Measure H.

Vice Mayor Enea made a motion to approve, with Councilmember Trupiano seconding. The motion carried 5-0.

4. REPORTS

- (a) City Manager's Report

City Manager Loftus announced that National Night Out will take place on Tuesday, August 4, 2026, from 6:00 p.m. to 8:00 p.m. at City Hall, 6000 Heritage Trail, Clayton, CA 94517. He encouraged the community to attend and participate in this annual event promoting neighborhood engagement and public safety.

5. PUBLIC HEARING

- (a) Conduct an Appeal Hearing and Consider Denying the Appeal and Upholding the Decision of the Planning Commission to Approve the Peacock Creek Townhomes Vesting Tentative Subdivision Map and Site Plan Review. The location of the project is at the intersection of Clayton Rd. and Peacock Creek Dr. (Assessor's Parcel No. 118-370-073)

Recommendation: Continued this item without discussion, the hearing will be re-noticed when rescheduled.

The City Council continued the item without discussion and directed that the public hearing be re-noticed upon rescheduling.

6. ACTION ITEMS

- (a) Discussion and Direction on whether the City Council is in support of annexation or property outside of the current city boundary

Recommendation: Receive direction from the City Council to determine interest in exploring annexation of property outside of the City of Clayton boundary.

Councilmember Diaz sought clarification regarding the source of the annexation request and offered suggestions for allocating the associated costs.

Councilmember Tillman sought clarification regarding the annexation process and how it would be implemented.

City Manager Loftus recommended that the City not pursue annexation at this time due to limited funding, staffing constraints, and the number of development projects currently in the pipeline.

Councilmember Enea made a motion to approve the City Manager's recommendation, with Councilmember Trupiano seconding. The motion carried 5-0.

7. ADJOURNMENT

The next regularly scheduled meeting will be August 18, 2026. For meeting information and materials, please visit the City's website.

Mayor Wan adjourned the meeting at 7:21 p.m.

Please note that these minutes reflect all actions taken by the City Council on the matters considered at this meeting, but do not necessarily present those actions in the chronological order in which the items were considered.



STAFF REPORT

TO: Honorable Mayor and City Councilmembers

FROM: Melissa Rhodes, City Clerk

DATE: August 18, 2026

SUBJECT: Adoption of Ordinance 504 Adding Section 2.02.040 to the City of Clayton Municipal Code, Under Title 2 Administration and Personnel Chapter 2.02 - General Municipal Election, Relating to the Electronic Filing of Fair Political Practices Commission Campaign Disclosure Statements

RECOMMENDATION

Staff recommends that the City Council waive the second reading and adopt Ordinance No. 504 adding Section 2.02.040 to the City of Clayton Municipal Code, Under Title 2 Administration and Personnel Chapter 2.02 – General Municipal Election, Relating to the Electronic Filing of Fair Political Practices Commission Campaign Disclosure Statements.

BACKGROUND

On July 7, 2026, City Council held a public hearing waiving the first reading and introduced Ordinance No. 504, adding Section 2.02.040 to the City of Clayton Municipal Code, Under Title 2 Administration and Personnel Chapter 2.02 – General Municipal Election, Relating to the Electronic Filing of Fair Political Practices Commission Campaign Disclosure Statements. On a motion by Councilmember Tillman, seconded by Councilmember Diaz, the City Council voted 5-0 to introduce Ordinance No. 504.

This second reading allows the City Council to adopt the ordinance.

DISCUSSION

Upon adoption of the ordinance, the City Clerk is directed to publish the title of the ordinance once and post a complete copy thereof on the City Council Chamber bulletin board for five (5) days prior to adoption. Ordinance No. 504 will be effective 30 days after its adoption.

FISCAL IMPACT

Cost of the services are budgeted in FY 2026/27

CEQA IMPACT

Adopting this ordinance is an administrative action exempt from CEQA.

ATTACHMENTS

1. Attachment A - Ordinance No. 504

ORDINANCE NO. 504

**ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CITY OF CLAYTON
ADDING SECTION 2.02.040 TO THE CITY OF CLAYTON MUNICIPAL CODE,
UNDER TITLE 2 ADMINISTRATION AND PERSONNEL CHAPTER 2.02 –
GENERAL MUNICIPAL ELECTION, RELATING TO THE ELECTRONIC
FILING OF FAIR POLITICAL PRACTICES COMMISSION CAMPAIGN
DISCLOSURE DOCUMENTS**

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

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

WHEREAS, California Government Code Section 84615 provides that a legislative body of a local government agency may adopt an ordinance that requires an elected officer, candidate, committee, or other person required to file statements, reports or other documents required by Chapter 4 of the Political Reform Act, except those whose contributions received and expenditures made each total less than Two Thousand Dollars (\$2,000) in a calendar year, to file such statements, reports, or other documents online or electronically with the City Clerk;

WHEREAS, the City Clerk will operate the electronic filing system in compliance with the requirements of California Government Code Section 84615 and any other applicable laws; and

WHEREAS, the City Council expressly finds and determines that the electronic filing system will operate securely and effectively and will not unduly burden filers.
Specifically: (1) the system will ensure the integrity of the data and includes safeguards against efforts to tamper with, manipulate, alter, or subvert the data; (2) the system will only accept a filing in the standardized record format developed by the Secretary of State and compatible with the Secretary of State's system for receiving an online or electronic filing; and (3) the system will be available free of charge to filers and to the public for viewing filings.

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

SECTION 1. The Recitals above are true, correct, adopted, incorporated herein and made a part hereof.

SECTION 2. Title 2, Chapter 2.02 of the Clayton Municipal Code is hereby amended to add the following Section:

**SECTION 2.02.040 - ELECTRONIC FILING OF CAMPAIGN DISCLOSURE
DOCUMENTS**

- A. Any elected officer, candidate, committee or other person required to file statements, reports, or other documents with the City Clerk as required by Chapter 4 of the Political Reform Act (California Government Code Section

84100 et. seq.) and that has received contributions or made expenditures of \$2,000 or more, shall electronically file such statements, reports, or other documents using the City Clerk' s online system according to procedures established by the City Clerk.

- B. Once an elected officer, candidate, committee member or other person has electronically filed any statement, report, or other document pursuant to subsection A, all subsequent statements, reports, or other documents on behalf of that filer shall be filed electronically to ensure reporting continuity.
- C. Any elected officer, candidate, committee member or other person who has electronically filed a statement, report, or other document using the City Clerk' s online system is not required to file a copy of that statement in paper format with the City Clerk.
- D. In any instance in which an original statement, report, or other document must be filed with the Secretary of State and a copy of that statement, report, or other document is required to be filed with the City Clerk, the filer may, but is not required to, file the copy electronically.
- E. If the City Clerk' s online system cannot accept a particular type of statement, report, or other document, an elected officer, candidate, committee member or other person shall file that statement, report, or other document in paper format with the City Clerk.
- F. The City Clerk' s office shall maintain, for a period of at least 10 years commencing from the date filed, a secured, official version of each online or electronic statement which shall serve as the official version of that record for purpose of audits.

SECTION 3. SEVERABILITY. If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, is for any reason held to be invalid or unenforceable, such invalidity or unenforceability shall not affect the validity or enforceability of the remaining sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases of this Ordinance, or its application to any other person or circumstance. The City Council of the City of Clayton hereby declares that it would have adopted each section, subsection, subdivision, paragraph, sentence, clause or phrase hereof, irrespective of the fact that any one or more other sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases hereof is declared invalid or unenforceable.

SECTION 4. EFFECTIVE DATE AND PUBLICATION. This ordinance shall take effect thirty (30) days after adoption. The City Clerk is directed to publish the title once and post a complete copy thereof on the City Council Chamber bulletin board for five (5) days prior to adoption.

* * * * *

The foregoing Ordinance was introduced at a regular public meeting of the City Council of Clayton, California held on the 7th day of July 2026, by the following vote:

AYE: Councilmembers Tillman, Trupiano, Diaz; Vice Mayor Enea; Mayor Wan

NAY:

ABSENT:

ABSTAIN:

PASSED, ADOPTED AND ORDERED posted by the City Council of Clayton, California at a regular public meeting thereof on August 18, 2026, by the following vote:

AYE:

NAY:

ABSENT:

ABSTAIN:

THE CITY COUNCIL OF CLAYTON, CALIFORNIA

Jeff Wan, Mayor

ATTEST:

Melissa Rhodes, City Clerk

APPROVED AS TO FORM:

Malathy Subramanian, City Attorney

APPROVED BY ADMINISTRATION

Kris Lofthus, City Manager



STAFF REPORT

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: Melissa Rhodes, City Clerk

DATE: August 18, 2026

SUBJECT: City Council/Committees Reports

Vice Mayor Enea

- Attended 3 Clayton Car Shows
- Attended Transpac meeting
- Attended 3 Concerts in the Grove
- Attended Black Diamond HOA board meeting
- Attended Black Diamond Firewise meeting
- Attended special City Council meeting
- Met with City Manager
- Attended CBCA meeting- gave city report
- Attended National Night Out

Councilmember Diaz

- | | |
|-----------------|--|
| July 8 | Produced and attended the third 2026 Classic Car Show |
| July 9 | Attended Pittsburg Car Show |
| July 11 | Set-Up, Attended, Take-Down Fifth Concert In The Grove |
| July 22 | Produced and attended the fourth 2026 Classic Car Show |
| July 25 | Set-Up, Attended, Take-Down Sixth Concert In The Grove |
| July 28 | Attended Special City Council Meeting |
| August 4 | Attended Annual Clayton National Night Out |

- August 5** Produced and attended the fifth 2026 Classic Car Show
- August 6** Attended the Mayor's Conference in Oakley
- August 7** Attended and Chair the Operations & Scheduling Committee Meeting – County Connection
- Approved Purchase of Seven (7) 40 Foot Low Floor Diesel Buses for \$5,329,001.00
 - Authorized the release of an RFP for The County Connection & Livermore Amador Valley Authority (LAVTA) for Joint Paratransit Procurement to provide ADA paratransit and associated services
 - Received updates on services and schedules to reflect current passenger demand, traffic conditions, school schedules, staffing and funding
 - Received updates on May and June 2026 County Connection Fixed Routes and LINK Paratransit activities
- August 8** Set up, Attended, Take-Down Seventh Concert In The Grove
- August 18** Met with the Clayton City Manager
- August 18** Met with the Clayton City Manager
-

Councilmember Trupiano

Weekly meetings with City Manager Kris Loftus

- July 9**
- Ad Hoc committee meeting to draft the pro arguments for sales tax and LMD measures (with Councilmember Tillman)
 - Mayor's Conference, City of San Pablo and presentation by Lindy Johnson, CCTA
- July 10** Attended the Con Fire Wildfire Mitigation and Grants · Family and Personal Preparedness, by presenter Noell Crosse, Public Educator - Contra Costa County Fire Protection District. See attached presentation and Go Bag Checklist.
- July 11** Concerts in the Grove, The Bell Brothers and Country Line Dancing, with City staff and PFC from Mt. Diablo Elementary School
- July 14** CCLF Board Meeting, unable to attend but provided the board with City updates, upcoming meetings and events
- July 16**
- 4th of July recap meeting with Sarah, Chris, Sgt. Enea and CW (CBCA)
 - Meeting with Clayton Community Church and Ponderosa Homes,

- presented overview about their upcoming development/project
- July 21** Clayton Valley Village Annual Volunteer Appreciation Dinner, at Clayton Club Saloon, and provided updates on upcoming City events and meetings
- July 22** League of California Cities, Legislative update, 9:30 to 11 am, send presentation of meeting and recording to City leadership staff
- July 27**
- Quarterly City Sponsored Special Events committee meeting with Mayor Wan
 - Updates on current events including Concerts in the Grove and Classic Car Show, recap of 4th of July parade and planning for 3rd Annual Hispanic Heritage Celebration on September 20th
 - Chris Karney talked about creating a 5k/10k run for Clayton between Thanksgiving and the New Year
 - Next and final meeting of the year will be held, Monday, October 26th at 4 pm, Hoyer Hall
- July 28** Special Meeting of the City Council, 7 pm
- August 4** National Night Out, at City Hall, hosted by the Clayton Police Department, sponsored by Safeway, Grocery Outlet and CBCA
- August 8** Concerts in the Grove, Midnight Flyer, 6 - 8:30 pm, with PFC from Mt. Diablo Elementary School. May have been record-breaking attendance that night.
- August 11**
- Monthly CCLF board meeting. Unable to attend the meeting, but provided City updates on paving project, library refresh, updated budget on website, special events like community Town Hall on August 26th, 6-8 pm, regarding sales tax measure and LMD renewal and update on Emergency Operations Plan on August 27th, 7 pm at Hoyer Hall.
 - Also provided updates on City sponsored special events and upcoming Council meetings

Councilmember Tillman

- July 4** Participated in the Annual 4th of July parade
- July 16** Attended the Keller Ridge Firewise Community evacuation planning meeting with Chief Crone, ConFire and Deborah Gong (KRF boardmember)

- July 22** Attended Keller Ridge Firewise Park event planning meeting
- July 29** Attended Clayton Pride Board meeting
- July 30** Attended the Keller Ridge Firewise community evacuation meeting. Guest speakers were Clayton PD Chief Crone, ConFire Fire Prevention Captain Joe Ottolini, and from Contra Costa County Office of Emergency Services, Emergency Planning Coordinator Ashley Lerner, and Emergency Services Manager Rick Covar.
- August 4** Attended National Night Out. Thank you Chief Crone and the officers and staff who helped put on a successful community event!
- August 6** Attended the Mayor's Conference hosted by the City of Oakley.

I also discussed firework dangers with several residents, worked on the tax measure ad hoc committee with Councilmember Trupiano, and held several conversations regarding the tax measures on the November ballot.

ATTACHMENTS

1. Wildfire Mitigation Program Presentation
2. CALFIRE_Go-Bag-Checklist



CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT FIRE • RESCUE • EMS

CCC WILDFIRE MITIGATION PROGRAM

- Information Overview
 - Wildfire Mitigation Program Access
 - Wildfire Mitigation Overview
 - Active and Planned Projects
 - Firewise Communities
 - Contra Costa County Fire Hazard Severity Zones
 - Know Your Evacuation Zone (Genasys)
 - Community Warning System (CWS)
 - County Coordinator



CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT
FIRE • RESCUE • EMS

CCC WILDFIRE MITIGATION PROGRAM

Wildfire Mitigation Program





CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT

FIRE • RESCUE • EMS

CCC WILDFIRE MITIGATION PROGRAM

- Programs available:
 - Community Chipping Days
 - Evacuation Route / Fire Trail Clean Up
 - Firewise Strategic Plan Projects
 - Removal of Dead Trees
 - Shaded Fuel Break
 - Vegetation Management and Fuel Reduction
 - Low Income Exterior Hazard Control
- Coming Soon:
 - Home Hardening Outreach



Community Chipping Day



Evacuation Route/Fire Trail Clean Up



Firewise Strategic Plan Projects



Removal of Dead Trees

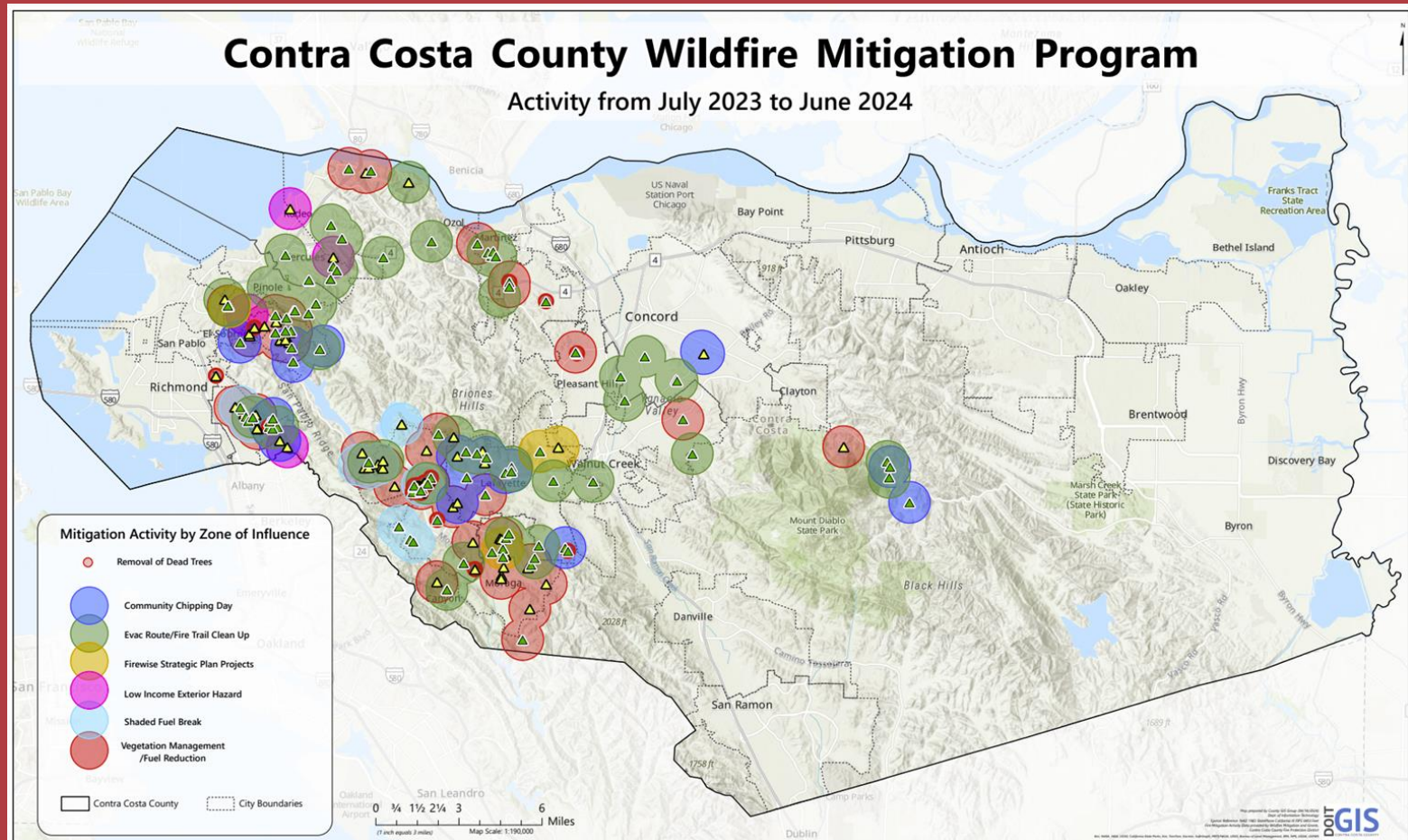


Shaded Fuel Break



Vegetation Management and Fuel Reduction

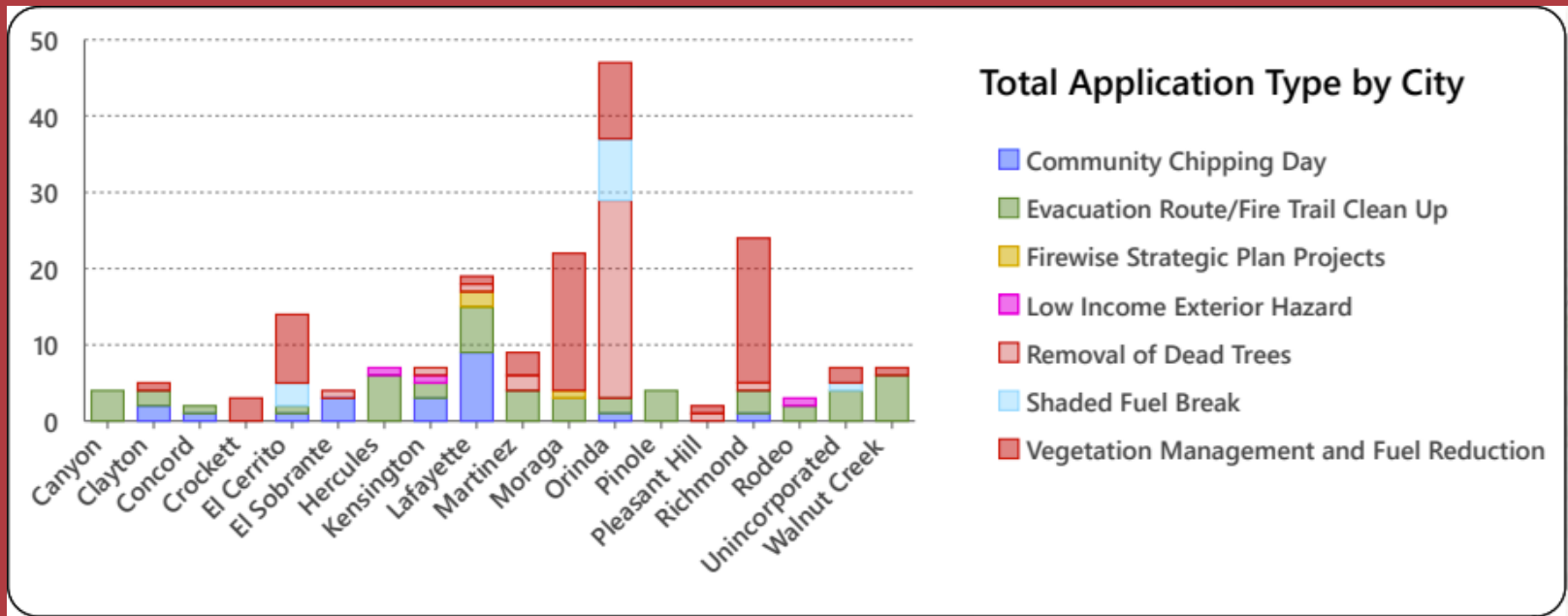
PROJECT LOCATIONS





CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT FIRE • RESCUE • EMS

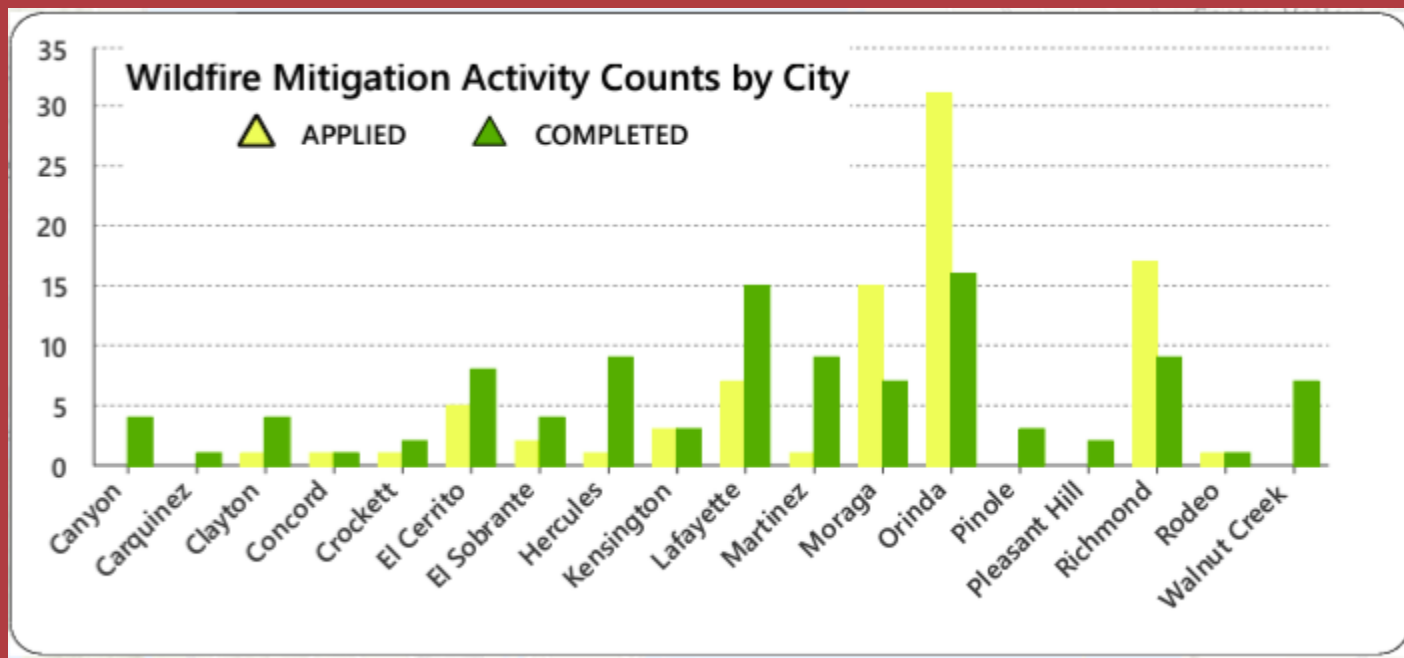
APPLICATION TYPE / LOCATIONS





CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT FIRE • RESCUE • EMS

PROJECTS COMPLETED / APPLIED





CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT
FIRE • RESCUE • EMS

COORDINATED EFFORT / PARTNERSHIP WITH FIRE DEPARTMENTS, CITIES & COUNTY





CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT FIRE • RESCUE • EMS

FIREWISE COMMUNITIES

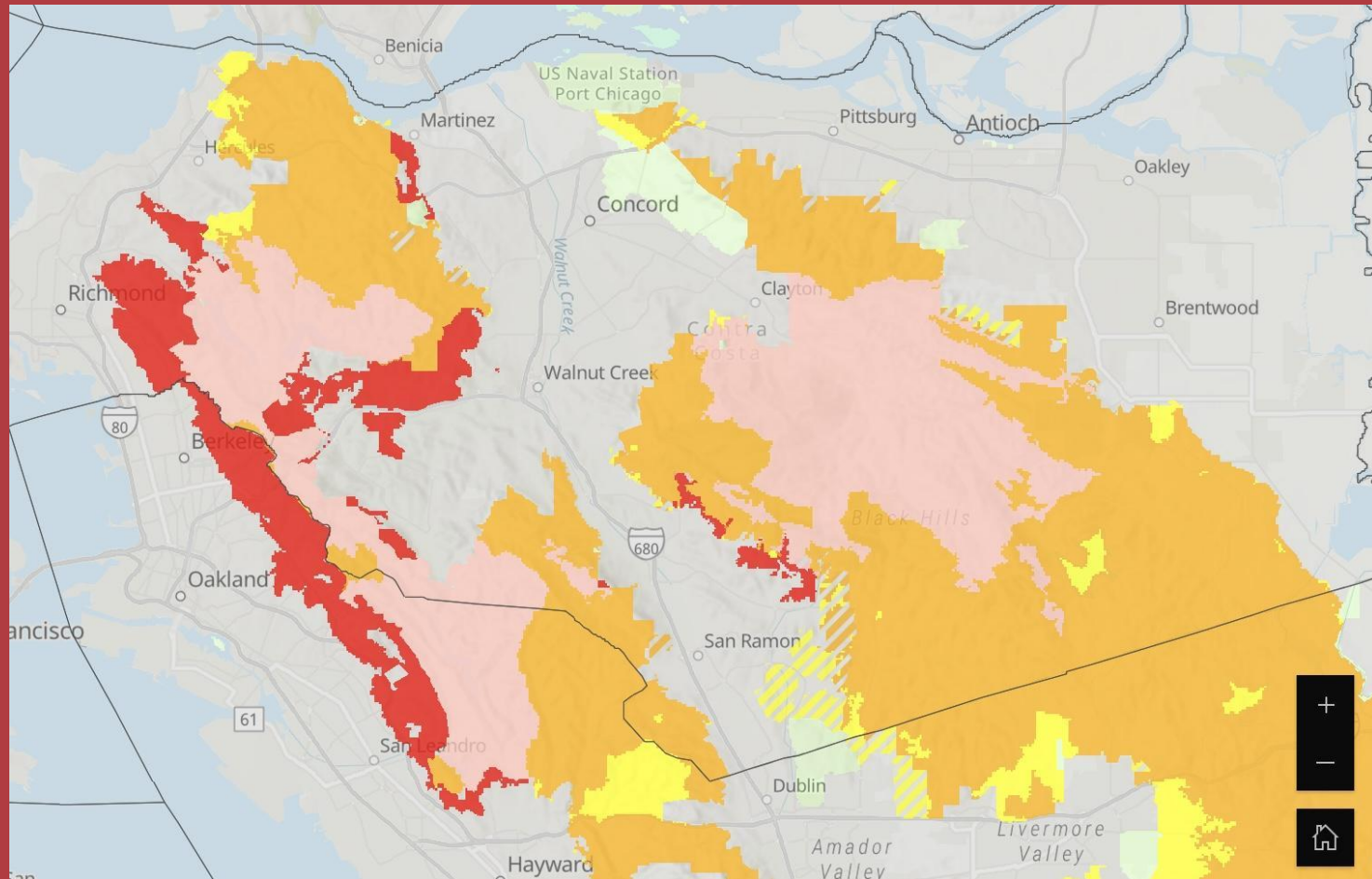
- National program helping neighbors work together
- Currently 91 in good standing or pending in the countywide



CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT

FIRE • RESCUE • EMS

CCC FIRE HAZARD SEVERITY ZONES



Source: https://osfm.fire.ca.gov/media/3kxgzdz0/fhsz_county_sra_11x17_2022_contracosta_2.pdf (Awaiting 2023 LRA Update)

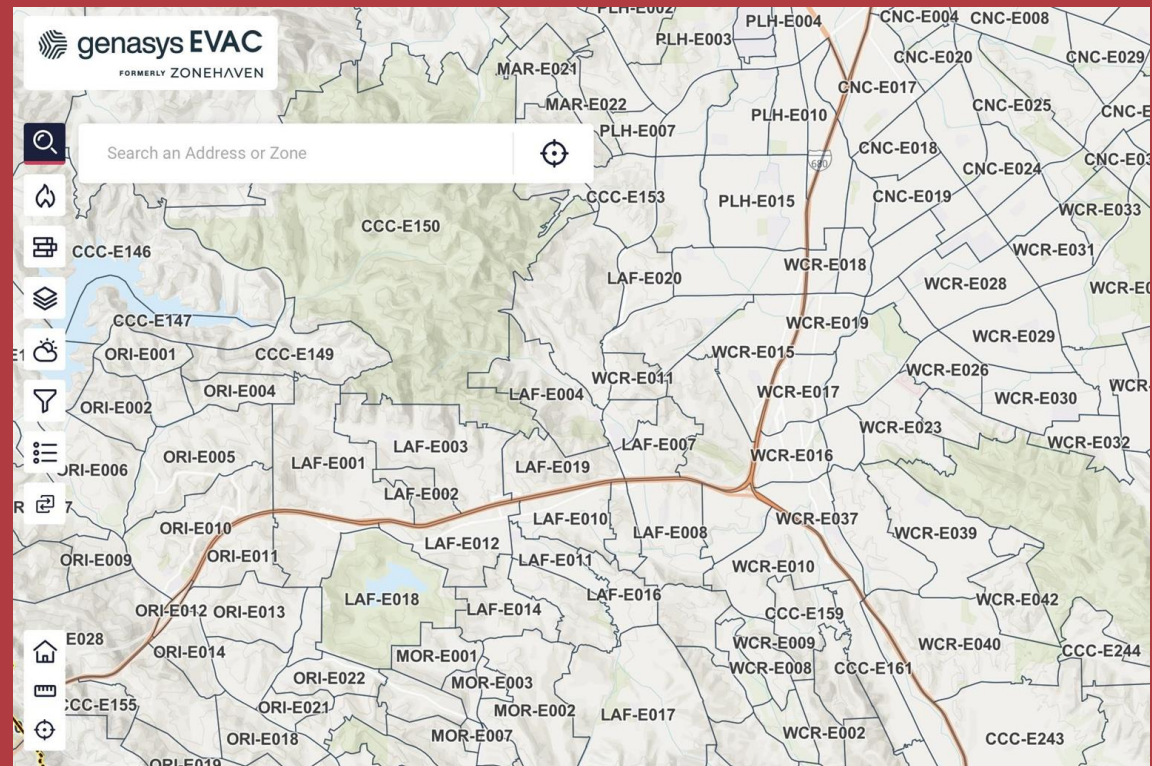


CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT FIRE • RESCUE • EMS

GENASYS EVACUATION PLATFORM

Evacuation Tool:

- Zones in every city
- Planned with PD/FD
- Evac routes considered
- Public facing website
- Real time updates
- No notifications





CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT
FIRE • RESCUE • EMS

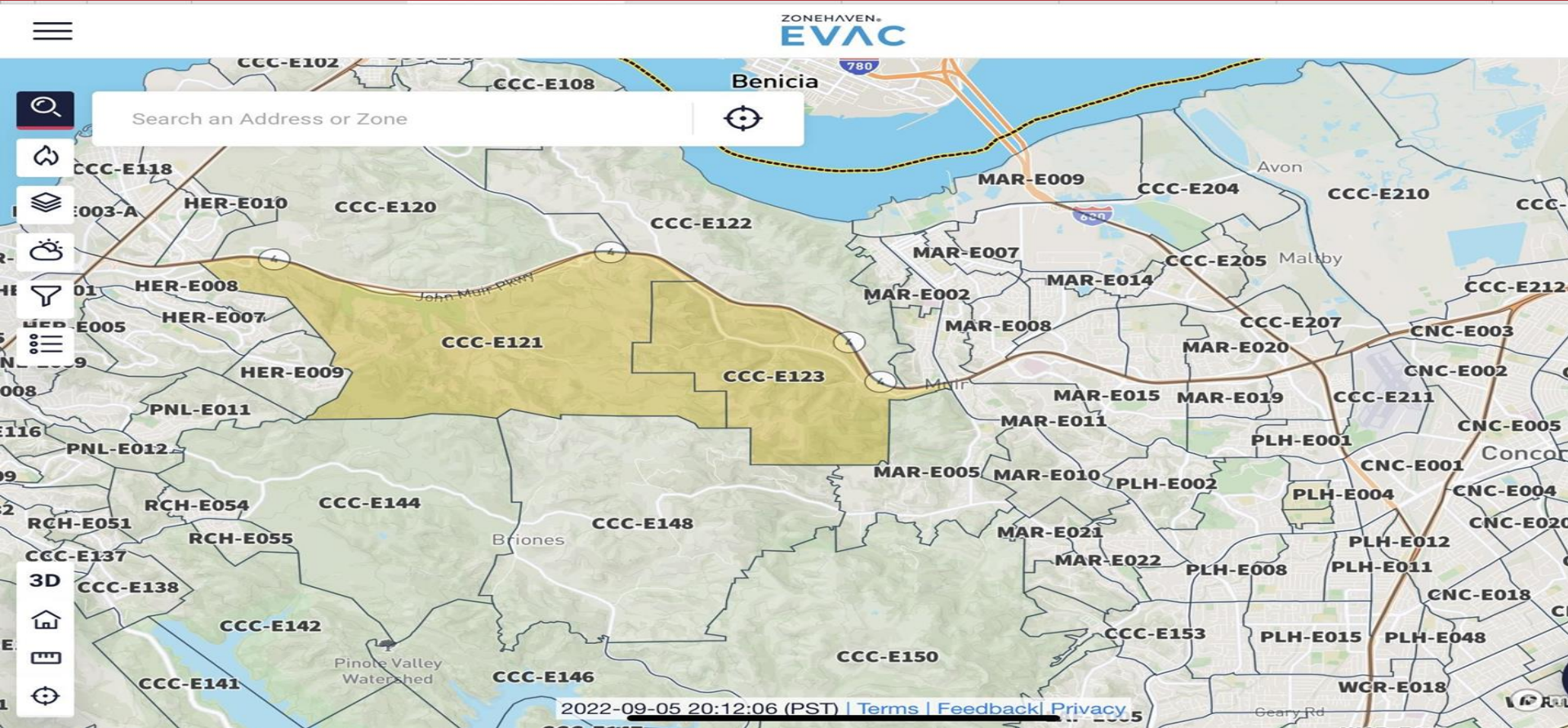
GENASYS UTILIZED IN 2022 FRANKLIN FIRE





CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT

FIRE • RESCUE • EMS





CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT

FIRE • RESCUE • EMS

CONTRA COSTA COUNTY

3 STEPS TO A SAFER FIRE SEASON

1 Find your evacuation zone

Visit the Zonehaven website to learn your evacuation Zone.

KNOW YOUR ZONE



[Community.zonehaven.com](https://community.zonehaven.com)

2 Subscribe to CWS

The Community Warning System (CWS) sends you emergency messages in Contra Costa County. CWS will let you know if your area needs to be evacuated.

If we can't reach you, we can't ALERT you.



cwsalerts.com

3 Protect your home with defensible space

Identify vegetation hazards, and make a plan to address them.



linktr.ee/firedistricts



CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT FIRE • RESCUE • EMS

County Coordinator

Tasked with providing public education on current programs, locating additional grant funding for Fire Safe Councils, and serving as a resource to assist in community engagement. The role itself is made possible by a pass-through grant from CAL Fire to the California Fire Safe Council.

Michelle Rinehart

County Coordinator, Wildfire Mitigation and Grants

Email: mrine@cccfpd.org

Phone: (925) 440-5831



GO BAG CHECKLIST



ReadyforWildFire.org

- ✓ A 3-day supply of non-perishable food & 3 gallons of water per person
- ✓ A map with at least 2 evacuation routes
- ✓ Necessary prescriptions or medications
- ✓ A change of clothes & extra eyeglasses/contact lenses
- ✓ Extra car keys, credit cards, cash, or traveler's checks
- ✓ A first aid kit & sanitation supplies
- ✓ A flashlight & battery-powered radio with extra batteries
- ✓ Copies of important documents (birth certificates, passports, etc.)
- ✓ Pet food & water





STAFF REPORT

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: Jeremy Crone, Police Chief

DATE: August 18, 2026

SUBJECT: Introduction and First Reading of Ordinance No. 505 Amending Clayton Municipal Code Section 5.04.370 (Rental Dwellings), Eliminating the Business License Tax on Single Family Rental Dwelling Units

Recommendation: Open public hearing, take public input, close the public hearing, and introduce the ordinance by title only and continue to September 1, 2026, for second reading and adoption.

RECOMMENDATION

Staff recommends that the City Council: (1) Hold a public hearing; (2) Introduce and conduct first reading, by title only, of the attached ordinance amending Clayton Municipal Code Section 5.04.370 (Rental Dwellings); and (3) Schedule the ordinance for second reading and adoption at the next regular City Council meeting.

BACKGROUND

Section 5.04.370 of the Clayton Municipal Code, adopted by Ordinance 184 in 1978, requires owners of residential rental dwelling units to pay an annual business license tax of \$127.00 for a single-family rental, and \$127.00 for the first unit plus \$25.00 for each additional unit in a duplex or multi-family rental property. This tax applies to residential rental activity generally, including owners renting a single unit, a secondary unit, or an accessory dwelling unit (ADU), which is treated as a single-family rental under the current fee structure.

Staff has reviewed this longstanding provision in light of the City's current housing goals, including compliance with state housing law and the City's interest in expanding the availability of rental housing stock, including ADUs authorized under state ADU legislation. Based on this review, staff recommends amending Section 5.04.370 to remove the business license tax as applied to single-family rentals, including secondary units and ADUs, while retaining the existing tax structure for duplex and multiple-dwelling rental properties.

DISCUSSION

Staff's review identified several considerations supporting amendment of the business license

requirement as it applies to single-family rental dwellings:

Administrative Burden and Housing Supply. The current licensing requirement imposes recurring paperwork and fee obligations on property owners, including those renting a single-family home, secondary unit, or ADU. This administrative burden can discourage smaller property owners, particularly individual homeowners, from making units available for rent, running counter to the City's interest in expanding the local rental housing supply. This concern is most pronounced for single-family and ADU rentals, which are more likely to be owned by individual residents rather than commercial or investment operators.

Cost Pass-Through to Tenants. Business license fees, whether structured as flat charges or a percentage of gross receipts, are frequently passed through to tenants in the form of higher rent. Removing the fee for single-family rentals, including ADUs, reduces this cost pressure on smaller-scale rental housing, which often serves as a more affordable segment of the local rental market.

Staff Resource Allocation. Maintaining a business license database for single-family residential rental properties requires ongoing staff time to track renewals, process applications, and pursue delinquent accounts. Narrowing the licensing requirement would allow code enforcement and administrative staff to redirect a portion of their efforts toward direct health, safety, and habitability concerns rather than licensing administration, while preserving the City's existing revenue stream and oversight structure for duplex and multi-family rental properties.

Classification of Rental Activity. Residential rental of an owner's own single-family home, secondary unit, or ADU is more appropriately understood as management of a personal or investment asset than as operation of a commercial business enterprise. Duplex and multiple-dwelling rental properties, by contrast, more closely resemble commercial rental operations and warrant continued treatment as licensed business activity under the Municipal Code.

ADUs as Secondary Units. Because ADUs are legally and functionally distinct from duplex or multi-family dwellings — they are accessory to a single-family primary residence rather than independent units within a multi-unit structure — the removal of the single-family rental fee necessarily extends to ADUs. This treatment is consistent with the City's broader policy interest in encouraging ADU development and rental as authorized under state ADU legislation.

Staff notes that amendment of Section 5.04.370 to remove the single-family rental fee, including as applied to ADUs, would not affect the City's ability to enforce building, health, and safety standards applicable to rental housing through other titles of the Municipal Code (e.g., Title 15 — Building Code, and applicable provisions of Title 1 — General Provisions regarding code enforcement), nor would it affect any state-mandated habitability or tenant protection requirements. The amendment likewise would not affect the City's continued collection of business license taxes from duplex and multiple-dwelling rental properties under the existing fee structure.

FISCAL IMPACT

Fiscal impact of approximately -\$1,285 in general fund revenue from the elimination of “Single Family” dwellings to the code.

CEQA IMPACT

None.

ATTACHMENTS

1. Attachment A - Municipal Code Revision 5.04.370 - Redline
2. Attachment B - Municipal Code Revision 5.04.370 - Non-Redline

Section 5.04.370

5.04.370 Rental Dwellings.

A person who owns dwelling unit or units being used as a rental shall pay:

~~Single Family~~ ~~\$127.00~~

Duplex and multiple dwellings \$127.00 for the first unit
\$25.00 each additional unit

~~(Res. 34-99, Ord. 184, Sec. 1, 1978)~~

[Section amended by Ord. ____, § ____, 2026]

Section 5.04.370

5.04.370 Rental Dwellings.

A person who owns dwelling unit or units being used as a rental shall pay:

Duplex and multiple dwellings	\$127.00 for the first unit \$25.00 each additional unit
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[Section amended by Ord. ___, § ___, 2026]



STAFF REPORT

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: Jeremy Crone, Police Chief

DATE: August 18, 2026

SUBJECT: Introduction and First Reading of Ordinance No. 506 Amending Clayton Municipal Code Section 9.18.060 (Alarm Systems — Enforcement) to Clarify the Fee Schedule Applicable to Excessive False Alarms

Recommendation: Open public hearing, take public input, close the public hearing, and introduce the ordinance by title only and continue to September 1, 2026, for second reading and adoption.

RECOMMENDATION

Staff recommends that the City Council: (1) Hold a public hearing; (2) Introduce and conduct first reading, by title only, of the attached ordinance amending Clayton Municipal Code Section 9.18.060 (Alarm Systems - Enforcement); and (3) schedule the ordinance for second reading and adoption at the next regular City Council meeting.

BACKGROUND

Section 9.18.060 of the Clayton Municipal Code governs enforcement of the City's alarm systems chapter. Subsection A establishes a tiered infraction fine schedule for violations of the chapter generally: \$50.00 for a first violation, \$100.00 for a second violation of the same ordinance within one year, and \$250.00 for each additional violation within one year.

Subsection B separately addresses false alarms, capping the number of false alarms a user may report before incurring a fee — no more than three within any thirty-day period, and no more than four within any twelve-month period. As currently written, however, Subsection B imposes a flat \$50.00 fee for every false alarm reported in excess of these limits, regardless of how many excess false alarms a user has already incurred. This flat-fee structure exists alongside, and is inconsistent with, the escalating fine schedule set out in Subsection A, creating ambiguity for staff and the public as to which fee schedule actually applies to repeated false alarms.

DISCUSSION

Staff's review found that the current language in Subsection B has created confusion in

practice, since it appears to establish a separate, flat false alarm fee that conflicts with the escalating fine structure already established in Subsection A for repeat violations. This ambiguity makes the section difficult to apply consistently and could expose the City to disputes over which fee amount is properly owed for a second or third excess false alarm within the relevant period.

The proposed amendment resolves this by removing the standalone flat fee reference in Subsection B and instead cross-referencing the fee schedule already established in Subsection A. Under the amended language, a false alarm fee for alarms in excess of the allowable limits would be assessed consistent with the same escalating schedule applied to other violations of the chapter — \$50.00 for the first excess false alarm, \$100.00 for a second, and \$250.00 for each additional excess false alarm within the relevant period. This change does not create a new fee or increase the maximum fine amounts already authorized under Subsection A; it clarifies that a single, consistent fee schedule governs all violations and excess false alarms under this chapter, eliminating the internal inconsistency in the current code language.

FISCAL IMPACT

None

CEQA IMPACT

None.

ATTACHMENTS

1. Attachment A - Municipal Code Revision 9.18.060 - Redline
2. Attachment B - Municipal Code Revision 9.18.060 - Non-Redline

9.18 - Alarm Systems:

9.18.060 - Enforcement.

- A. It is an infraction for a person to violate or fail to comply with this chapter. An infraction is punishable by (1) a fine of not exceeding fifty dollars (\$50.00) for a first violation; (2) a fine not exceeding one hundred dollars (\$100.00) for a second violation of the same Ordinance within one year; (3) a fine not exceeding two hundred fifty dollars (\$250.00) for each additional violation of the same Ordinance within one year.
- B. The maximum number of allowable false alarms reported shall be no more than three (3) in any thirty-day period with a maximum allowable of no more than four (4) in a twelve-month period. For every false alarm in excess of three (3) during any thirty-day period or more than four (4) during a year, the user shall pay a false alarm fee of ~~fifty dollars (\$50.00)~~ as per 9.18.060 (A). Any number of false alarms in a twenty-four-hour period shall be deemed as one false alarm for purposes of this section.

The Chief of Police shall notify in writing any user that has exceeded the number of allowable false alarms in a thirty-day period. False alarms shall result in a service assessment fee in accordance with this chapter.

[Section amended by Ord. ___, § ___, 2026]

9.18 - Alarm Systems:

9.18.060 - Enforcement.

- A. It is an infraction for a person to violate or fail to comply with this chapter. An infraction is punishable by (1) a fine of not exceeding fifty dollars (\$50.00) for a first violation; (2) a fine not exceeding one hundred dollars (\$100.00) for a second violation of the same Ordinance within one year; (3) a fine not exceeding two hundred fifty dollars (\$250.00) for each additional violation of the same Ordinance within one year.
- B. The maximum number of allowable false alarms reported shall be no more than three (3) in any thirty-day period with a maximum allowable of no more than four (4) in a twelve-month period. For every false alarm in excess of three (3) during any thirty-day period or more than four (4) during a year, the user shall pay a false alarm fee as per 9.18.060 (A). Any number of false alarms in a twenty-four-hour period shall be deemed as one false alarm for purposes of this section.

The Chief of Police shall notify in writing any user that has exceeded the number of allowable false alarms in a thirty-day period. False alarms shall result in a service assessment fee in accordance with this chapter.

[Section amended by Ord. ___, § ___, 2026]



STAFF REPORT

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: Jeremy Crone, Police Chief

DATE: August 18, 2026

SUBJECT: Introduction and First Reading of Ordinance No. 507 Amending Clayton Municipal Code Section 10.41.020 (Recreational Vehicles — Definitions) to Clarify That Non-Motorized Trailers Drawn by a Motor Vehicle Are Included Within the Definition of "Recreational Vehicle"

Recommendation: Open public hearing, take public input, close the public hearing, and introduce the ordinance by title only and continue to September 1, 2026, for second reading and adoption.

RECOMMENDATION

Staff recommends that the City Council: (1) Hold a public hearing; (2) Introduce and conduct first reading, by title only, of the attached ordinance amending Clayton Municipal Code Section 10.41.020 (Recreational Vehicles - Definitions); and (3) schedule the ordinance for second reading and adoption at the next regular City Council meeting.

BACKGROUND

Section 10.41.020 of the Clayton Municipal Code defines "recreational vehicle" for purposes of Chapter 10.41, which regulates the parking, storage, and occupancy of recreational vehicles within the City. The current definition lists examples of covered vehicles, including motorhomes, travel trailers, fifth wheels, campers, and coaches, but does not expressly address conventional, non-motorized trailers designed to be towed by a separate motor vehicle for carrying property, passengers, or human habitation.

Staff has identified this as a gap in the current definition. Because the ordinance's illustrative list does not clearly capture towed trailers generally, including both enclosed and unenclosed trailers, staff and the public have lacked clarity as to whether such trailers fall within the chapter's regulatory scope alongside more conventional recreational vehicles such as travel trailers and fifth wheels.

DISCUSSION

The proposed amendment adds language to Subsection A clarifying that the definition of "recreational vehicle" includes trailers without motive power that are designed to be drawn by a motor vehicle for carrying property, passengers, or for human habitation, including both enclosed and unenclosed trailers. This addition closes a gap in the current definition by ensuring that conventional towed trailers are treated consistently with the other towed and self-propelled vehicle types already listed, such as travel trailers and fifth wheels.

The amendment does not alter the chapter's existing exclusions in Subsection A, which continue to exempt pick-up trucks with camper shells used for daily transportation, trailer components of commercial vehicles making deliveries or construction-related trips under an existing building permit, and vehicles designed exclusively for travel on stationary rails or tracks. The amendment also does not change the definitions of "long term occupancy" or "light maintenance" in Subsections B and C, or any of the parking, storage, or occupancy standards elsewhere in Chapter 10.41; it clarifies the scope of vehicles subject to those existing standards.

FISCAL IMPACT

None

CEQA IMPACT

None.

ATTACHMENTS

1. Attachment A - Municipal Code Revision 10.41.020 - Redline
2. Attachment B - Municipal Code Revision 10.41.020 - Non-Redline

Chapter 10.41 - RECREATIONAL VEHICLES

10.41.020 Definitions.

A. "Recreational vehicle" means a vehicle that is self-propelled, motorized, or towed and designed to be slept in or lived in with facilities such as a self-contained bathroom, kitchen, or sleeping area, including, for example and without limitation, a motorhome, travel trailer, fifth wheel, camper, **and** coach, **and trailers, without motive power, designed to be drawn by a motor vehicle for carrying property, passengers, or for human habitation including both enclosed and unenclosed trailers.** The term recreational vehicle also includes dirt bikes, dune buggies, off-road vehicles (multiwheeled or tracked), and boats or water-craft of any size, with or without the transporting trailer. The term recreational vehicle does not include: pick-up trucks carrying a camper-shell and used for transportation on a daily basis that are not designed to be slept in or lived in with facilities such as a self-contained bathroom, kitchen, or sleeping area; any trailer component of a commercial vehicle making pickups or deliveries of goods, wares, and merchandise from or to any building or structure located on the restricted streets or highways or for the purpose of delivering materials to be used in the actual and bona fide repair, alteration, remodeling, or construction of any building or structure upon the restricted streets or highways for which a building permit has previously been obtained; or any vehicle designed exclusively for travel on stationary rails or tracks.

B. "Long term occupancy" means occupancy of more than ten (10) consecutive days.

C. "Light maintenance" means maintenance which is incidental to the current trip, is not prohibited by Section 10.36.070, 10.36.080, 13.12.060.A, 13.12.070, and 13.12.080 of this code or any other applicable local, State or Federal law and which is completed in no more than one day between the hours of 8:00 a.m. and 8:00 p.m. Exterior washing of recreational vehicles is not permitted on impermeable surfaces including public streets or roads.

[Section amended by Ord. ___, § ___, 2026]

Chapter 10.41 - RECREATIONAL VEHICLES**10.41.020 Definitions.**

A. "Recreational vehicle" means a vehicle that is self-propelled, motorized, or towed and designed to be slept in or lived in with facilities such as a self-contained bathroom, kitchen, or sleeping area, including, for example and without limitation, a motorhome, travel trailer, fifth wheel, camper, coach, and trailers, without motive power, designed to be drawn by a motor vehicle for carrying property, passengers, or for human habitation including both enclosed and unenclosed trailers. The term recreational vehicle also includes dirt bikes, dune buggies, off-road vehicles (multiwheeled or tracked), and boats or water-craft of any size, with or without the transporting trailer. The term recreational vehicle does not include: pick-up trucks carrying a camper-shell and used for transportation on a daily basis that are not designed to be slept in or lived in with facilities such as a self-contained bathroom, kitchen, or sleeping area; any trailer component of a commercial vehicle making pickups or deliveries of goods, wares, and merchandise from or to any building or structure located on the restricted streets or highways or for the purpose of delivering materials to be used in the actual and bona fide repair, alteration, remodeling, or construction of any building or structure upon the restricted streets or highways for which a building permit has previously been obtained; or any vehicle designed exclusively for travel on stationary rails or tracks.

B. "Long term occupancy" means occupancy of more than ten (10) consecutive days.

C. "Light maintenance" means maintenance which is incidental to the current trip, is not prohibited by Section 10.36.070, 10.36.080, 13.12.060.A, 13.12.070, and 13.12.080 of this code or any other applicable local, State or Federal law and which is completed in no more than one day between the hours of 8:00 a.m. and 8:00 p.m. Exterior washing of recreational vehicles is not permitted on impermeable surfaces including public streets or roads.

[Section amended by Ord. ___, § ___, 2026]



STAFF REPORT

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: Jeremy Crone, Police Chief

DATE: August 18, 2026

SUBJECT: Introduction and First Reading of Ordinance No. 508 Amending Clayton Municipal Code Section 11.04.060 (City Parks — Amplified Sound) to Include Bluetooth Speakers Among Exempt Personal Devices and to Correct Permit Terminology to Align With Permits Currently Issued by the City

Recommendation: Open public hearing, take public input, close the public hearing, and introduce the ordinance by title only and continue to September 1, 2026, for second reading and adoption.

RECOMMENDATION

Staff recommends that the City Council: (1) Hold a public hearing; (2) Introduce and conduct first reading, by title only, of the attached ordinance amending Clayton Municipal Code Section 11.04.060 (City Parks – Amplified Sound); and (3) schedule the ordinance for second reading and adoption at the next regular City Council meeting.

BACKGROUND

Section 11.04.060 of the Clayton Municipal Code prohibits operation of sound amplification equipment in City parks, while exempting portable personal devices, such as radios and tape players, that are tuned so their sound does not carry more than ten (10) feet from the speaker. The section also exempts events or programs using sound amplification equipment if they have obtained an "activity permit" from the City.

Staff has identified two issues with the current language. First, the list of exempt personal devices reflects technology in use at the time of the ordinance's adoption in 1991 and does not reference Bluetooth speakers, a now-common category of portable personal audio device functionally similar to the radios and tape players already listed. Second, the exemption for permitted events references an "activity permit," which does not correspond to any permit type the City currently issues; the City's actual permitting framework for park events and amplified sound uses noise permits and special event permits.

DISCUSSION

The proposed amendment makes two clarifying changes to Section 11.04.060. First, it adds "Bluetooth speakers" to the list of personal devices excluded from the definition of "sound amplification equipment," consistent with the existing ten-foot sound-carry threshold that already applies to portable radios, tape players, and similar devices. This update brings the ordinance in line with current, commonly used personal audio technology without changing the underlying volume standard.

Second, the amendment replaces the reference to an "activity permit" with "noise permit or special events permit," aligning the exemption with the permit types the City actually issues for events and programs involving amplified sound in parks. This is a terminology correction rather than a substantive change in policy; it ensures that event organizers who obtain the permit the City actually issues are properly exempted under the section, and eliminates confusion caused by the current reference to a permit type that does not exist in the City's permitting process.

Neither change alters the core prohibition on unpermitted sound amplification equipment in parks, nor the ten-foot threshold distinguishing personal devices from regulated equipment.

FISCAL IMPACT

None

CEQA IMPACT

None.

ATTACHMENTS

1. Attachment A - Municipal Code Revision 11.04.060 - Redline
2. Attachment B - Municipal Code Revision 11.04.060 - Non-Redline

Chapter 11.04 - CITY PARKS

11.04.060 - Amplified Sound.

No one shall operate any sound amplification equipment in any park. For purpose of this section, "sound amplification equipment" does not include portable radios, tape players, [Bluetooth speakers](#), and similar devices tuned so that the sound does not carry more than ten (10) feet from the speaker. Events or programs using sound amplification equipment that have an ~~activity permit~~ [noise permit](#) or [special events permit](#) from the City are exempt from this regulation.

[Section amended by Ord. ___, § ___, 2026]

Chapter 11.04 - CITY PARKS

11.04.060 - Amplified Sound.

No one shall operate any sound amplification equipment in any park. For purpose of this section, "sound amplification equipment" does not include portable radios, tape players, Bluetooth speakers, and similar devices tuned so that the sound does not carry more than ten (10) feet from the speaker. Events or programs using sound amplification equipment that have an noise permit or special events permit from the City are exempt from this regulation.

[Section amended by Ord. ___, § ___, 2026]



STAFF REPORT

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: Jeremy Crone, Police Chief

DATE: August 18, 2026

SUBJECT: Introduction and First Reading of Ordinance No. 509 Amending Clayton Municipal Code Chapter 12.08 (Sight Obstructions at Intersections), Sections 12.08.010 through 12.08.040, to Extend Sightline Protections to Pedestrians, Establish a Maintenance-Based Standard for Vegetation Within the Sight Triangle, and Update Outdated "City Engineer" References to City Manager or Designee

Recommendation: Open the public hearing, take public input, close the public hearing, and introduce the ordinance by title only and continue to September 1, 2026, for second reading and adoption.

RECOMMENDATION

Staff recommends that the City Council: (1) Hold a public hearing; (2) Introduce and conduct first reading, by title only, of the attached ordinance amending Clayton Municipal Code Section 12.08.010 through 12.08.040 (Sight Obstructions at Intersections); and (3) schedule the ordinance for second reading and adoption at the next regular City Council meeting.

BACKGROUND

Chapter 12.08 of the Clayton Municipal Code was originally adopted in 1969 under Ordinance 64, with limited amendments in 1975 under Ordinance 149, and has not been substantively updated since. The chapter establishes height limits for structures, fences, and vegetation within the sight triangle at street and highway intersections, and sets out a notice, removal, and appeal process for violations.

Staff's review identified three respects in which the chapter no longer reflects current conditions or City practice. First, Section 12.08.010's obstruction standard is framed solely in terms of vehicle visibility and does not account for pedestrian visibility at intersections. Second, the chapter treats all trees within the sight triangle generically, without distinguishing between a well-maintained, properly pruned tree, whose trunk presents no more of an obstruction than a utility pole, and a neglected or overgrown tree whose low branches and foliage can substantially or entirely block a driver's or pedestrian's view of the intersection. Third, Sections 12.08.030 and 12.08.040 assign responsibility for enforcement determinations and appeals to the "city engineer," a role reference that does not match how the City currently administers this

function, which is handled by the City Manager or designee, consistent with the terminology already used in Section 12.08.020.

DISCUSSION

The proposed amendment updates Chapter 12.08 as follows:

Section 12.08.010 — Pedestrian Visibility and Vegetation Maintenance Standard. The amendment expands the obstruction standard to protect visibility for pedestrians approaching an intersection, in addition to vehicles, recognizing that overgrown vegetation and structures within the sight triangle pose a safety risk to pedestrians as well as drivers. The amendment also adds an express maintenance-based standard for trees: rather than treating all trees as subject to the same height restriction as fences or shrubbery, trees may be maintained within the sight triangle provided their trunks, branches, and foliage are kept trimmed so as not to obstruct visibility for approaching vehicles. This codifies the practical distinction between a properly maintained tree, which does not meaningfully impair sightlines, and an unmaintained tree, which can. A tree that is not maintained to this standard remains subject to enforcement as an obstruction under the chapter.

Section 12.08.020 — Reasonableness Standard for Exceptions. The amendment clarifies that the City Manager or designee may determine that a given condition does not "materially" obstruct visibility, establishing a reasonableness standard for evaluating borderline cases (such as existing topography or minor encroachments) rather than requiring strict, inflexible application of the chapter's measurements in every circumstance.

Sections 12.08.030 and 12.08.040 — Updated Enforcement Authority. Both sections are amended to replace references to the "city engineer" with the "City Manager or designee," consistent with the City's current organizational structure and with the terminology already used in Section 12.08.020. This is a terminology correction and does not substantively change the notice, removal, or appeal process set out in these sections.

None of these amendments alter the underlying height limits, the ten-day removal and appeal timelines, or the ten-dollar appeal filing fee established elsewhere in the chapter.

FISCAL IMPACT

None

CEQA IMPACT

None.

ATTACHMENTS

1. Attachment A - Municipal Code Revision 12.08 - Redline
2. Attachment B - Municipal Code Revision 12.08 - Non-Redline

Sight Obstructions:**Chapter 12.08 - SIGHT OBSTRUCTIONS AT INTERSECTIONS****12.08.010 - Structures, Fences and Vegetation Height Limits.**

No structure (including but not limited to fences and gateways), ~~trees~~, shrubbery or other vegetation which *obstructs* the visibility of and from vehicles ~~and pedestrians~~ approaching the intersection of a state highway, public road, or city street with another state highway, public road or city street, shall be constructed, grown, maintained or permitted higher than two and one-half (2½) feet above the curb grade, or three (3) feet above the edge of pavement, within a triangular area bounded by the right-of-way lines and a diagonal line joining points on the right-of-way lines thirty-five (35) feet back from the point of their intersection, or in the case of rounded corners, the triangular area between the tangents to the curve of the right-of-way line and a diagonal line joining points on said tangents thirty-five (35) feet back from the point of their intersection. The tangents referred to are those at the beginning and at the end of the curve of the right-of-way line at the corner. ~~Trees may be maintained within the required visibility triangle provided that tree trunks, branches, and foliage are maintained so as not to obstruct visibility for vehicles and pedestrians approaching an intersection.~~ An illustration of the aforesaid regulations is set forth in Exhibit "A" on the following page.

[Section amended by Ord. ___, § ___, 2026]

12.08.020 - Exceptions.

This chapter shall not apply to existing public utility poles, official traffic signs or signals, or corners where the contour of the land itself prevents visibility ~~or as determined by the City Manager or designee as not materially obstructing visibility~~. This chapter shall not apply to all lands within a limited commercial (L-C) zoning district.

[Section amended by Ord. ___, § ___, 2026]

12.08.030 - Notice to Remove—Right of Appeal—Failure to Remove Unlawful.

If the ~~city engineer~~ City Manager or designee determines that a violation of this chapter exists, he shall give written notice to the owner, tenant, or person having possession, charge or control of the premises on which the violation exists. The notice may be given by registered or certified mail. The notice shall designate the *obstruction* that is existing in violation of this chapter and shall direct that the *obstruction* be removed within ten (10) days after receipt of the notice. The notice shall also recite the right of appeal hereinafter provided for in this chapter. It is unlawful for the person to whom the notice is addressed to fail to remove the *obstruction* within the ten-day period unless within said period he appeals as hereinafter provided for, in which case the removal must be accomplished within ten (10) days after an adverse ruling on the appeal or application or as is ordered by the planning commission.

[Section amended by Ord. ___, § ___, 2026]

12.08.040 - Appeal—Filing Fee—Planning Commission Decision.

The owner, tenant, or person having possession, charge or control of the premises may appeal the determination of the ~~city engineer~~ City Manager or designee or may seek a variance from the terms of this chapter by making application to the city planning commission in the manner provided for in Sections [17.52.010](#) through 17.52.060 of this code pertaining to the application for variance permit under the zoning ordinance. The fee to be paid to the city clerk upon filing of such appeal shall be ten dollars (\$10.00). Upon such application the planning commission may review the determination of the ~~city engineer~~ City Manager or designee if the application is an appeal therefrom, and in any case if the planning commission determines that a violation of this chapter exists or is proposed or planned, may grant, grant conditionally, or refuse to grant a variance from the terms and provisions of this chapter. Within ten (10) days after the planning commission determines that the *obstruction* must be removed, the applicant shall remove the *obstruction*.

[Section amended by Ord. ___, § ___, 2026]

Sight Obstructions:**Chapter 12.08 - SIGHT OBSTRUCTIONS AT INTERSECTIONS****12.08.010 - Structures, Fences and Vegetation Height Limits.**

No structure (including but not limited to fences and gateways), shrubbery or other vegetation which *obstructs* the visibility of and from vehicles and pedestrians approaching the intersection of a state highway, public road, or city street with another state highway, public road or city street, shall be constructed, grown, maintained or permitted higher than two and one-half (2½) feet above the curb grade, or three (3) feet above the edge of pavement, within a triangular area bounded by the right-of-way lines and a diagonal line joining points on the right-of-way lines thirty-five (35) feet back from the point of their intersection, or in the case of rounded corners, the triangular area between the tangents to the curve of the right-of-way line and a diagonal line joining points on said tangents thirty-five (35) feet back from the point of their intersection. The tangents referred to are those at the beginning and at the end of the curve of the right-of-way line at the corner. Trees may be maintained within the required visibility triangle provided that tree trunks, branches, and foliage are maintained so as not to obstruct visibility for vehicles and pedestrians approaching an intersection. An illustration of the aforesaid regulations is set forth in Exhibit "A" on the following page.

[Section amended by Ord. ___, § ___, 2026]

12.08.020 - Exceptions.

This chapter shall not apply to existing public utility poles, official traffic signs or signals, or corners where the contour of the land itself prevents visibility or as determined by the City Manager or designee as not materially obstructing visibility. This chapter shall not apply to all lands within a limited commercial (L-C) zoning district.

[Section amended by Ord. ___, § ___, 2026]

12.08.030 - Notice to Remove—Right of Appeal—Failure to Remove Unlawful.

If the City Manager or designee determines that a violation of this chapter exists, he shall give written notice to the owner, tenant, or person having possession, charge or control of the premises on which the violation exists. The notice may be given by registered or certified mail. The notice shall designate the *obstruction* that is existing in violation of this chapter and shall direct that the *obstruction* be removed within ten (10) days after receipt of the notice. The notice shall also recite the right of appeal hereinafter provided for in this chapter. It is unlawful for the person to whom the notice is addressed to fail to remove the *obstruction* within the ten-day period unless within said period he appeals as hereinafter provided for, in which case the removal must be accomplished within ten (10) days after an adverse ruling on the appeal or application or as is ordered by the planning commission.

[Section amended by Ord. ___, § ___, 2026]

12.08.040 - Appeal—Filing Fee—Planning Commission Decision.

The owner, tenant, or person having possession, charge or control of the premises may appeal the determination of the City Manager or designee or may seek a variance from the terms of this chapter by making application to the city planning commission in the manner provided for in Sections 17.52.010 through 17.52.060 of this code pertaining to the application for variance permit under the zoning ordinance. The fee to be paid to the city clerk upon filing of such appeal shall be ten dollars (\$10.00). Upon such application the planning commission may review the determination of the City Manager or designee if the application is an appeal therefrom, and in any case if the planning commission determines that a violation of this chapter exists or is proposed or planned, may grant, grant conditionally, or refuse to grant a variance from the terms and provisions of this chapter. Within ten (10) days after the planning commission determines that the *obstruction* must be removed, the applicant shall remove the *obstruction*.

[Section amended by Ord. ___, § ___, 2026]



STAFF REPORT

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: Jeremy Crone, Police Chief

DATE: August 18, 2026

SUBJECT: Introduction and First Reading of Ordinance No. 510 Creating Clayton Municipal Code Chapter 17.70 (Special Event Permits) to Establish a Permit Process for Events Requiring Closure of a Public Right-of-Way or Diversion of Traffic, Distinct From the Administrative Temporary Use Permit Process Under Chapter 17.69

Recommendation: Open public hearing, take public input, close the public hearing, and introduce the ordinance by title only and continue to September 1, 2026, for second reading and adoption.

RECOMMENDATION

Staff recommends that the City Council: (1) Hold a public hearing; (2) Introduce and conduct first reading, by title only, of the attached new ordinance - Clayton Municipal Code Section 17.70 (Special Event Permits); and (3) schedule the ordinance for second reading and adoption at the next regular City Council meeting.

BACKGROUND

The City is concurrently amending and renumbering Chapter 17.70 (Temporary Use Permits) as Chapter 17.69, in order to make the 17.70 chapter number available for a new, distinct permit category: Special Event Permits (SEP). Temporary Use Permits, as revised, are limited to short-term land uses that do not require closure of a public right-of-way, diversion of traffic, or changes to normal traffic regulations or controls, and are processed administratively given their minimal community impact.

By contrast, events such as parades, block parties, festivals, and organized public assemblies that do require full or partial street closures, traffic diversion, or modification of normal traffic controls involve a materially different level of public safety planning, traffic engineering, and staff coordination across Police, Public Works, and other City departments. The current Municipal Code does not contain a dedicated permit chapter addressing this category of event; such events have historically been evaluated on an ad hoc basis or folded imprecisely into the Temporary Use Permit process, despite requiring a substantially different level of review.

Staff proposes creating new Chapter 17.70 (Special Event Permits), enacted under the

authority of California Vehicle Code Section 21101(e), which authorizes local authorities to adopt rules and regulations providing for the temporary closure of a portion of a street for a special event.

DISCUSSION

Purpose of the Distinction. Separating Special Event Permits from Temporary Use Permits reflects standard municipal practice: jurisdictions generally tier their event-permitting processes according to the level of public right-of-way impact and public safety planning an event requires, reserving lightweight administrative review for low-impact activities and a more structured permit process, with attendant lead time, fees, and interdepartmental coordination, for events affecting streets and traffic. This tiered approach serves several purposes. It allows the City to allocate Police, Public Works, and other staff resources in proportion to the actual complexity and public safety demands of a given event, rather than applying the same level of review to a small arts and crafts show and a citywide parade. It allows fee schedules to be aligned with the actual cost of processing and supporting each permit type, so that applicants for low-impact temporary uses are not burdened with costs associated with traffic control planning, and applicants for right-of-way events bear costs proportionate to the City resources their event requires. Finally, it gives residents and event organizers clarity, before they begin planning an event, as to which process applies to their event and what deadlines, fees, and requirements they should expect, reducing confusion and late-stage permit issues.

Section 17.70.010 — Statement of Purpose. This section establishes the chapter's legal basis under California Vehicle Code Section 21101(e) and defines a Special Event Permit as the mechanism by which members of the public may request use of, and closure of, a public right-of-way, including streets, roads, sidewalks, pedestrian paths, or alleys, to hold a special event. It requires that all Special Event Permit applications follow the City's Special Event Permit Policy, including applicable deadlines, fees, and other requirements, and comply with all permit conditions. Consistent with new Chapter 17.69, this section confirms that a Special Event Permit is not required for events that do not involve full or partial right-of-way closure, traffic diversion, or changes to normal traffic regulations or controls, ensuring the two chapters operate as complementary, non-overlapping permit tracks.

Section 17.70.020 — Events Requiring a Special Event Permit. This section lists categories of events that generally require a Special Event Permit, provided the event requires closure or partial closure of a public right-of-way, diversion of traffic, or modification of normal traffic controls: block parties and neighborhood gatherings, carnivals, community events, demonstrations, marches, and other public assemblies, festivals, funeral processions or memorial services, parades, sporting events, and a general catch-all for organized assemblies that travel in unison upon a public right-of-way and meet one of the listed impact criteria. This list mirrors and absorbs the parade and block party categories removed from the Temporary Use Permit chapter under Chapter 17.69, ensuring no gap in coverage between the two chapters.

Section 17.70.030 — Violation — Penalty. Including an enforcement provision in the new Special Event Permits chapter is consistent with the City's general practice of pairing permit-based regulatory chapters with a corresponding penalty for noncompliance, as seen elsewhere in the Municipal Code. Without an enforcement mechanism, conditions attached to a Special Event Permit, such as approved street closure boundaries, time limits, insurance and safety requirements, or crowd and traffic control measures, would be effectively unenforceable, undermining the purpose of requiring a permit in the first place.

An enforcement provision is particularly important for this chapter given the nature of the activity it regulates. Special Event Permits govern events that directly affect street closures, traffic diversion, and public safety resource deployment. Noncompliance with permit conditions in this context, for example, an organizer exceeding an approved footprint, extending an event beyond its permitted hours, or failing to comply with required traffic control measures, carries a material public safety risk. A clear, tiered infraction penalty gives the City a proportionate enforcement tool and gives event organizers a clear incentive to comply with approved permit conditions, while remaining consistent with the escalating-fine structure used for permit violations elsewhere in the Code.

FISCAL IMPACT

None

CEQA IMPACT

None.

ATTACHMENTS

1. Attachment A - Municipal Code Addition 17.70 Special Event Permits - redline
2. Attachment B - Municipal Code Addition 17.70 Special Event Permits - Non-Redline

Special Events Permits:**Create:****Chapter 17.70 - Special Event Permits****17.70.010- Statement of Purpose.**

This chapter is enacted pursuant to authority granted by Section 21101(e) of the California Vehicle Code to provide for the issuance of permits allowing members of the public to request the use of a public right-of-way (including, but not limited to, public streets, roads, sidewalks, pedestrian paths, or alleys) to hold a special event and to allow the closure of such public rights-of-way in the City of Clayton for the purpose of conducting a special event. Such a permit shall be known as a Special Event Permit. All requests for a Special Event Permit must follow the city's Special Event Permit Policy, including any applicable deadlines, fees and other requirements, and must comply with all Special Event Permit conditions. A Special Event Permit is not required for events that do not require any of the following: the full or partial closure of any public right-of-way, diversion of traffic, or changes to the normal or usual traffic regulations or controls.

17.70.020 – Events requiring a Special Event Permit.

The following list depicts the types of event that generally require a Special Event Permit, provided that it is necessary to close or partially close a public right-of-way, divert traffic, or modify the normal or usual traffic regulations or controls, to hold the event:

- A. Block parties and neighborhood gatherings
- B. Carnivals
- C. Community events
- D. Demonstrations, marches, and other public assemblies
- E. Festivals
- F. Funeral processions or memorial services
- G. Parades
- H. Sporting events
- I. Any other organized assembly of persons that assembles or travels in unison for any purpose, upon any city sidewalk, street, pedestrian path, alley, or other public right-of-way, and that either: (i) requires a full or partial closure of a public right-of-way; (ii) requires diversion of traffic; (iii) does not comply with normal or usual traffic regulations or controls; or (iv) is likely to impede, obstruct, impair or interfere with free use of a public street, road, sidewalk, pedestrian path, alley or other public right-of-way.

17.69.030 Violation - Penalty

Any violation of the provisions of a Special Event Permit, including any violation of the terms and conditions of a permit approved and issued in the manner provided by this chapter, shall be unlawful and punishable as an infraction. An infraction is punishable (1) by a fine not exceeding one hundred dollars (\$100.00) for a first violation; (2) a fine not exceeding two hundred dollars (\$200.00) for a second violation of the same chapter within one (1) year of a prior infraction; (3) a fine not exceeding three hundred dollars (\$300.00) for each additional violation of the same chapter within one (1) year of two (2) or more prior infractions.

[Chapter amended by Ord. ___, § ___, 2026]

Special Events Permits:**Create:****Chapter 17.70 - Special Event Permits****17.70.010- Statement of Purpose.**

This chapter is enacted pursuant to authority granted by Section 21101(e) of the California Vehicle Code to provide for the issuance of permits allowing members of the public to request the use of a public right-of-way (including, but not limited to, public streets, roads, sidewalks, pedestrian paths, or alleys) to hold a special event and to allow the closure of such public rights-of-way in the City of Clayton for the purpose of conducting a special event. Such a permit shall be known as a Special Event Permit. All requests for a Special Event Permit must follow the city's Special Event Permit Policy, including any applicable deadlines, fees and other requirements, and must comply with all Special Event Permit conditions. A Special Event Permit is not required for events that do not require any of the following: the full or partial closure of any public right-of-way, diversion of traffic, or changes to the normal or usual traffic regulations or controls.

17.70.020 – Events requiring a Special Event Permit.

The following list depicts the types of event that generally require a Special Event Permit, provided that it is necessary to close or partially close a public right-of-way, divert traffic, or modify the normal or usual traffic regulations or controls, to hold the event:

- A. Block parties and neighborhood gatherings
- B. Carnivals
- C. Community events
- D. Demonstrations, marches, and other public assemblies
- E. Festivals
- F. Funeral processions or memorial services
- G. Parades
- H. Sporting events
- I. Any other organized assembly of persons that assembles or travels in unison for any purpose, upon any city sidewalk, street, pedestrian path, alley, or other public right-of-way, and that either: (i) requires a full or partial closure of a public right-of-way; (ii) requires diversion of traffic; (iii) does not comply with normal or usual traffic regulations or controls; or (iv) is likely to impede, obstruct, impair or interfere with free use of a public street, road, sidewalk, pedestrian path, alley or other public right-of-way.

17.69.030 Violation - Penalty

Any violation of the provisions of a Special Event Permit, including any violation of the terms and conditions of a permit approved and issued in the manner provided by this chapter, shall be unlawful and punishable as an infraction. An infraction is punishable (1) by a fine not exceeding one hundred dollars (\$100.00) for a first violation; (2) a fine not exceeding two hundred dollars (\$200.00) for a second violation of the same chapter within one (1) year of a prior infraction; (3) a fine not exceeding three hundred dollars (\$300.00) for each additional violation of the same chapter within one (1) year of two (2) or more prior infractions.

[Chapter amended by Ord. ___, § ___, 2026]



STAFF REPORT

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: Jeremy Crone, Police Chief

DATE: August 18, 2026

SUBJECT: Introduction and First Reading of Ordinance No. 511 Renumbering Clayton Municipal Code Chapter 17.70 (Temporary Use Permits) as Chapter 17.69, Amending Sections 17.69.010 and 17.69.020 to Distinguish Temporary Use Permits From Special Event Permits and Remove Parades and Block Parties as Conditionally Permitted Temporary Uses, and Adding Section 17.69.070 (Violation — Penalty) to Establish Infraction Penalties for Violations of Temporary Use Permits

Recommendation: Open the public hearing, take public input, close the public hearing, and introduce the ordinance by title only and continue to September 1, 2026, for second reading and adoption.

RECOMMENDATION

Staff recommends that the City Council: (1) Hold a public hearing; (2) Introduce and conduct first reading, by title only, of the attached ordinance renumbering Clayton Municipal Code Section 17.70 to 17.69, amending subsections .010 and .020 (Temporary Use Permits – Statement of Purpose and Conditionally Permitted Uses), and adding Section 17.69.070 (Violation – Penalty); and (3) schedule the ordinance for second reading and adoption at the next regular City Council meeting.

BACKGROUND

Chapter 17.70 of the Clayton Municipal Code, originally adopted in 1980 under Ordinance 204, establishes an administrative Temporary Use Permit (TUP) process for short-term land uses whose limited impact on surrounding properties does not warrant full Planning Commission review. The chapter currently occupies the 17.70 numbering slot within Title 17 (Zoning).

The City is separately developing a new Special Event Permit (SEP) ordinance intended to occupy Chapter 17.70. Because Special Event Permits are intended to function as a distinct, subservient category to the existing Temporary Use Permit process, and because Temporary Use Permits and Special Event Permits are meant to be distinguished by whether an event requires closure of a public right-of-way or diversion of traffic, staff proposes relocating the existing Temporary Use Permits chapter to the next available chapter number, 17.69, to make

room for the new Special Event Permits chapter at 17.70.

In addition, staff's review of Chapter 17.70 found that, unlike other permit-based chapters of the Municipal Code, it does not currently contain an enforcement provision establishing a penalty for violation of an issued Temporary Use Permit or its conditions of approval. Staff proposes adding such a provision as new Section 17.69.070, consistent with the infraction-based enforcement structure already used elsewhere in the City's Municipal Code for violations of permits and other regulatory chapters.

DISCUSSION

The proposed ordinance makes the following changes:

Chapter Renumbering. Chapter 17.70 (Temporary Use Permits) is renumbered in its entirety as Chapter 17.69, with all section numbers updated accordingly. This is an administrative renumbering only; it does not alter the substance of Sections 17.69.030 through 17.69.060, which carry forward unchanged from current Sections 17.70.030 through 17.70.060.

Section 17.69.010 — Statement of Purpose. Language is added clarifying that Temporary Use Permits are intended for uses or events that do not require full or partial closure of any public right-of-way, diversion of traffic, or changes to normal traffic regulations or controls, establishing a clear jurisdictional line between this chapter and the forthcoming Special Event Permit chapter.

Section 17.69.020 — Conditionally Permitted Uses. Parades and block parties involving street closures are removed from the list of uses eligible for administrative Temporary Use Permit approval, consistent with the revised statement of purpose in Section 17.69.010, since these uses inherently require street closures or traffic diversion and are more appropriately addressed under the forthcoming Special Event Permit ordinance.

New Section 17.69.070 — Violation — Penalty. The ordinance adds a new enforcement provision establishing that violation of a Temporary Use Permit, including violation of the terms and conditions of an issued permit, is unlawful and punishable as an infraction. The provision establishes a tiered fine schedule consistent with the escalating-penalty structure used elsewhere in the Municipal Code: a fine not exceeding \$100.00 for a first violation, not exceeding \$200.00 for a second violation of the same chapter within one year of a prior infraction, and not exceeding \$300.00 for each additional violation within one year of two or more prior infractions. This addition closes a gap in the current chapter, which does not otherwise specify a penalty for noncompliance with an issued permit's conditions of approval, and brings the Temporary Use Permit chapter into alignment with the enforcement approach already used in other permit-based chapters of the Code.

FISCAL IMPACT

None

CEQA IMPACT

None.

ATTACHMENTS

1. Attachment A - Municipal Code Revision 17.70 to 17.69 - redline
2. Attachment B - Municipal Code Revision 17.70 to 17.69 - Non-Redline

Chapter 17.70 69 TEMPORARY USE PERMITS

Sections:

17.70 69.010 Statement of Purpose.

There are a number of land uses that are of such a temporary nature that their potential impact on adjoining properties and the community is either minimal or can be offset by administrative conditions of approval. Because of the short term nature of the uses, it is seldom necessary to process such applications as conventional use permits via the Planning Commission and it is often time consuming to do the same. The purpose of this chapter then is to permit certain temporary, or short term uses, subject to adequate bonding and other conditions of approval on an administrative basis. [Temporary Use Permits \(TUP\)](#) are to be used for events that do not require the full or partial closure of any public right-of-way; diversion of traffic; or changes to the normal or usual traffic regulations or controls.

~~(Ord. 204, § 1(part), 1980)~~

17.70 69.020 Conditionally Permitted Uses.

The following list depicts the types of temporary uses that are intended to be considered through this administrative process. Each such application must be specific as to intended use:

A. Arts and crafts shows;

~~B. Parades;~~

~~C~~ B. Carnivals and fairs;

~~D~~ C. Christmas tree lots;

~~E~~ D. Musical concerts;

~~F. Block parties (street closures);~~

~~G~~ E. Mobile Vendors (as specified and regulated in Section 17.36.084).

~~H~~ F. Other similar temporary uses.

~~(Ord. 204, § 1(part), 1980; Ord. 458, 2015)~~

17.70 69.030 Conditions of Approval.

In order to assure that the general health, safety and welfare of the community will be preserved with such temporary uses, conditions relating to each individual event may be imposed upon the applicant, including but not limited to:

- A. Bonding for police and maintenance services;
- B. Temporary parking and signing controls;
- C. Temporary fencing or barricades as necessary;
- D. Noise, dust and odor control;
- E. Limits on hours and days of operation;
- F. Others as needed.

~~(Ord. 204, § 1 (part), 1980)~~

17.70 69.040 Period of Time.

The maximum time period for any of these temporary use shall not exceed a combined total of forty-five (45) days, or more than four (4) individual events per calendar year for any individual applicant. If any temporary event exceeds these thresholds, Planning Commission approval of a Use Permit for the event shall be required.

The permit shall be applied for at least forty-five (45) days prior to the actual event

~~(Ord. 433, 2011)~~

17.70 69.050 Approval Process.

The applicant shall submit an application on the prescribed city form and a fee in such amount as may be fixed from time to time by resolution of the City Council. The matter shall be reviewed by the City Manager upon review and recommendation from the Chief of Police, Maintenance Supervisor, and Community Development Director. If the use is deemed to be a safe and appropriate temporary use of the land, at the discretion of the City Manager, it may be approved subject to conditions as described in Section 17.70 69.030.

If a Temporary Use Permit application is submitted for an event that, in the judgment of the Director, does not comply with the purpose of this chapter as stated above and violates the intent of this entitlement, the Director may refer the matter to the Planning Commission.

~~(Ord. 204, § 1 (part), 1980; Ord. 433, 2011)~~

17.70 69.060 Appeal Process.

Administrative denial of a temporary use permit may be appealed to the Planning Commission within five (5) days of notice of denial, said appeal to be heard at the next regular Planning Commission meeting. Appeals of Planning Commission action shall be the same as the conventional use permit process as set forth in Section 17.68.030.

~~(Ord. 204, § 1 (part), 1980)~~

17.69.070 Violation – Penalty

Any violation of the provisions of a Temporary Use Permit, including any violation of the terms and conditions of a permit approved and issued in the manner provided by this chapter, shall be unlawful and punishable as an infraction. An infraction is punishable (1) by a fine not exceeding one hundred dollars (\$100.00) for a first violation; (2) a fine not exceeding two hundred dollars (\$200.00) for a second violation of the same chapter within one (1) year of a prior infraction; (3) a fine not exceeding three hundred dollars (\$300.00) for each additional violation of the same chapter within one (1) year of two (2) or more prior infractions.

[Chapter amended by Ord. ___, § ___, 2026]

Chapter 17.69 TEMPORARY USE PERMITS

Sections:

17.69.010 Statement of Purpose.

There are a number of land uses that are of such a temporary nature that their potential impact on adjoining properties and the community is either minimal or can be offset by administrative conditions of approval. Because of the short term nature of the uses, it is seldom necessary to process such applications as conventional use permits via the Planning Commission and it is often time consuming to do the same. The purpose of this chapter then is to permit certain temporary, or short term uses, subject to adequate bonding and other conditions of approval on an administrative basis. Temporary Use Permits (TUP) are to be used for events that do not require the full or partial closure of any public right-of-way; diversion of traffic; or changes to the normal or usual traffic regulations or controls.

17.69.020 Conditionally Permitted Uses.

The following list depicts the types of temporary uses that are intended to be considered through this administrative process. Each such application must be specific as to intended use:

- A. Arts and crafts shows;
- B. Carnivals and fairs;
- C. Christmas tree lots;
- D. Musical concerts;
- E. Mobile Vendors (as specified and regulated in Section 17.36.084).
- F. Other similar temporary uses.

17.69.030 Conditions of Approval.

In order to assure that the general health, safety and welfare of the community will be preserved with such temporary uses, conditions relating to each individual event may be imposed upon the applicant, including but not limited to:

- A. Bonding for police and maintenance services;
- B. Temporary parking and signing controls;

C. Temporary fencing or barricades as necessary;

D. Noise, dust and odor control;

E. Limits on hours and days of operation;

F. Others as needed.

17.69.040 Period of Time.

The maximum time period for any of these temporary use shall not exceed a combined total of forty-five (45) days, or more than four (4) individual events per calendar year for any individual applicant. If any temporary event exceeds these thresholds, Planning Commission approval of a Use Permit for the event shall be required.

The permit shall be applied for at least forty-five (45) days prior to the actual event

17.69.050 Approval Process.

The applicant shall submit an application on the prescribed city form and a fee in such amount as may be fixed from time to time by resolution of the City Council. The matter shall be reviewed by the City Manager upon review and recommendation from the Chief of Police, Maintenance Supervisor, and Community Development Director. If the use is deemed to be a safe and appropriate temporary use of the land, at the discretion of the City Manager, it may be approved subject to conditions as described in Section 17.69.030.

If a Temporary Use Permit application is submitted for an event that, in the judgment of the Director, does not comply with the purpose of this chapter as stated above and violates the intent of this entitlement, the Director may refer the matter to the Planning Commission.

17.69.060 Appeal Process.

Administrative denial of a temporary use permit may be appealed to the Planning Commission within five (5) days of notice of denial, said appeal to be heard at the next regular Planning Commission meeting. Appeals of Planning Commission action shall be the same as the conventional use permit process as set forth in Section 17.68.030.

17.69.070 Violation – Penalty

Any violation of the provisions of a Temporary Use Permit, including any violation of the terms and conditions of a permit approved and issued in the manner provided by this chapter, shall be unlawful and punishable as an infraction. An infraction is punishable (1) by a fine not exceeding one hundred dollars (\$100.00) for a first violation; (2) a fine not exceeding two hundred dollars (\$200.00) for a second violation of the same chapter within

one (1) year of a prior infraction; (3) a fine not exceeding three hundred dollars (\$300.00) for each additional violation of the same chapter within one (1) year of two (2) or more prior infractions.

[Chapter amended by Ord. ___, § ___, 2026]



STAFF REPORT

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: Craig Blythe, Public Works Director

DATE: August 18, 2026

SUBJECT: Adopt Resolution No. 35-2026 approving revised City Standard Plan S-18, Street Name Signs

Recommendation: Adopt the resolution.

RECOMMENDATION

Staff recommends that the City Council adopt Resolution No. 35-2026 approving revised City Standard Plan S-18, Street Name Signs, to incorporate retroreflective materials, FHWA Standard Alphabet lettering, upper- and lower-case street names, and a standard smooth-edge sign design consistent with current traffic-control standards. (Attachment A)

BACKGROUND

On September 16, 2008, the City Council approved and adopted the City of Clayton Standard Plans through Resolution No. 51-2008. The Standard Plans include Standard Plan S-18, Street Name Signs. (Attachment B)

The existing Standard Plan S-18 specifies a double-faced aluminum street name sign with an unreflective brown background, reflective white P.T. Barnum-style lettering, and a “rustic style” sign plate. The existing sign plate is six inches high, variable in length, with a minimum length of 24 inches. (Attachment B)

The California Department of Transportation issued the California Manual on Uniform Traffic Control Devices (CA MUTCD) 2026 effective January 18, 2026. The CA MUTCD provides uniform standards and specifications for official traffic-control devices throughout California.

In May 2026, the City completed a traffic sign maintenance review that identified street name signs that are faded, missing, or otherwise in need of replacement. Thirteen street name sign locations have been identified for the initial implementation of the revised standard.

The same review identified an additional 16 non-street-name traffic signs requiring maintenance or replacement, including stop, directional, regulatory, and warning signs. These signs will also be addressed during the initial phase of sign maintenance but are not governed

by Standard Plan S-18.

The City is also completing a comprehensive GIS inventory of roadway signs throughout Clayton. The inventory will geolocate signs and document information including MUTCD code, sign description, and sign category to support future maintenance and asset-management decisions.

DISCUSSION

Staff is proposing revisions to Standard Plan S-18 that preserve the recognizable brown-and-white appearance of Clayton's street name signs while updating the design and technical specifications to conform with current traffic-control standards.

The City's existing brown background and white lettering would be retained. The MUTCD permits brown as an alternative background color for Street Name signs and requires white lettering and borders, if a border is used, when a brown background is selected.

The existing Standard Plan specifies an unreflective brown background. The revised standard would require a brown High Intensity Prismatic (HIP), or approved equivalent, retroreflective background with white retroreflective lettering. The CA MUTCD requires regulatory, warning, and guide signs to be retroreflective or illuminated for nighttime visibility.

The increased visibility provided by modern retroreflective materials will make street name signs easier to identify during nighttime and low-light conditions. Improved street identification benefits motorists and pedestrians and can also assist police, fire, emergency medical, and other public safety personnel in quickly identifying streets and intersections while responding to calls for service.

The revised standard would also replace the existing P.T. Barnum-style lettering with an FHWA Standard Alphabet. The CA MUTCD requires sign lettering, numerals, and characters to use the Standard Alphabets identified by FHWA and requires street names to use initial upper-case letters followed by lower-case letters.

FHWA Standard Alphabets consist of multiple letter series that provide different character widths and proportions. Generally, the alphabet series progress from narrower to wider letter forms. This allows the lettering to be appropriately matched to the roadway environment, required letter height, available sign dimensions, and length of the street name while maintaining standardized FHWA letter forms.

The revised Standard Plan would not prescribe a single FHWA alphabet series for every street name sign. Staff will select the appropriate FHWA Standard Alphabet series based on roadway classification, speed, required letter height, sign dimensions, street-name length, and other site-specific conditions.

Similarly, the revised Standard Plan would not establish one fixed sign height or letter height for every location. Current MUTCD guidance varies recommended street-name letter heights based on factors including mounting type, number of lanes, roadway speed, and roadway conditions. For example, smaller lettering may be used on qualifying two-lane local streets with speed limits of 25 mph or less, while larger lettering is recommended for multi-lane and higher-speed roadways.

Rather than incorporating specific MUTCD tables and dimensions into Standard Plan S-18, the revised standard would require compliance with the current CA MUTCD and applicable FHWA Standard Highway Signs requirements in effect at the time a sign is designed and installed. This allows the City's standard to remain responsive to future changes in State and Federal traffic-control requirements without requiring an amendment to Standard Plan S-18 solely because an external technical standard has been updated.

The final proposed design change is elimination of the existing "rustic style" edge treatment. The rustic treatment creates the irregular or jagged edge specified in the existing Standard Plan S-18. The proposed design would instead utilize a conventional smooth-finished sign plate.

The rustic treatment is ornamental and increases fabrication costs. Based on current vendor pricing for comparable street name signs, eliminating the rustic edge treatment is expected to reduce sign fabrication costs by approximately 33 percent.

The revised Standard Plan S-18 would therefore establish the following City design:

- Brown retroreflective background;
- White retroreflective lettering;
- FHWA Standard Alphabet lettering;
- Initial upper-case and subsequent lower-case street names;
- Alphabet series, letter height, and sign dimensions selected by staff based on applicable standards and site conditions; and
- Standard smooth-edge sign plate in place of the existing rustic treatment.

Following Council approval, the 13 street name sign locations identified through the May 2026 maintenance review will be the first locations to receive signs using the revised City standard. Two street name signs are anticipated at each location, for an initial total of approximately 26 street name signs.

The additional 16 non-street-name traffic signs identified in the same review will also be addressed during this initial phase in accordance with the applicable CA MUTCD requirements for each sign type.

Existing street name signs that remain in acceptable condition would not be replaced solely as a result of adoption of the revised standard. The revised Standard Plan S-18 would establish the City's street name sign design moving forward.

FISCAL IMPACT

Funding for traffic sign materials and installation is included in the City's FY 2026/27 adopted budget. The proposed revised street name sign design is expected to reduce future fabrication costs by approximately 33 percent by eliminating the existing rustic edge treatment. No additional budget appropriation is required.

CEQA IMPACT

Adoption of revised Standard Plan S-18 and routine installation and replacement of street name signs are categorically exempt from the California Environmental Quality Act pursuant to CEQA Guidelines Section 15301, Existing Facilities, as the activity consists of maintenance or minor

alteration of existing public facilities involving negligible or no expansion of existing use.

ATTACHMENTS

1. Attachment A - Existing Standard Plan S-18, Street Name Signs, adopted by Resolution No. 51-2008
2. Attachment B - Phase 1 Traffic Sign Locations – May 2026 Traffic Sign Maintenance Review
3. Attachment C - Resolution No. 35-2026 - Approving Revised Standard Plan S-18, Street Name Signs
4. Exhibit A - Standard Plan S-18



STANDARD PLANS

August, 2008

**Approved and adopted by the City of Clayton City Council on September 16, 2008
Resolution No. 51 - 2008**

**CITY OF CLAYTON
6000 HERITAGE TRAIL
CLAYTON, CA 94517
(925) 673-7300**

FRI, SEP 05, 2008 12:36 P BJB 2 OF 2 Z: \CLAYTON STANDARDS\DWG\2008 UPDATES\S\S-18-1 AND 2 STREET NAME SIGNS.DWG

PLATE:

6"x VARIABLE, 24" MINIMUM x .125"
UNREFLECTIVE BROWN BACKGROUND,
DOUBLE-FACED RUSTIC STYLE.



V14F-(HD)SL-2C2P
ILLUSTRATE

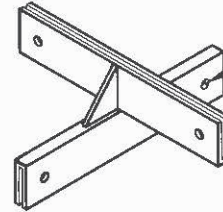
LEGEND:

P.T. BARNUM STYLE, REFLECTIVE WHITE,
4" UPPER AND LOWER CASE MAIN COPY,
PREFIX AND SUFFIX.

Clayton Rd.

CROSSPIECE:

V14F-(HD)SL-105(90) SLOTTED
FOR .125"

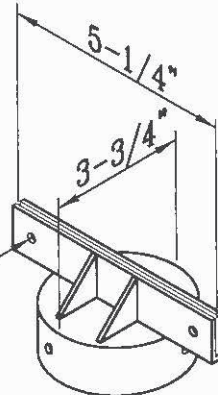


V14F-(HD)SL-110S
5/16" SET SCREWS
(4 EA.)

CAP:

V14F-(HD)SL-107(2C)
SLOTTED FOR .125" TO
FIT 2" I.D. PIPE POST.

V14F-(HD)SL-110S
5/16" SET SCREWS
(5 EA.)



V14F-(HD)SL-2C1P ONE NAME ASSEMBLY
V14F-(HD)SL-2C2P TWO NAME ASSEMBLY

6' x VARIABLE, 24" MINIMUM x .125" ALUMINUM RUSTIC STYLE
PLATE, DOUBLE FACED, UNREFLECTIVE BROWN BACKGROUND.
REFLECTIVE WHITE "P.T. BARNUM" STYLE UPPER AND LOWER
CASE MAIN COPY, PREFIX AND SUFFIX. CAP TO FIT 2" I.D.
PIPE. CAP AND CROSSPIECE TO FIT .125" ALUMINUM.

PURSUANT TO THE CITY OF CLAYTON SPECIFICATIONS.



STREET NAME SIGNS

DATE: AUGUST, 2008

SCALE: NONE

APPROVED:

CITY ENGINEER

SHEET
2 OF 2

PAGE
S-18

Route Seq	Work Block	Block Seq	Original Notes
1	1. Civic Center / Heritage / Downtown	1	Do Not Enter - Faded
2	1. Civic Center / Heritage / Downtown	2	Clayton Comm Lib sign at entrance rough shape
3	1. Civic Center / Heritage / Downtown	3	Stop sign missing
4	1. Civic Center / Heritage / Downtown	4	School Xing - Faded
5	2. Lydia / El Camino / El Molino / El Portal	1	center med/wb no stay right of median sign or pole
6	2. Lydia / El Camino / El Molino / El Portal	2	El Molino sign missing
7	2. Lydia / El Camino / El Molino / El Portal	3	Street names faded
8	2. Lydia / El Camino / El Molino / El Portal	4	park hours sign faded
9	2. Lydia / El Camino / El Molino / El Portal	5	park handicap spot repaint
10	2. Lydia / El Camino / El Molino / El Portal	6	Median warning sign missing for sb
11	4. Oakhurst / Peacock Creek / Keller Ridge	1	street names faded
12	4. Oakhurst / Peacock Creek / Keller Ridge	2	Street name faded
13	4. Oakhurst / Peacock Creek / Keller Ridge	3	street names faded
14	4. Oakhurst / Peacock Creek / Keller Ridge	4	Keller faded, Raven missing
15	4. Oakhurst / Peacock Creek / Keller Ridge	5	Keller missing, Falcon faded
16	4. Oakhurst / Peacock Creek / Keller Ridge	6	street names faded
17	4. Oakhurst / Peacock Creek / Keller Ridge	7	Emergency Vehicles Only No Parking sign faded
18	4. Oakhurst / Peacock Creek / Keller Ridge	8	street names faded
19	5. Marsh Creek / Southbrook / Easley / Vineyard	1	Missing Road Sign
20	5. Marsh Creek / Southbrook / Easley / Vineyard	2	street names faded
21	5. Marsh Creek / Southbrook / Easley / Vineyard	3	street names faded
22	6. Dana Hills / Mountaire / Indian Wells	1	Stay right of median sign faded
23	6. Dana Hills / Mountaire / Indian Wells	2	faded signs
24	6. Dana Hills / Mountaire / Indian Wells	3	faded stop ahead sign
25	7. Mitchell Canyon / Pine Hollow / Mt. Zion	1	Stop Sign Worn
26	7. Mitchell Canyon / Pine Hollow / Mt. Zion	2	Stop Sign
27	7. Mitchell Canyon / Pine Hollow / Mt. Zion	3	Stop sign damaged
28	7. Mitchell Canyon / Pine Hollow / Mt. Zion	4	Flashing stop signs not working
29	8. Atchinson / Nottingham / Verna / Yosemite	1	street signs faded

RESOLUTION NO. 35-2026

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLAYTON,
APPROVING REVISED STANDARD PLAN S-18, STREET NAME
SIGNS**

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

WHEREAS, on September 16, 2008, the City Council approved and adopted the City of Clayton Standard Plans and Standard Specifications by Resolution No. 51-2008, including Standard Plan S-18 – Street Name Signs; and

WHEREAS, Standard Plan S-18 is in need of updating to conform with current traffic control standards while maintaining the City's traditional brown-and-white street name sign appearance; and

WHEREAS, the Director of Public Works recommends approval and adoption of revised Standard Plan S-18 – Street Name Signs, attached hereto as Exhibit A and incorporated herein by reference.

NOW, THEREFORE IT IS HEREBY RESOLVED, ORDERED AND FOUND by the City Council of the City of Clayton, State of California, as follows:

1. The foregoing recitals are true and correct.
2. The City Council hereby approves and adopts for use revised City of Clayton Standard Plan S-18 – Street Name Signs, attached hereto as **Exhibit A** and incorporated herein by reference.
3. Revised Standard Plan S-18 shall replace and supersede Standard Plan S-18 adopted by Resolution No. 51-2008. All other City of Clayton Standard Plans and Standard Specifications adopted by Resolution No. 51-2008 shall remain unchanged and in full force and effect.
4. The City Engineer, or designee, is authorized to implement revised Standard Plan S-18 and make site-specific determinations consistent with the current California Manual on Uniform Traffic Control Devices, applicable Federal Highway Administration standards, and Standard Plan S-18.

PASSED, APPROVED, AND ADOPTED by the City Council of Clayton, California at a regular public meeting thereof held on the 18th day of August 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

THE CITY COUNCIL OF CLAYTON, CA

Jeff Wan, Mayor

ATTEST:

Melissa Rhodes, City Clerk

**CITY OF CLAYTON
STANDARD PLAN S-18
STREET NAME SIGNS**

Revised: August 18, 2026

Approved by City Council Resolution No. 35-2026

GENERAL REQUIREMENTS

1. Street name signs shall conform to the current California Manual on Uniform Traffic Control Devices (CA MUTCD) and applicable Federal Highway Administration Standard Highway Signs requirements in effect at the time of sign design and installation.
2. Where a provision of this Standard Plan conflicts with an applicable requirement of the current CA MUTCD, the CA MUTCD shall govern.
3. Street name signs shall be designed as Street Name (D3-1 Series) signs or other applicable sign designation required by the current CA MUTCD.

CITY STANDARD DESIGN

1. Background: Brown, retroreflective.
2. Legend: White, retroreflective.
3. Lettering: FHWA Standard Alphabet using initial upper-case letters followed by lower-case letters.
4. Sign Plate: Aluminum, double-faced where applicable, with a conventional smooth-finished edge. The previously specified rustic or irregular-cut edge shall not be used.
5. Sign Appearance: The City's standard street name sign design shall maintain a brown background with white lettering consistent with the traditional appearance of Clayton street name signs.

RETROREFLECTIVE MATERIAL

1. Brown background sheeting shall be High Intensity Prismatic (HIP) retroreflective sheeting or approved equivalent meeting applicable requirements of the current CA MUTCD.
2. White legends and borders, where used, shall be retroreflective and compatible with the specified background sheeting.
3. Equivalent materials may be approved by the City Engineer or designee provided the material meets applicable traffic-control and retroreflectivity requirements.

LETTERING

1. All street-name lettering shall use an FHWA Standard Alphabet.
2. Street names shall use initial upper-case letters followed by lower-case letters.
3. Staff will select the appropriate FHWA Standard Alphabet series based on roadway classification, speed, required letter height, sign dimensions, street-name length, and other site-specific conditions.

4. Letter forms shall not be stretched, compressed, warped, or otherwise modified from the applicable FHWA Standard Alphabet.
5. Street-name descriptors, prefixes, suffixes, and abbreviations shall conform to the current CA MUTCD.

SIGN DIMENSIONS

1. Sign height, length, letter height, spacing, margins, and other dimensional requirements shall conform to the current CA MUTCD and applicable FHWA Standard Highway Signs requirements.
2. Sign dimensions may vary based on roadway classification, roadway speed, mounting configuration, required letter height, street-name length, and other site-specific conditions.
3. Signs shall be sized to provide the required legend without altering or manipulating the selected FHWA Standard Alphabet.

BORDER

A white retroreflective border may be used where appropriate and shall conform to the current CA MUTCD. Where no border is used, sign layout and margins shall conform to applicable requirements.

MOUNTING AND INSTALLATION

1. Street name signs shall be mounted and installed in accordance with the current CA MUTCD, applicable City standards, and the approved mounting configuration.
2. Sign supports, brackets, hardware, mounting height, orientation, and lateral placement shall comply with applicable requirements in effect at the time of installation.
3. Double street-name-sign assemblies shall orient each sign face parallel to the street identified by the respective sign.
4. Existing mounting assemblies may be reused when determined by City staff to be serviceable and compatible with the replacement sign.

IMPLEMENTATION

1. This revised Standard Plan shall apply to new and replacement City street name signs installed following its effective date.
2. Existing street name signs that remain serviceable are not required to be replaced solely because they were fabricated under a previous City standard.
3. The City Engineer or designee is authorized to make site-specific design determinations necessary to comply with the current CA MUTCD and applicable FHWA requirements, provided the City's standard brown background and white lettering are maintained.



STAFF REPORT

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: Kris Lofthus, City Manager

DATE: August 18, 2026

SUBJECT: Adopt Resolution No. 36-2026 Approving the Reclassification of the Community Development Technician to Community Development Specialist, Resolution No. 37-2026 Amending the Miscellaneous Employee Memorandum of Understanding (MOU), and Resolution No. 38-2026 Adopting an amended Clayton's Salary Schedule Effective August 18, 2026 in Conformance with CalPERS Requirements to Provide a Publicly Available Salary Schedule

Recommendation: Adopt the resolutions.

RECOMMENDATION

Staff recommends that the City Council adopt three Resolutions for:

- Approving the reclassification of the Community Development Technician to Community Development Specialist.
- Approving an amendment to the Memorandum of Understanding for the Miscellaneous Employees Bargaining Unit.
- Adopting an amended Salary Schedule Effective August 18, 2026, in conformance with CalPERS requirements to provide a publicly available salary schedule.

BACKGROUND

The city has terminated the contract with HDL, the company contracted to coordinate the collection of business license fees. There have been a number of issues with HDL and the customer service they provided our city and ultimately the business owners. Prior to utilizing HDL's business license services, this function was delivered by City Hall staff.

DISCUSSION

Staff is proposing that the existing Community Development Technician classification be revised to Community Development Specialist to more accurately reflect the scope, complexity, and level of responsibility associated with the position. The proposed change recognizes the position's evolving role within the Community Development Department while maintaining its

primary responsibility for providing direct support to residents, businesses, property owners, and the development community.

The Community Development Specialist will continue to perform code enforcement responsibilities, including responding to complaints, conducting inspections, communicating with property owners and residents, documenting violations, and working toward voluntary compliance with applicable City codes and regulations. Code enforcement remains an important component of the position and requires the employee to exercise sound judgment, communicate effectively with the public, and coordinate with other City departments when necessary.

The position will also continue to support the City's planning functions, including assisting customers with over-the-counter permits and routine planning inquiries. The Specialist will provide information regarding City development standards and application requirements, assist with permit intake and processing, and serve as a resource to residents, property owners, contractors, and businesses navigating City processes. These responsibilities require a working knowledge of the City's development regulations and the ability to independently address routine planning and permitting matters.

As part of the proposed reclassification, the position will assume responsibility for business license coordination. The City's new web platform's e-commerce site will be used to collect business license applications and fees. This reclassified position will include coordinating the City's business license process, assisting applicants, reviewing applications for City requirements, maintaining appropriate records, coordinating with other departments, and serving as a primary point of contact for businesses regarding licensing requirements. Incorporating business license coordination into the position provides a logical connection between business licensing, zoning, planning, and code compliance functions and creates a more coordinated point of contact for the business community.

The proposed title of Community Development Specialist better reflects the broader range of responsibilities assigned to the position. The term "Specialist" recognizes that the position performs work across multiple functional areas—code enforcement, planning and permitting assistance, and business licensing—rather than serving primarily in a technical or administrative support capacity.

The proposed reclassification also supports the City's efforts to maximize the effectiveness of its limited staffing resources by creating a position capable of supporting several related Community Development functions. Consolidating these responsibilities provides greater operational flexibility, improves coordination between functions, and provides residents and businesses with a more consistent point of contact.

The proposed change is not intended to fundamentally alter the position's existing role, but rather to recognize its expanded responsibilities and establish a classification that more accurately represents the work being performed and the level of independent responsibility expected of the position.

The proposed reclassification from Community Development Technician to Community Development Specialist reflects the expanded responsibilities and increased level of accountability associated with the position. As part of the reclassification, an adjustment to the position's salary range is appropriate to ensure compensation is aligned with the duties and responsibilities of the new classification.

The reclassification also provides an opportunity to evaluate the position within the context of the City Council's previously established compensation goal of positioning employee salaries at approximately 85% of the median salary among comparable agencies. Establishing the Community Development Specialist salary range at this level would be consistent with that goal while recognizing the broader responsibilities assigned to the position.

Aligning the position with the City Council's compensation goal also supports the City's ability to retain qualified employees, remain competitive with comparable agencies, and appropriately compensate employees as their responsibilities evolve to meet the operational needs of the organization. The current position pay scale versus the recommended scale is:

Position	Step A	Step B	Step C	Step D	Step E
Community Development Tech.	\$5,293.82	\$5,558.51	\$5,836.43	\$6,128.25	\$6,434.06
Community Development Specialist	\$6,934.90	\$7,281.65	\$7,645.73	\$8,028.02	\$8,429.44

At the top step of the salary range, the proposed reclassification would result in a monthly salary increase of \$1,994.75, or \$23,937 annually. The annual cost of HDL's business license serves for the prior year was \$30,000 and will continue to rise as businesses are added. The salary increase will be entirely offset by savings resulting from the cancellation of the City's contract with HdL. The city will realize a net savings of \$6,063.

This action will also require an amendment to the current adopted salary schedule. When amendments are made to the salary schedule, the City Council must adopt those amendments by resolution to comply 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 ensuring that earnable income is accurately reported and used in the calculation of retirement benefits.

FISCAL IMPACT

This action will provide the city with an annual savings of \$6,063.

CEQA IMPACT

Adopting these resolutions is an administrative action that is exempt from CEQA.

ATTACHMENTS

1. Attachment A - Resolution No. 36-2026 - Revising Community Development Specialist Description
2. Attachment B - Resolution No. 37-2026 - Misc MOU Amendment
3. Attachment C - Resolution No. 38-2026 - Amended Salary Schedule
4. Attachment D - Misc MOU 2025-2027 FINAL_Updated 08-11-2026
5. Attachment E - Salary Schedule FY27
6. Attachment F - Community Development Technician Job Description 8-18-2026 TRACK CHANGES
7. Attachment G - Community Development Technician Job Description 8-18-2026 FINAL

RESOLUTION NO. 36-2026

**REVISING THE JOB DESCRIPTION OF COMMUNITY DEVELOPMENT TECHNICIAN
TO COMMUNITY DEVELOPMENT SPECIALIST**

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

WHEREAS, The City Council of the City of Clayton ("City") desires to revise the classification of Community Development Technician to Community Development Specialist; and

WHEREAS, staff has determined that this position is best aligned with the operational needs of the organization; and

WHEREAS, the revision of this position will result in significant improvements in providing the business community enhanced customer service; and

WHEREAS, the reclassification of the position will enhance the City's ability to recruit and retain a broader range for candidates; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Clayton hereby revises the position of Community Development Technician to Community Development Specialist.

PASSED, APPROVED, AND ADOPTED by the City Council of Clayton, California at a regular public meeting thereof held on the 18th day of August 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

THE CITY COUNCIL OF CLAYTON, CA

Jeff Wan, Mayor

ATTEST:

Melissa Rhodes, City Clerk

RESOLUTION NO. 37-2026

**A RESOLUTION AMENDING THE CITY OF CLAYTON MISCELLANEOUS
MEMORANDUM OF UNDERSTANDING EMPLOYMENT AGREEMENT REVISING
THE TITLE COMMUNITY DEVELOPMENT TECHNICIAN TO COMMUNITY
DEVELOPMENT SPECIALIST**

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

WHEREAS, on June 17, 2025, the City Council approved the Miscellaneous Memorandum of Understanding employment agreement; and

WHEREAS, it has been determined that there is operational advantages in revising the Community Development Technician to Community Development Specialist; and

WHEREAS, revising the position Community Development Technician to Community Development Specialist 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 August 18, 2026, for FY 2025 - 26 as shown in Attachment D.

PASSED, APPROVED, AND ADOPTED by the City Council of Clayton, California at a regular public meeting thereof held on the 18th day of August 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

THE CITY COUNCIL OF CLAYTON, CA

Jeff Wan, Mayor

ATTEST:

Melissa Rhodes, City Clerk

RESOLUTION NO. 38-2026

**A RESOLUTION AMENDING THE CITY OF CLAYTON SALARY SCHEDULE
FOR FISCAL YEAR 2026 - 2027 IN CONFORMANCE WITH CALPERS
REQUIREMENT TO PROVIDE A PUBLICALLY AVAILABLE PAY SALARY
SCHEDULE**

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

WHEREAS, on June 2, 2026, the City Council adopted a resolution setting the City of Clayton Salary Schedule for fiscal year 2026-2027; and

WHEREAS, in an action on August 18, 2026, the City Council approved revising the position title from Community Development Technician to Community Development Specialist; 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 July 1, 2026, for FY 2026 - 2027 reflects approved employee contracts memoranda of understanding with the City's Miscellaneous labor group; and

NOW, THEREFORE, BE IT RESOLVED the City Council of Clayton, California does hereby adopt the amended salary schedule effective August 18, 2026, for FY 2026 - 2027 as shown in the updated Attachment E.

PASSED, APPROVED, AND ADOPTED by the City Council of Clayton, California at a regular public meeting thereof held on the 18th day of August 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

THE CITY COUNCIL OF CLAYTON, CA

Jeff Wan, Mayor

ATTEST:

Melissa Rhodes, City Clerk

**TERMS AND CONDITIONS OF EMPLOYMENT FOR THE UNDESIGNATED MISCELLANEOUS
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 Clerk
Community Development Specialist
Community Services Coordinator
Community Development Specialist
Senior Maintenance Worker
Maintenance Worker II
Maintenance Worker I
Police Administrative Clerk
Police Office Coordinator

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 CONDITIONS

4.1 Hours of Work

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.

4.2 Pay Periods

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.

4.3 Probation

Employees shall be required to serve a twelve (12) month initial probationary period and a six (6) month promotional probationary period for promotions. The probationary period shall be regarded as part of the testing process and shall be utilized for closely observing the employee's work, for securing the most effective adjustment of a new employee to the employee's position and for rejecting any probationary employee whose performance does not meet the required standards of work during the probationary period, an employee may be rejected at any time by the Department Head, or designee, without cause and without the right of appeal. If a Department Head requests an extension of an established

probationary period prior to expiration, the City Manager, or designee, may extend the probationary period in intervals of three (3) months beyond the end of the normal probationary period. The probationary period may be extended for two three (3) month intervals (six (6) months total); If the probationary period is extended, a written notice shall be provided to the employee prior to the expiration of the probationary period.

At the discretion of their supervisor, Department Head, and City Manager, Probationary Employees may receive a performance evaluation and release from probationary status after six months, if the Employee's performance exceeds "Meets Standard".

4.4 Lunch Period

Employees shall be provided with a non-paid, duty-free lunch period of at least one half hour. No additional travel time will be permitted for return to the yard or other locations for meal break. The City will provide waterless soap and towels for those at work in the field. When employees are assigned by their supervisor to eat at the job site, such employees shall be paid for that half-hour lunch period.

ARTICLE 5: COMPENSATION

Section 5.1 Wages

- A. Effective July 1, 2025, the monthly base salary ranges for the following job classifications in this unit shall be increased by four percent (4%):
 - i. Senior Maintenance Worker
 - ii. Maintenance Worker II
 - iii. Maintenance Worker I
 - iv. Police Administrative Clerk
 - v. Police Office Coordinator

- B. Effective July 1, 2026, the monthly base salary ranges for the following job clarifications in this unit shall be increased by three percent (3%):
 - i. Administrative Clerk
 - ii. Community Development Specialist
 - iii. Community Services Coordinator
 - iv. Senior Maintenance Worker
 - v. Maintenance Worker II
 - vi. Maintenance Worker I
 - vii. Police Administrative Clerk
 - viii. Police Office Coordinator

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 employers 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%

5.6 Work Boot Reimbursement

For employees required to wear safety boots, the City shall reimburse employees up to \$250 annually, provided the boots meet the following requirements: oil resistant soles, leather uppers, and ankle height or above. Receipts are required and reimbursements will be paid by a separate check and are not subject to payroll taxes.

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:

A. 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 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-work days 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 exhibits 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 of 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.

ARTICLE 9: STAND BY / CALL BACK

Standby is defined as an assignment to remain available for telephone contact and ready to respond to trouble calls relating to City work during a stated off- work period. Standby is governed by the Standby Duty Policy adopted by the City Council, December 5, 2023.

ARTICLE 10: OVERTIME

Section 10.1 Regular Overtime

The City will compensate eligible non-exempt employees for each one-quarter hour (0.25) of overtime worked at the rate of one and one-half times (1.5) the employee's regular rate

of pay including applicable FLSA-required compensation. Overtime is defined as hours worked in excess of 40 hours per 7-day work period or hours worked in excess of regularly-scheduled shift (double counting not permitted). Employee working partial or reduced schedules will not be eligible for overtime until their hours worked exceed the regular work hours noted in Article 4. Authorization of the employee's supervisor must be obtained prior to the working of overtime hours, except in emergency situations. Compensation for overtime shall be in the form of cash payment, or if requested by the employee and approved by their supervisor, in the form of compensatory time off (CTO) that shall also accrue at the rate of one and one-half (1.5) times the actual overtime hours worked.

For purposes of calculating overtime and compensatory time, all City-paid vacation, sick, and or CTO leave shall be considered as hours worked.

Section 10.2 Compensatory Time Off

A maximum of one hundred (100) hours of compensatory time off (CTO) may be accrued by each non-exempt employee of this Unit. Compensatory time off may be approved upon written request of the employee filed at least three (3) days in advance with the appropriate supervisor. Employee request to utilize accrued CTO time will be granted within a reasonable time of the request unless granting it would unduly disrupt operations. Accrued unused CTO is compensable on separation of City employment.

ARTICLE 11: 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 determined 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 12: 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 representatives 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 MISCELLANEOUS CITY EMPLOYEES (UNIT)

By: _____
Jorge Gonzalez, Maintenance Worker II

CITY OF CLAYTON, CA (CITY)

BY: _____
Kris Lofthus, City Manager

City of Clayton Salary Schedule FY 2026-27

Admin/Finance								
City Manager	City Manager	Effective 9/16/2024	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 7/1/2026	Monthly	\$ 12,708.90	\$ 13,344.34	\$ 14,011.56	\$ 14,712.14	\$ 15,447.75
			Hourly	\$ 73.32	\$ 76.99	\$ 80.84	\$ 84.88	\$ 89.12
			Annually	\$ 152,506.79	\$ 160,132.13	\$ 168,138.73	\$ 176,545.67	\$ 185,372.95
Public Works Director	Management City Employee	Effective 7/1/2026	Monthly	\$ 14,674.92	\$ 15,408.67	\$ 16,179.10	\$ 16,988.06	\$ 17,837.46
			Hourly	\$ 84.66	\$ 88.90	\$ 93.34	\$ 98.01	\$ 102.91
			Annually	\$ 176,099.10	\$ 184,904.05	\$ 194,149.25	\$ 203,856.72	\$ 214,049.55
City Clerk/Assistant to the City Manager	Management City Employee	Effective 7/1/2026	Monthly	\$ 9,666.02	\$ 10,149.32	\$ 10,656.79	\$ 11,189.63	\$ 11,749.11
			Hourly	\$ 55.77	\$ 58.55	\$ 61.48	\$ 64.56	\$ 67.78
			Annually	\$ 115,992.25	\$ 121,791.87	\$ 127,881.46	\$ 134,275.53	\$ 140,989.31
Project Manager	Management City Employee	Effective 7/1/2026	Monthly	\$ 7,810.66	\$ 8,201.19	\$ 8,611.25	\$ 9,041.82	\$ 9,493.91
			Hourly	\$ 45.06	\$ 47.31	\$ 49.68	\$ 52.16	\$ 54.77
			Annually	\$ 93,727.94	\$ 98,414.34	\$ 103,335.06	\$ 108,501.81	\$ 113,926.90
Accountant	Management City Employee	Effective 7/1/2026	Monthly	\$ 7,480.66	\$ 7,854.69	\$ 8,247.43	\$ 8,659.80	\$ 9,092.79
			Hourly	\$ 43.16	\$ 45.32	\$ 47.58	\$ 49.96	\$ 52.46
			Annually	\$ 89,767.92	\$ 94,256.32	\$ 98,969.13	\$ 103,917.59	\$ 109,113.47
Community Services Coordinator	Miscellaneous City Employee	Effective 7/1/2026	Monthly	\$ 5,601.14	\$ 5,881.19	\$ 6,175.25	\$ 6,484.02	\$ 6,808.22
			Hourly	\$ 32.31	\$ 33.93	\$ 35.63	\$ 37.41	\$ 39.28
			Annually	\$ 67,213.65	\$ 70,574.33	\$ 74,103.05	\$ 77,808.20	\$ 81,698.61
Community Services Leader	Miscellaneous City Employee	Effective 7/1/2026	Hourly (Part Time)	\$ 17.92	\$ 18.81	\$ 19.76	\$ 20.74	\$ 21.78
Maintenance				A	B	C	D	E
Senior Maintenance Worker	Miscellaneous City Employee	Effective 7/1/2026	Monthly	\$ 5,918.65	\$ 6,214.58	\$ 6,525.31	\$ 6,851.58	\$ 7,194.16
			Hourly	\$ 34.15	\$ 35.85	\$ 37.65	\$ 39.53	\$ 41.50
			Annually	\$ 71,023.82	\$ 74,575.01	\$ 78,303.76	\$ 82,218.95	\$ 86,329.89
Maintenance Worker II	Miscellaneous City Employee	Effective 7/1/2026	Monthly	\$ 5,402.19	\$ 5,672.30	\$ 5,955.91	\$ 6,253.71	\$ 6,566.40
			Hourly	\$ 31.17	\$ 32.72	\$ 34.36	\$ 36.08	\$ 37.88
			Annually	\$ 64,826.28	\$ 68,067.59	\$ 71,470.97	\$ 75,044.52	\$ 78,796.74
Maintenance Worker I	Miscellaneous City Employee	Effective 7/1/2026	Monthly	\$ 4,899.16	\$ 5,144.11	\$ 5,401.32	\$ 5,671.39	\$ 5,954.95
			Hourly	\$ 28.26	\$ 29.68	\$ 31.16	\$ 32.72	\$ 34.36
			Annually	\$ 58,789.87	\$ 61,729.37	\$ 64,815.83	\$ 68,056.63	\$ 71,459.46
Seasonal Maintenance Worker-Temporary	Miscellaneous City Employee	Effective 7/1/2026	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 7/1/2026	Monthly	\$ 9,271.80	\$ 9,735.39	\$ 10,222.16	\$ 10,733.27	\$ 11,269.93
			Hourly	\$ 53.49	\$ 56.17	\$ 58.97	\$ 61.92	\$ 65.02
			Annually	\$ 111,261.63	\$ 116,824.71	\$ 122,665.95	\$ 128,799.24	\$ 135,239.21
Community Development Specialist	Miscellaneous City Employee	Effective 8/18/2026	Monthly	\$ 6,934.90	\$ 7,281.65	\$ 7,645.73	\$ 8,028.02	\$ 8,429.42
			Hourly	\$ 40.01	\$ 42.01	\$ 44.11	\$ 46.32	\$ 48.63
			Annually	\$ 83,218.86	\$ 87,379.80	\$ 91,748.79	\$ 96,336.23	\$ 101,153.04
Police				A	B	C	D	E
Chief of Police	Police Chief	Effective 7/1/2026	Monthly	\$ 12,955.67	\$ 13,603.46	\$ 14,283.63	\$ 14,997.81	\$ 15,747.70
			Hourly	\$ 74.74	\$ 78.48	\$ 82.41	\$ 86.53	\$ 90.85
			Annually	\$ 155,468.08	\$ 163,241.49	\$ 171,403.56	\$ 179,973.74	\$ 188,972.43
Police Sergeant	Police Officers' Association	Effective 7/1/2026	Monthly	\$ 9,738.02	\$ 10,224.92	\$ 10,736.17	\$ 11,272.98	\$ 11,836.63
			Hourly	\$ 56.18	\$ 58.99	\$ 61.94	\$ 65.04	\$ 68.29
			Annually	\$ 116,856.28	\$ 122,699.09	\$ 128,834.04	\$ 135,275.75	\$ 142,039.53
Police Officers	Police Officers' Association	Effective 7/1/2026	Monthly	\$ 8,287.92	\$ 8,702.32	\$ 9,137.43	\$ 9,594.31	\$ 10,074.02
			Hourly	\$ 47.81	\$ 50.21	\$ 52.72	\$ 55.35	\$ 58.12
			Annually	\$ 99,455.06	\$ 104,427.81	\$ 109,649.20	\$ 115,131.66	\$ 120,888.25
Police Office Coordinator	Miscellaneous City Employee	Effective 7/1/2026	Monthly	\$ 5,548.86	\$ 5,826.31	\$ 6,117.62	\$ 6,423.50	\$ 6,744.68
			Hourly	\$ 32.01	\$ 33.61	\$ 35.29	\$ 37.06	\$ 38.91
			Annually	\$ 66,586.38	\$ 69,915.70	\$ 73,411.48	\$ 77,082.06	\$ 80,936.16
Police Administrative Clerk	Miscellaneous City Employee	Effective 7/1/2026	Monthly	\$ 4,722.02	\$ 4,958.13	\$ 5,206.03	\$ 5,466.33	\$ 5,739.65
			Hourly	\$ 27.24	\$ 28.60	\$ 30.03	\$ 31.54	\$ 33.11
			Annually	\$ 56,664.29	\$ 59,497.51	\$ 62,472.38	\$ 65,596.00	\$ 68,875.80

Final adopted 8/18/2026



City of Clayton Class Specification

FLSA Status: Non-Exempt

Date Revised: ~~January 21, 2025~~ August 18, 2026

CLASS TITLE

COMMUNITY DEVELOPMENT ~~TECHNICIAN~~ SPECIALIST

DEFINITION

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

CLASS CHARACTERISTICS

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

EXAMPLES OF TYPICAL JOB FUNCTIONS

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

- Performs a variety of technical, programmatic, administrative, and advanced clerical duties requiring the application of specific program knowledge and administrative and clerical skills in support of a division, program, or function within the Community Development

Department; assumes responsibility for specific program area duties; aids in administrative and operating programs as assigned.

- Serves as primary contact, liaison, and resource for assigned functions and programs with other City staff, the general public, and outside agencies and organizations; provides customer service by responding to inquiries by phone and at the counter; responds to requests for information and assistance regarding City policies and application procedures; assists the public and other City staff in interpreting and applying City policies and procedures; researches information related to City and departmental policies and procedures; explains, justifies, and defends programs, policies, and activities; works cooperatively with property owners, contractors, architects, developers, engineers or their representatives to resolve questions.
- Coordinates the receipt and investigation of complaints regarding violations of the Municipal Code, including but not limited to public welfare, safety, public nuisance, sanitation and health, building, housing and zoning.
- Conducts site visits; confer with City personnel regarding alleged or potential violations; document violations by securing photographs and other pertinent data; prepare and maintain accurate case files.
- Enforce and update Code Enforcement Manual; issue citations as necessary, in accordance with the Code Enforcement Manual.
- Conducts a variety of studies and research for assigned area; collects, compiles, and reviews information from various sources on a variety of specialized topics related to program area of assignment; participates in the preparation of reports that present data, identify alternatives, and make and justify recommendations.
- Coordinates the City's business license program, including processing new applications, renewals, updates, and maintaining accurate business records.
- Reviews business license applications for completeness and coordinates with Planning, Code Enforcement, Finance, and other departments to ensure businesses comply with applicable City requirements.
- Provides customer service and business support and serves as a primary point of contact for businesses, answering questions, explaining licensing requirements, resolving issues, and assisting businesses through the application and renewal process.
- Performs a variety of special projects and assignments in assigned area including the project processing functions and implementation and coordination of assigned program components and projects; assumes responsibility for the administration of assigned program; assists with the development of policies and procedures; obtains resources; implements programs and monitors activities.
- Verifies and reviews materials, applications, records, and reports for completeness and conformance with established regulations and procedures; applies applicable policies and procedures in determining completeness of applications, records, and reports; provides information and forms; collects and processes appropriate information.

- Maintains calendar of activities, meetings, and various events for assigned projects, programs, and staff, coordinates activities with other City departments, the public, and outside agencies.
- Establishes and maintains various filing systems, schedules, records, and other reference materials; files correspondence, reports, and bulletins; log reports, applications, and/or telephone calls; maintains records related to specific area of assignment.
- Prepares and proofreads a wide variety of reports, letters, memoranda, correspondence, agreements, agenda items, statistical charts, and other documents and material; independently composes documents related to assigned area of responsibility.
- Operates a variety of office equipment including copiers, facsimile machine, and computer; utilizes various computer applications and software packages; inputs, maintains, and utilizes data to develop reports using spreadsheet software; manages assigned database; maintains and generates reports from a database or network system; creates, formats, and revises charts, graphs, flowcharts, worksheets, booklets, brochures, and forms using word processing, desktop publishing, and other computer applications; organizes and maintains disk storage and filing.
- May arrange and coordinate meetings, workshops, and training sessions for various groups, boards, and committees; prepares "e-packets", agendas, resolutions, staff reports, and works with assigned boards or commissions; attends meetings and takes, transcribes, and assures proper distribution of minutes.
- May recommend improvements in workflow, procedures, and use of equipment and forms; implement improvements as approved; develop and revises office forms and report formats as required.
- May perform a variety of general bookkeeping and clerical accounting duties and responsibilities involved in financial record keeping and reporting for assigned area; maintain a variety of accounting records, logs, and files; verify, balance, and adjust accounting records.
- May make presentations and represent the assigned City department, division, program, or project throughout the community; represents the City in meetings with representatives of businesses, community organizations, governmental agencies, and the public.
- May monitor legislation and developments related to area of assignment; determine and monitor City compliance.
- ~~Reviews and evaluates plans, specifications, and applications for completeness and conformance to requirements and regulations; approves or denies project plans after performance of elementary plan checking for completeness and conformance with applicable codes; administers various bonds and coordinates with inspectors and developers; issues various types of permits; calculates and collects fees for various projects; determines types of inspection for proposed construction; coordinates inspections for inspectors; utilizes permit tracking system.~~
- Reviews and approves/denies applications for Home Occupation Permits; reviews applications for addressing and assigns addresses for commercial and residential projects;

reviews new project applications for completeness and notifies applicant of additional information needed; prepares notices of public hearings for projects being processed.

- Monitors projects under construction and coordinates with other departments to ensure that conditions of approval for each project are met; conducts field inspections to review projects nearing the end of construction to ensure that conditions of approval are met.
- Assists in the implementation of ~~redevelopment~~ projects and activities to revitalize, upgrade, and improve the economic and business vitality of the City; oversees project processing and implementation including to process agreements, coordinate revisions, collect signatures, manage recordation, and monitor agreement compliance.
- Assists in the development of requests for proposals.
- ~~Assists in the preparation of plan amendments and implementation plans.~~
- ~~Provides responsible technical support to professional and management staff involved in monitoring redevelopment projects from initial contact through entitlement or to construction; assists in the development of a tracking matrix utilizing computer project management tracking software.~~
- ~~Assists in the creation and maintenance of comprehensive project files for all commercial, office, and industrial projects.~~
- Provides information and assistance to various parties as required to process projects including City staff and consultants, applicants, and applicants' consultants; assists developers with a variety of questions and issues.
- Participates in the development of materials and handouts for developers to use in determining City processes for projects and length of time it will take to obtain permits.
- Participates in the development of map handouts; assists in obtaining data on specific properties for developers or brokers including researching County records.
- Participates in creating and maintaining property search locator system for economic development items.
- Provides responsible technical support to professional and management staff involved in planning, organizing, and coordinating projects to support economic development efforts to attract and retain commercial, industrial, or office development.
- Provides responsible technical support to professional and management staff involved in the management and implementation of the City's and Redevelopment Agency's affordable housing programs from negotiation phase to construction of units, maintenance of units, and qualifying eligible households to participate in programs.
- ~~Participates in the preparation and implementation of affordable housing agreements; provides information to housing developers regarding the City's and Agency's housing requirements.~~
- Provides responsible technical support to professional and management staff involved in the management of the City's rental stock including rent establishment and collection, tenant selection and relations, maintenance needs and inspection, and creation and enforcement of rental agreements.
- ~~Provides responsible technical support to professional and management staff involved in the management of the City and Redevelopment Agency's housing administrative functions~~

~~including re-sale controls and purchase options, mandated reporting, implementation plans, residential relocation and replacement housing plans, housing production plans, and determination of excess surplus, over concentration, and eligibility and affordability levels.~~

- Performs related duties as required.

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

QUALIFICATIONS

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

Knowledge of:

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

Ability to:

Perform a full range of technical, administrative, programmatic, and advanced clerical work of a general or specialized nature involving the use of independent judgment and personal initiative. Apply technical principles and practices specific to area of assignment, which may include code enforcement, business license coordination, building, planning, redevelopment, economic development, and/or housing. Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities. Understand and apply pertinent laws, codes, and regulations as well as organization and unit rules, policies, and

procedures with good judgment. Research, compile, and interpret a variety of information and make appropriate recommendations. Participate in the preparation of a variety of administrative and financial reports. Independently prepare correspondence and memoranda. Exercise good judgment in maintaining information, records, and reports. Exercise initiative and sound judgment in solving difficult and complex administrative and technical problems within established procedural guidelines. Work independently in the absence of supervision. Plan and organize work to meet changing priorities and deadlines. Perform mathematical calculations quickly and accurately including to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals. Implement and maintain filing systems. Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person. Compile a variety of information and records and exercise good judgment in maintaining information, records, and reports. Deal successfully with the public, in person and over the telephone; respond tactfully, clearly, concisely, and courteously to issues, concerns, and needs. Work cooperatively with other departments, City staff and officials, and outside agencies. Operate and use modern office equipment including a computer and various software packages. Use applicable office terminology, forms, documents, and procedures in the course of the work. Type and enter data at a speed necessary for successful job performance. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience:

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

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

Licenses and Certifications:

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

Special Requirements:

- Ability to travel to different sites and locations.

PHYSICAL DEMANDS

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

Environment: Work is performed primarily in a standard office environment; occasional

fieldwork may be required.

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

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

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

ADDITIONAL REQUIREMENTS

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

- Background screening (Livescan)



City of Clayton Class Specification
FLSA Status: Non-Exempt
Date Revised: August 18, 2026

CLASS TITLE

COMMUNITY DEVELOPMENT SPECIALIST

DEFINITION

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

CLASS CHARACTERISTICS

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

EXAMPLES OF TYPICAL JOB FUNCTIONS

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

- Performs a variety of technical, programmatic, administrative, and advanced clerical duties requiring the application of specific program knowledge and administrative and clerical skills in support of a division, program, or function within the Community Development

Department; assumes responsibility for specific program area duties; aids in administrative and operating programs as assigned.

- Serves as primary contact, liaison, and resource for assigned functions and programs with other City staff, the general public, and outside agencies and organizations; provides customer service by responding to inquiries by phone and at the counter; responds to requests for information and assistance regarding City policies and application procedures; assists the public and other City staff in interpreting and applying City policies and procedures; researches information related to City and departmental policies and procedures; explains, justifies, and defends programs, policies, and activities; works cooperatively with property owners, contractors, architects, developers, engineers or their representatives to resolve questions.
- Coordinates the receipt and investigation of complaints regarding violations of the Municipal Code, including but not limited to public welfare, safety, public nuisance, sanitation and health, building, housing and zoning.
- Conducts site visits; confer with City personnel regarding alleged or potential violations; document violations by securing photographs and other pertinent data; prepare and maintain accurate case files.
- Enforce and update Code Enforcement Manual; issue citations as necessary, in accordance with the Code Enforcement Manual.
- Conducts a variety of studies and research for assigned area; collects, compiles, and reviews information from various sources on a variety of specialized topics related to program area of assignment; participates in the preparation of reports that present data, identify alternatives, and make and justify recommendations.
- Coordinates the City's business license program, including processing new applications, renewals, updates, and maintaining accurate business records.
- Reviews business license applications for completeness and coordinates with Planning, Code Enforcement, Finance, and other departments to ensure businesses comply with applicable City requirements.
- Provides customer service and business support and serves as a primary point of contact for businesses, answering questions, explaining licensing requirements, resolving issues, and assisting businesses through the application and renewal process.
- Performs a variety of special projects and assignments in assigned area including the project processing functions and implementation and coordination of assigned program components and projects; assumes responsibility for the administration of assigned program; assists with the development of policies and procedures; obtains resources; implements programs and monitors activities.
- Verifies and reviews materials, applications, records, and reports for completeness and conformance with established regulations and procedures; applies applicable policies and procedures in determining completeness of applications, records, and reports; provides information and forms; collects and processes appropriate information.

- Maintains calendar of activities, meetings, and various events for assigned projects, programs, and staff, coordinates activities with other City departments, the public, and outside agencies.
- Establishes and maintains various filing systems, schedules, records, and other reference materials; files correspondence, reports, and bulletins; log reports, applications, and/or telephone calls; maintains records related to specific area of assignment.
- Prepares and proofreads a wide variety of reports, letters, memoranda, correspondence, agreements, agenda items, statistical charts, and other documents and material; independently composes documents related to assigned area of responsibility.
- Operates a variety of office equipment including copiers, facsimile machine, and computer; utilizes various computer applications and software packages; inputs, maintains, and utilizes data to develop reports using spreadsheet software; manages assigned database; maintains and generates reports from a database or network system; creates, formats, and revises charts, graphs, flowcharts, worksheets, booklets, brochures, and forms using word processing, desktop publishing, and other computer applications; organizes and maintains disk storage and filing.
- May arrange and coordinate meetings, workshops, and training sessions for various groups, boards, and committees; prepares "e-packets", agendas, resolutions, staff reports, and works with assigned boards or commissions; attends meetings and takes, transcribes, and assures proper distribution of minutes.
- May recommend improvements in workflow, procedures, and use of equipment and forms; implement improvements as approved; develop and revises office forms and report formats as required.
- May perform a variety of general bookkeeping and clerical accounting duties and responsibilities involved in financial record keeping and reporting for assigned area; maintain a variety of accounting records, logs, and files; verify, balance, and adjust accounting records.
- May make presentations and represent the assigned City department, division, program, or project throughout the community; represents the City in meetings with representatives of businesses, community organizations, governmental agencies, and the public.
- May monitor legislation and developments related to area of assignment; determine and monitor City compliance.
- Reviews and approves/denies applications for Home Occupation Permits; reviews applications for addressing and assigns addresses for commercial and residential projects; reviews new project applications for completeness and notifies applicant of additional information needed; prepares notices of public hearings for projects being processed.
- Monitors projects under construction and coordinates with other departments to ensure that conditions of approval for each project are met; conducts field inspections to review projects nearing the end of construction to ensure that conditions of approval are met.
- Assists in the implementation of projects and activities to revitalize, upgrade, and improve the economic and business vitality of the City; oversees project processing and

implementation including to process agreements, coordinate revisions, collect signatures, manage recordation, and monitor agreement compliance.

- Assists in the development of requests for proposals.
- Provides information and assistance to various parties as required to process projects including City staff and consultants, applicants, and applicants' consultants; assists developers with a variety of questions and issues.
- Participates in the development of materials and handouts for developers to use in determining City processes for projects and length of time it will take to obtain permits.
- Participates in the development of map handouts; assists in obtaining data on specific properties for developers or brokers including researching County records.
- Participates in creating and maintaining property search locator system for economic development items.
- Provides responsible technical support to professional and management staff involved in planning, organizing, and coordinating projects to support economic development efforts to attract and retain commercial, industrial, or office development.
- Provides responsible technical support to professional and management staff involved in the management and implementation of the City's and Redevelopment Agency's affordable housing programs from negotiation phase to construction of units, maintenance of units, and qualifying eligible households to participate in programs.
- Provides responsible technical support to professional and management staff involved in the management of the City's rental stock including rent establishment and collection, tenant selection and relations, maintenance needs and inspection, and creation and enforcement of rental agreements.
- Performs related duties as required.

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

QUALIFICATIONS

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

Knowledge of:

Operational characteristics, services, and activities of assigned Community Development Department functions, programs, and operational area; area of assigned may include building, planning, redevelopment, economic development, and/or housing. Technical knowledge of business/industry principles and practices related to the area of responsibility. Methods and techniques used in the performance of duties and responsibilities specific to the area of

assignment. Principles and practices of fiscal, statistical, and administrative research and report preparation. Principles and procedures of record keeping. Principles and practices used in establishing and maintaining files and information retrieval systems. Principles of business letter writing. Customer service and public relations methods and techniques. Methods and techniques of proper phone etiquette. Mathematical principles. English usage, spelling, grammar, and punctuation. Principles, practices, and requirements used in the preparation of various documents including public notices, resolutions, and agendas. Principles, practices, and methods of public administration including budgeting and grant administration. General procedures, regulations, and practices in local government. Modern office procedures, methods, and equipment including computers. Computer applications such as word processing, spreadsheet, and database applications as well as financial and statistical software. Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Perform a full range of technical, administrative, programmatic, and advanced clerical work of a general or specialized nature involving the use of independent judgment and personal initiative. Apply technical principles and practices specific to area of assignment, which may include code enforcement, business license coordination, building, planning, economic development, and/or housing. Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities. Understand and apply pertinent laws, codes, and regulations as well as organization and unit rules, policies, and procedures with good judgment. Research, compile, and interpret a variety of information and make appropriate recommendations. Participate in the preparation of a variety of administrative and financial reports. Independently prepare correspondence and memoranda. Exercise good judgment in maintaining information, records, and reports. Exercise initiative and sound judgment in solving difficult and complex administrative and technical problems within established procedural guidelines. Work independently in the absence of supervision. Plan and organize work to meet changing priorities and deadlines. Perform mathematical calculations quickly and accurately including to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals. Implement and maintain filing systems. Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person. Compile a variety of information and records and exercise good judgment in maintaining information, records, and reports. Deal successfully with the public, in person and over the telephone; respond tactfully, clearly, concisely, and courteously to issues, concerns, and needs. Work cooperatively with other departments, City staff and officials, and outside agencies. Operate and use modern office equipment including a computer and various software packages. Use applicable office terminology, forms, documents, and procedures in the course of the work. Type and enter data at a speed necessary for successful job performance. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience:

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

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

Licenses and Certifications:

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

Special Requirements:

- Ability to travel to different sites and locations.

PHYSICAL DEMANDS

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

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

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

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

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

ADDITIONAL REQUIREMENTS

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

- Background screening (Livescan)



STAFF REPORT

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: Melissa Rhodes, City Clerk

DATE: August 18, 2026

SUBJECT: Designation of Voting Delegate and Alternate Delegate for League of California Cities 2026 Annual Conference being held September 23 through 25, in Anaheim and the City's position on the one (1) League Conference General Resolution

Recommendation: Designate a Voting Delegate and Alternate and discuss and direct regarding City's position on the General Resolution.

RECOMMENDATION

Designation of Voting Delegate and Alternate Delegate for League of California Cities 2026 Annual Conference being held on September 23-25, in Anaheim and determine the City's position on the League Resolutions Committee Resolution.

BACKGROUND

The League of California Cities' Annual Conference is scheduled for Wednesday, September 23 through Friday, September 25, 2026, in Anaheim. The 2026 General Assembly will be held on Friday, September 25, 2026, at 8:30 a.m. in the Ahaheim Convention Center during the Annual Conference and Expo.

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.

Councilmember Tillman will serve in a separate and distinct role through a presidential appointment to the City's Division and will also serve on the Resolutions Committee.

DISCUSSION

Designate one councilmember as the Voting Member and one councilmember as the Alternate Member to the Cal Cities Resolutions Committee and determine the city's position on the Resolution presented by the League's Resolutions Committee. This year there is only one resolution scheduled for the committee to take action on.

FISCAL IMPACT

There is no fiscal impact associated with this agenda item.

CEQA IMPACT

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

ATTACHMENTS

1. Attachment A - 2026 Cal Cities Resolution Packet
2. Attachment B - 2026 Voting Delegate Information Packet

**2025-2026
CAL CITIES OFFICERS**

August 10, 2026

President

Gabe Quinto
Mayor
El Cerrito

TO: Cal Cities Members

RE: Cal Cities 2026 Resolution Packet

First Vice President

Teresa Acosta
Council Member
Carlsbad

Sixty days before the Cal Cities [Annual Conference and Expo](#), Cal Cities members may submit resolutions on issues of importance to cities. This year, Cal Cities received one resolution by the July 25 deadline.

Second Vice President

David Cohen
Council Member
San Jose

The attached packet contains the proposed resolution, background information, supporting letters from cities and city officials, and an analysis of the resolution by Cal Cities. The packet includes detailed information on the resolution process and the next steps for the resolution.

Immediate Past President

Lynne B. Kennedy
Mayor Pro Tem,
Rancho Cucamonga

We encourage each city council to consider the resolution and determine a position so your voting delegate can represent your city's position on the resolution.

**Executive Director
and CEO**

Carolyn M. Coleman

Voting Delegates: City councils must appoint a voting delegate to vote during the General Assembly. Each city may also appoint up to two alternate delegates. If your city has not already done so, please appoint your voting delegate by Tuesday, Sept. 1, 2026. [The voting delegate packet](#) contains more information.

The 2026 General Assembly will be held Friday, Sept. 25, at 8:30 a.m. in the Anaheim Convention Center during the [Annual Conference and Expo](#).

For questions about resolutions, voting delegates, or the General Assembly, please contact [Zach Seals](#).



2026 Resolution Packet

Information on 2026 Resolutions Process

Consideration by Policy Committee (pre-conference)

Per the Cal Cities bylaws, Cal Cities President Gabe Quinto has referred the submitted resolution to the [Housing, Community, and Economic Development Committee](#). The committee will meet on Thursday, Sept. 17, at 10 a.m. via Zoom to review the resolution and make a recommendation that will be sent to the Resolutions Committee. A public comment period will be held during the meeting. Register for the meeting [here](#).

A list of recommendations the policy committee may make during its meeting is on page two of this packet.

Consideration by Resolutions Committee (during conference)

On Thursday, Sept. 24, at 1:00 p.m. the Resolutions Committee will meet to review the resolution and the recommendation of the policy committee.

The Resolutions Committee consist of one representative from each of Cal Cities caucuses, departments, divisions, and policy committees, as well as up to ten additional appointments made by the Cal Cities President. A public comment period will be held during the meeting. Refer to the onsite conference program for the location.

A list of recommendations the Resolutions Committee may make during its meeting is on page two of this packet.

Consideration by the General Assembly (during conference)

The General Assembly will convene on Friday, Sept. 25, at 8:30 a.m. to consider any resolutions the Resolutions Committee has forwarded. To vote during the General Assembly, voting delegates must have checked in at the voting delegate booth.

Conference attendees will receive materials for the General Assembly on the evening of Thursday, Sept. 24. For more information on voting and discussion procedures during the General Assembly, see page three of this packet.

Petitioned Resolutions (during conference)

The petitioned resolution is an alternate method to introduce policy proposals during the annual conference. To initiate a petitioned resolution, voting delegates from 10% of member cities must sign the petition. The resolution and signatures are due at least 24 hours before the beginning of the General Assembly. Voting delegates who have checked in at the voting delegate booth can receive more information on petitioned resolutions at the booth onsite.

Policy Committee and Resolutions Committee Actions

The submitted resolution will be heard by the policy committee to which it was assigned, and the Resolutions Committee. The table below shows what recommendations these bodies may make on the resolution.

Policy Committee Actions	Resolutions Committee Actions
Approve	Approve
Disapprove*	Disapprove*
No Action	No Action
Amend and approve	Amend and approve
Refer to appropriate policy committee for further study*	Approve as amended
Refer as amended to appropriate policy committee for further study*	Refer to appropriate policy committee for further study*
	Refer as amended to appropriate policy committee for further study*
	Approve with additional amendment(s)
	Additional amendments and refer to appropriate policy committee for further study*

**If a resolution is disapproved or referred for further study by all policy committees to which it is assigned and the Resolutions Committee, it will not proceed to the General Assembly.*

General Assembly Voting and Discussion Procedures

Discussion Procedures:

Discussion procedures during the General Assembly are guided by two calendars: the Consent Calendar and the Regular Calendar. As seen below, resolutions are calendared by the recommendations they receive from policy committees and the Resolutions Committee.

For General Resolutions:

Policy Committee Recommendation	Resolutions Committee Recommendation	Calendar
Approve	Approve	Consent Calendar
Approve	Disapprove or refer	Regular Calendar
Disapprove or refer	Approve	Regular Calendar
Disapprove or refer	Disapprove or refer	Does not proceed to General Assembly

For Petitioned Resolutions:

Policy Committee Recommendation	Resolutions Committee Action	Calendar
N/A	Approve	Regular Calendar
	Disapprove or Refer	Regular Calendar
	Disqualified	Does not proceed to General Assembly

Items on the Consent Calendar will be presented as one motion during the General Assembly from the Resolutions Committee chair. Unless an item on the Consent Calendar is set aside by the majority of the General Assembly, a vote will be taken on the whole calendar. If an item is set aside, it will be opened for discussion, followed by a vote.

Items on the Regular Calendar will be presented individually by the Resolutions Committee chair. After a recommendation is presented by the Resolutions Committee chair, the resolution will be opened for discussion by the General Assembly. A vote will take place following discussion.

Voting Procedures:

Per Cal Cities Bylaws Article XII, Sec. 2, all votes will be conducted by voice vote first. If the presiding official cannot determine the outcome, a vote will be taken by an alternative method, typically a raise of voting cards by voting delegates. A roll call vote may be called for by delegates of ten percent or more of the General Assembly.

2026 Resolution

1. Resolution No. 1 submitted by City of Murrieta
 - Letters of concurrence submitted by:
 - i. City of Banning;
 - ii. City of Calimesa;
 - iii. City of Canyon Lake;
 - iv. City of Moreno Valley;
 - v. City of Norco;
 - vi. City of Torrance;
 - vii. Crystal Ruiz, Mayor, City of San Jacinto;
 - viii. Jessica Alexander, Mayor, City of Temecula
 - Referred to Housing, Community, and Economic Development Committee
 - Policy Committee Recommendation:
 - Resolutions Committee Recommendation:

Resolution No. 1 Submitted by City of Murietta

**1. A RESOLUTION OF THE GENERAL ASSEMBLY OF THE LEAGUE OF CALIFORNIA CITIES
CALLING FOR A WORKING GROUP TO CONSIDER A STATE CONSTITUTIONAL
AMENDMENT OR OTHER FORM OF INITIATIVE TO ENSURE FINAL LOCAL AUTHORITY OVER
HOUSING AND LAND USE DECISIONS**

Source: City of Murrieta

Concurrence of five or more cities/city officials

Cities/city officials: City of Banning; City of Calimesa; City of Canyon Lake; City of Moreno Valley; City of Norco; City of Torrance; Crystal Ruiz, Mayor, City of San Jacinto; Jessica Alexander, Mayor, City of Temecula

Referred to: Housing, Community, and Economic Development Policy Committee

WHEREAS, California cities have historically been responsible for adopting general plans and zoning regulations, reviewing housing development proposals, and providing or coordinating the streets, water, wastewater, public safety, parks, transportation, and other infrastructure and services necessary to support responsible, environmentally sound, and well-planned residential growth; and

WHEREAS, the League of California Cities is dedicated to protecting and expanding local control for municipalities across the state to ensure their orderly growth and development; and

WHEREAS, the League of California Cities recognizes that local zoning is a primary function of cities and an essential component of home rule, and that a city's general plan should guide its land use planning and strategic decision-making free from pre-emption by the state; and

WHEREAS, increasingly prescriptive statewide housing mandates and development approval requirements can override locally adopted plans, zoning standards, and public review procedures without adequately accounting for differences that exist in each unique jurisdiction in infrastructure capacity, water availability, wildfire and evacuation risks, environmental constraints, fiscal impacts, public service needs, and community priorities; and

WHEREAS, California's housing goals can be more effectively advanced through state funding, streamlined environmental requirements, and voluntary partnerships that support housing production while preserving the authority of locally elected officials to determine how and where housing is best planned and approved;

NOW, THEREFORE, BE IT RESOLVED, by the General Assembly of the League of California Cities, assembled during the Annual Conference in Anaheim, California, on September 25, 2026, that the League of California Cities support the development and advancement of a state constitutional amendment or other legislative, policy, or ballot-based strategies that restore and strengthen local authority over housing and land use matters within municipal boundaries, including general plans, housing elements, zoning, density, design and development standards, project siting, and the approval or denial of housing development applications; and

BE IT FURTHER RESOLVED, that any constitutional amendment or alternative strategy should preserve the State's authority to establish broad statewide housing goals and enforce constitutional and civil rights, fair housing requirements, building and life-safety standards, and generally applicable environmental protections, while protecting cities from state actions that compel, through funding conditions or state law, the approval of housing developments that are inconsistent with locally adopted requirements; override local zoning or density standards; or invalidate locally adopted housing or land use decisions when a city has planned in good faith to accommodate its regional housing needs allocation and maintains adequate capacity for housing at all income levels; and

BE IT FURTHER RESOLVED, that the League of California Cities consider establishing a statewide working group or other appropriate committee(s) to evaluate and develop a proposed constitutional amendment or other legislative, policy, or ballot-based strategies to restore and strengthen local authority over housing and land use matters including but limited to: conducting appropriate legal, fiscal, and policy analyses; engaging cities and other stakeholders; and building a statewide coalition of proponent supporters in preparation for; the November 2030 General Election, or within another reasonable time frame as determined by the working group.

Resolution No. 1: Background Information

Background Information for Resolution

Source: City of Murrieta

Background:

California cities are responsible for planning residential growth, adopting general plans and zoning regulations, reviewing development proposals, and providing or coordinating the infrastructure and public services necessary to support new housing. Since 2010, the State has enacted more than 500 housing-related laws that have increasingly shifted housing and land use authority away from local governments. These laws have expanded by-right development, limited locally adopted standards and review processes, and established enforcement mechanisms, including the builder's remedy, that may override local plans and zoning. Although these measures are frequently presented as solutions to housing affordability, many increase development capacity or restrict local review without delivering the meaningful production of housing needed to address the housing crisis.

At the same time, the State has continued to prioritize increased development capacity without adequately accounting for the infrastructure, public services, economic realities, and safety measures necessary to support housing growth. State mandates often fail to reflect local conditions, including roadway and utility capacity, water availability, wildfire exposure, environmental limitations, fiscal impacts, and the availability of essential services. Cities are consequently required to accommodate additional housing while receiving no funding or assistance to address the resulting infrastructure and service demands.

Local elected officials are directly accountable to the residents who experience the effects of development decisions and are responsible for balancing housing production with infrastructure capacity, public safety, environmental protection, fiscal sustainability, and community needs. Cities of all types in California have been grappling with this dynamic, ranging from urban to rural, coastal to inland, small to large, northern to southern, voicing concerns to legislative representatives with minimal responsiveness. This is an issue of statewide concern that needs the strength and diversity of the League of California Cities to pursue a long-term solution.

The proposed resolution directs the League of California Cities to establish a statewide working group to evaluate a constitutional amendment or other legislative, policy, or ballot-based strategies to restore and strengthen local authority over housing and land use decisions. The working group would be tasked with developing a more balanced framework that preserves the State's role in establishing broad housing goals and enforcing constitutional, civil rights, fair housing, building, life-safety, and environmental requirements, while restoring meaningful local authority to allow cities to determine how statewide housing

objectives should be implemented in a manner that reflects local conditions and community priorities while continuing to support responsible housing production.

As the primary statewide organization representing California cities, the League is uniquely positioned to lead this effort. Its established policy, legal, legislative, communications, and advocacy networks enable it to convene municipalities, evaluate potential strategies, conduct legal and fiscal analyses, build consensus, engage stakeholders, and coordinate with statewide decision-makers. League leadership would help ensure that any recommendation reflects the collective interests of California municipalities and would provide the credibility, organizational capacity, and statewide reach necessary to advance a viable strategy.

Resolution No. 1: Letters of Concurrence



City of Banning Office of the Mayor

July 23, 2026

President Gabe Quinto
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

Subject: Support for a Resolution Establishing a Working Group to Evaluate a State Constitutional Amendment or Other Initiative to Restore Local Housing and Land Use Authority

Dear President Quinto,

The City of Murrieta is sponsoring a resolution for consideration by the General Assembly of the League of California Cities to establish a statewide working group to evaluate a constitutional amendment or other legislative, policy, or ballot-based strategies to restore and strengthen local authority over housing and land use decisions.

The proposed resolution, together with the required background materials, will be submitted to the Cal Cities for consideration at the 2026 Annual Conference in Orange County on September 24 and 25, 2026. The resolution would direct the League to convene a working group to evaluate potential approaches for addressing the increasingly broad and prescriptive state mandates affecting local housing, zoning, development standards and project approval authority.

On behalf of the City of Banning, this letter confirms our support for the City of Murrieta's submission of the proposed resolution and its consideration by the League of California Cities General Assembly at the 2026 Annual Conference.

Respectfully,

Richard Royce, Mayor
District 4, City of Banning

Colleen Wallace, City Council Member
District 5, City of Banning
President, Riverside County Division
League of California Cities

City of Calimesa

908 Park Avenue, Calimesa, California 92320
Telephone 909.795.9801 Facsimile 909.795.4399

www.calimesa.gov

"Preserving and enhancing the open space atmosphere and quality of life in Calimesa"



July 21, 2026

President Gabe Quinto
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

Subject: Support for a Resolution Establishing a Working Group to Evaluate a State Constitutional Amendment or Other Initiative to Restore Local Housing and Land Use Authority

Dear President Quinto,

The City of Murrieta is sponsoring a resolution for consideration by the General Assembly of the League of California Cities to establish a statewide working group to evaluate a constitutional amendment or other legislative, policy, or ballot-based strategies to restore and strengthen local authority over housing and land use decisions.

The proposed resolution, together with the required background materials, will be submitted to Cal Cities for consideration at the 2026 Annual Conference in Orange County on September 24 and 25. The resolution would direct the League to convene a working group to evaluate potential approaches for addressing the increasingly broad and prescriptive state mandates affecting local housing, zoning, development standards, and project approval authority.

On behalf of the City of Calimesa, this letter confirms our support for the City of Murrieta's submission of the proposed resolution and its consideration by the League of California Cities General Assembly at the 2026 Annual Conference.

Sincerely,

Jeff Cervantez
Mayor
City of Calimesa



July 23, 2026

President Gabe Quinto
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

Subject: Support for a Resolution Establishing a Working Group to Evaluate a State Constitutional Amendment or Other Initiative to Restore Local Housing and Land Use Authority

Dear President Quinto,

The City of Murrieta is sponsoring a resolution for consideration by the General Assembly of the League of California Cities to establish a statewide working group to evaluate a constitutional amendment or other legislative, policy, or ballot-based strategies to restore and strengthen local authority over housing and land use decisions.

The proposed resolution, together with the required background materials, will be submitted to Cal Cities for consideration at the 2026 Annual Conference in Orange County on September 24 and 25. The resolution would direct the League to convene a working group to evaluate potential approaches for addressing the increasingly broad and prescriptive state mandates affecting local housing, zoning, development standards, and project approval authority.

On behalf of the City of Canyon Lake, this letter confirms our support for the City of Murrieta's submission of the proposed resolution and its consideration by the League of California Cities General Assembly at the 2026 Annual Conference.

Sincerely,

Arron Brown
City Manager
City of Canyon Lake



July 23, 2026

President Gabe Quinto
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

Subject: Support for a Resolution Establishing a Working Group to Evaluate a State Constitutional Amendment or Other Initiative to Restore Local Housing and Land Use Authority

Dear President Quinto,

The City of Murrieta is sponsoring a resolution for consideration by the General Assembly of the League of California Cities to establish a statewide working group to evaluate a constitutional amendment or other legislative, policy, or ballot-based strategies to restore and strengthen local authority over housing and land use decisions.

The proposed resolution, together with the required background materials, will be submitted to Cal Cities for consideration at the 2026 Annual Conference in Orange County on September 24 and 25. The resolution would direct the League to convene a working group to evaluate potential approaches to address increasingly broad and prescriptive state mandates affecting local housing, zoning, development standards, and project approval authority.

On behalf of the City of Moreno Valley, this letter confirms our support for the City of Murrieta's submission of the proposed resolution and its consideration by the League of California Cities General Assembly at the 2026 Annual Conference.

Sincerely,

Brian Mohan
City Manager
City of Moreno Valley



CITY OF NORCO

HORSETOWN USA

July 22, 2026

President Gabe Quinto
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

Subject: Support for a Resolution Establishing a Working Group to Evaluate a State Constitutional Amendment or Other Initiative to Restore Local Housing and Land Use Authority

Dear President Quinto,

The City of Murrieta is sponsoring a resolution for consideration by the General Assembly of the League of California Cities to establish a statewide working group to evaluate a constitutional amendment or other legislative, policy, or ballot-based strategies to restore and strengthen local authority over housing and land use decisions.

The proposed resolution, together with the required background materials, will be submitted to Cal Cities for consideration at the 2026 Annual Conference in Orange County on September 24 and 25. The resolution would direct the League to convene a working group to evaluate potential approaches for addressing the increasingly broad and prescriptive state mandates affecting local housing, zoning, development standards, and project approval authority.

On behalf of the City of the Norco, this letter confirms our support for the City of Murrieta's submission of the proposed resolution and its consideration by the League of California Cities General Assembly at the 2026 Annual Conference.

Sincerely,

Kevin Bash
City Council Member
(951) 768-8981



CITY OF T O R R A N C E

SHARON KALANI
MAYOR

CITY COUNCIL MEMBERS
DAVID KARTSONIS – District 1
BRIDGETT LEWIS – District 2
ASAM SHEIKH – District 3
VACANT – District 4
BETTY LIEU – District 5
Dr. JEREMY GERSON – District 6

July 29, 2026

President Gabe Quinto
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

RE: Support for a Resolution Establishing a Working Group to Evaluate a State Constitutional Amendment or Other Initiative to Restore Local Housing and Land Use Authority

Dear President Quinto,

The City of Murrieta is sponsoring a resolution for consideration by the General Assembly of the League of California Cities to establish a statewide working group to evaluate a constitutional amendment or other legislative, policy, or ballot-based strategies to restore and strengthen local authority over housing and land use decisions.

The proposed resolution, together with the required background materials, will be submitted to Cal Cities for consideration at the 2026 Annual Conference in Orange County on September 24 and 25. The resolution would direct the League to convene a working group to evaluate potential approaches for addressing the increasingly broad and prescriptive state mandates affecting local housing, zoning, development standards, and project approval authority.

On behalf of the City of Torrance, this letter confirms our support for the City of Murrieta's submission of the proposed resolution and its consideration by the League of California Cities General Assembly at the 2026 Annual Conference.

Local authority is essential because cities are best positioned to craft housing strategies tailored to their unique community conditions, infrastructure capacity, and geographic needs.

When given the flexibility to plan locally, cities can achieve meaningful housing results while maintaining the character and balance of their communities.

The City of Torrance has consistently demonstrated that local control and proactive housing production go hand in hand:

- **Housing Corridor Overlay Zone:** Through our approved 6th Cycle Housing Element, Torrance created the Housing Corridor Overlay (HCO). This targeted local framework allows for by-right housing and mixed-use development across seven key commercial and transit-adjacent corridors, streamlining approvals and incentivizing production across a full range of income levels.
- **Housing Element Progress & Accountability:** As documented in our Housing Element Annual Progress Reports (APR), Torrance actively tracks, updates, and implements programs—such as aligning our Land Use and Safety Elements—to clear barriers for residential development while ensuring robust infrastructure and public safety standards.

These initiatives illustrate that local governance can effectively drive housing opportunities without one-size-fits-all mandates from the state. Restoring and protecting local land use authority will allow cities across California to continue developing solutions that work best for their residents.

If you have any questions or require further discussion, please feel free to contact Carlos Huizar, Management Associate at (310) 618-5880 or via email at CHuizar@TorranceCA.gov.

Sincerely,



Sharon Kalani
Mayor, City of Torrance

cc:

Ron Holiday, Mayor Pro Tem, City of Murrieta
Lori Stone, City Councilmember, City of Murrieta
Jeff Kiernan, Los Angeles County Division, jkiernan@cacities.org
League of California Cities, cityletters@cacities.org
Joe A. Gonsalves & Sons, gonsalvi@gonsalvi.com

July 23, 2026

Mr. Gabe Quinto, President

League of California Cities

1400 K Street, Suite 400

Sacramento, CA 95814

Subject: Support for Murrieta's Proposed Resolution on Housing and Local Governance

Dear League of California Cities Leadership,

I am writing in my individual capacity as Mayor of the City of San Jacinto to express my strong support for the City of Murrieta's proposed resolution, which is scheduled for consideration by the General Assembly at the 2026 Annual Conference.

This resolution represents a timely and important opportunity to thoughtfully examine the balance between California's statewide housing goals and the fundamental constitutional principle of local governance. The proposal to establish a statewide working group to explore a potential constitutional amendment, legislative reforms, or other policy initiatives would create a valuable forum for assessing how local authority over housing and land use decisions can be strengthened while still addressing the State's housing challenges.

Cities are uniquely positioned to understand the distinct needs, opportunities, and constraints of their communities. Local elected officials are directly accountable to the residents they serve and are best equipped to make land use decisions that reflect a community's character, infrastructure capacity, economic development priorities, environmental stewardship, and long-term vision. Moreover, local governments carry the primary responsibility for protecting public safety. Issues such as housing density, transportation, emergency access, wildfire preparedness, evacuation routes, law enforcement and fire service capacity, water availability, and critical infrastructure are inherently local matters that demand the knowledge, judgment, and responsiveness of those who serve their communities daily.

While the State has a critical role to play in addressing California's housing needs, a collaborative approach that respects local expertise and preserves meaningful local discretion will result in stronger, safer, and more sustainable communities. The proposed working group offers a constructive path forward to evaluate policies that achieve our shared housing objectives while restoring an appropriate balance between state direction and local authority.

Although this letter reflects my personal position as Mayor and does not constitute an official action or policy of the City of San Jacinto or the San Jacinto City Council, I respectfully endorse the City of Murrieta's submission of this resolution and encourage its favorable consideration by the League of California Cities General Assembly.

Thank you for your leadership and your thoughtful consideration of this important matter.

Respectfully,

A handwritten signature in black ink that reads "Crystal Ruiz". The signature is fluid and cursive, with a long, sweeping line extending from the end of the name.

Crystal Ruiz

Mayor

City of San Jacinto



City of Temecula

41000 Main Street ■ Temecula, CA 92590
(951) 694-6416 ■ Fax (951) 694-6499 ■ TemeculaCA.gov

July 23, 2026

Mr. Gabe Quinto, President
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

Subject: **Support for the City of Murrieta's Resolution Establishing a Working Group to Evaluate a State Constitutional Amendment or Other Initiative to Restore Local Housing and Land Use Authority**

Dear President Quinto:

I am writing in my individual capacity as Mayor of the City of Temecula to express my strong support for the City of Murrieta's proposed resolution for consideration by the General Assembly of the League of California Cities at the 2026 Annual Conference.

The proposed resolution presents an important opportunity to thoughtfully evaluate the appropriate balance between California's statewide housing objectives and the constitutional principle of local governance. Establishing a statewide working group to examine a potential constitutional amendment, legislative reforms, or other policy initiatives will provide a meaningful forum to assess how local authority over housing and land use decisions can be strengthened while continuing to address the State's housing challenges.

Cities are uniquely positioned to understand the needs, opportunities, and constraints of their communities. Local elected officials are accountable to the residents they serve and are best equipped to make land use decisions that reflect a community's character, infrastructure capacity, economic development goals, environmental stewardship, and long-term vision. Equally important, local governments bear the primary responsibility for protecting public safety. Decisions regarding housing density, transportation, emergency access, wildfire preparedness, evacuation routes, police and fire service capacity, water availability, and critical infrastructure are inherently local matters that require the knowledge and judgment of those who serve their communities every day.

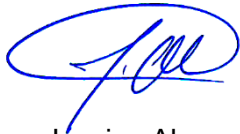
While the State has an important role in addressing California's housing needs, a collaborative approach that respects local expertise and preserves meaningful local discretion will produce stronger, safer, and more sustainable communities. The proposed working group offers an opportunity to evaluate policies that achieve these shared objectives while restoring an appropriate balance between state direction and local authority.

Mr. Gabe Quinto, President
League of California Cities
July 23, 2026
Page 2

Although this letter reflects my personal position and is not an official action or policy of the City of Temecula or the Temecula City Council, I respectfully endorse the City of Murrieta's submission of this resolution and encourage its favorable consideration by the League of California Cities General Assembly.

Thank you for your leadership and your thoughtful consideration of this important issue.

Respectfully,

A handwritten signature in blue ink, appearing to read 'J. Alexander', enclosed within a blue oval.

Jessica Alexander
Mayor, City of Temecula
*Signing in her individual capacity
and not on behalf of the City of Temecula
or the Temecula City Council.*

Resolution No. 1: Staff Analysis

League of California Cities Staff Analysis on Resolution No. 1

Staff: Brady Guertin, Legislative Advocate

Committee: Housing, Community, and Economic Development

Summary:

Resolution No.1 states that the League of California Cities (Cal Cities) will:

1. Support the development and advancement of a state constitutional amendment or legislative, policy, or ballot-based strategy that restores and strengthens local authority over housing and land use matters, including general plans, housing elements, zoning, density, design and development standards, project siting, and the approval or denial of housing development applications.

Pursuant to the resolution, the strategy should preserve the state's authority to set broad, statewide housing goals and enforce civil rights, fair housing, building safety, and environmental standards while protecting local control by preventing the state from compelling the approval of developments that conflict with local requirements, override local zoning or density standards, or overturn local land use decisions where a city has planned for and maintained sufficient capacity to meet its housing obligations.

2. Consider establishing a statewide working group or other appropriate committee(s) to evaluate and develop a proposed constitutional amendment or other legislative, policy, or ballot-based strategies to restore and strengthen local authority over housing and land use matters. The resolution states: "conducting legal, fiscal, and policy analyses; engaging cities and other stakeholders; and building a statewide coalition of proponent supporters in preparation for the November 2030 General Election, or within another reasonable time period."

Background:

As provided in the background information, the city of Murrieta is sponsoring this resolution in response to concerns over state laws that have increasingly reduced city discretion over housing and land use decisions, including legislation that requires ministerial or by-right approvals for housing projects, limits the application of local development standards, and strengthens state enforcement mechanisms against local governments.

Additionally, the city of Murrieta, in its background information, maintains that these legislative efforts have not resulted in sufficient housing production to address California's housing shortage and have not adequately accounted for

local infrastructure, public service needs, public safety, market, and fiscal considerations.

The resolution states that California's housing goals are better advanced through state funding, streamlined environmental requirements, and voluntary partnerships, while preserving local authority over how and where housing is best planned and approved.

Consideration of the resolution may be informed by a brief examination of how the California Constitution allocates authority between the state and cities with respect to land use decisions.

The constitution grants cities the power to adopt local laws to protect the public's health, safety, and welfare. This grant is called the "police power," which is the basis for local land use regulation. The constitution grants charter cities the additional power to adopt local laws affecting "municipal affairs." This power, commonly referred to as "home rule," is based on the principle that a city, rather than the state, is in the best position to identify and satisfy the needs of the local community.

The constitution's broad grant of police power contains a significant limitation. Local law adopted under the police power is not valid if it "conflicts" with state law. A local law "conflicts" with state law when it regulates the same "field" in which the Legislature has stated its intent to occupy. In that case, state law is said to "preempt" the local law and it cannot be enforced.

An ordinance adopted by a charter city under the municipal affairs power cannot be enforced if it affects a "matter of statewide concern." The subjects that have been identified as "matters of statewide concern" have changed over the years due to economic, social, and political circumstances.

Since the 1960s, the state has enacted numerous laws that limit or preempt aspects of local land use and zoning authority. These laws include the Fair Employment and Housing Act, Housing Element Law, Housing Accountability Act, Density Bonus Law, Permit Streamlining Act, accessory dwelling unit laws, California Environmental Quality Act, and others. In recent years, the state has enacted several laws that Cal Cities was the leading opposition force against, as many of the proposals pre-empted local land use authority, limited public review, and constrained local flexibility. In support of its housing and land use legislation, the Legislature has cited a statewide housing crisis and the need for increased housing production at all income levels while asserting that a uniform approach to local land use decision-making is required.

Discussion:

The resolution does not prescribe a specific policy mechanism. The eight letters in support recommend creating a working group or committee to evaluate potential approaches, including legislative proposals, constitutional amendments, or ballot initiatives to strengthen local authority over housing and land use matters.

A discussion of a strategy to restore and strengthen local authority over housing and land use matters will need to consider the California Constitution's framework for both preemption of police power enactments and municipal affairs, discussed above. It will also need to determine whether changes to the California Constitution will be proposed, and whether they constitute an amendment or a revision, which require different processes.

A constitutional revision is a multistep process blending legislative consensus, voter support, and on occasion, a constitutional convention. It requires significant public engagement.

A constitutional amendment would require a ballot initiative, which includes gathering enough valid signatures to qualify for the ballot, building large coalitions to support election efforts, and campaigning to voters to support the initiative. This process can involve significant costs. In the last major election for ballot initiatives in 2024, proponents spent [\\$8-\\$18 million](#) to qualify for the ballot and spent nearly [\\$700 million](#) for the full election cycle, averaging out to about \$100 million per ballot initiative.

Cal Cities has been engaged in ballot advocacy for over 20 years. In the early 2000s, Cal Cities developed a ballot advocacy infrastructure that included forming an issue political action committee, fundraising, establishing a network of regional managers, and building a coalition with other organizations to ultimately advocate on a ballot measure. Ballot advocacy requires the approval of the Board of Directors with a supermajority vote.

In the Legislature, Cal Cities plays an active and influential role to ensure that local flexibility and autonomy in the land use and housing space is maintained by engaging on dozens of bills every legislative session to ensure that cities' voices are heard at the state Capitol. Below, you will find Cal Cities "Existing Policy" on local control, housing, and land use policies.

Fiscal Impact

The resolution itself would not have a significant direct fiscal impact. However, depending on what actions follow, the fiscal costs could be significant.

Existing Cal Cities Policy

Vision

To be recognized and respected as the leading advocate for the common interests of California's cities.

Mission Statement

To expand and protect local control for cities through education and advocacy to enhance the quality of life for all Californians.

We Believe

- Local self-governance is the cornerstone of democracy.
- Our strength lies in the unity of our diverse communities of interest.
- In the involvement of all stakeholders in establishing goals and in solving problems.
- In conducting the business of government with transparency, openness, respect, and civility.
- The spirit of honest public service is what builds communities.
- Open decision-making that is of the highest ethical standards honors the public trust.
- Cities are vital to the strength of the California economy.
- The vitality of cities is dependent upon their fiscal stability and local autonomy.
- The active participation of all city officials increases the League's effectiveness.
- Partnerships and collaborations are essential elements of focused advocacy and lobbying.
- Ethical and well-informed city officials are essential for responsive, visionary leadership and effective and efficient city operations.

Zoning

Cal Cities believes local zoning is a primary function of cities and is an essential component of home rule. The process of adoption, implementation and enforcement of zoning ordinances should be open and fair to the public and enhance the responsiveness of local decision-makers. State policy should leave local siting and use decisions to the city and not interfere with local prerogative beyond providing a constitutionally valid procedure for adopting local regulations. State agency siting of facilities, including campuses and office buildings, should be subject to local notice and hearing requirements in order to meet concerns of the local community. Cal Cities opposes legislation that seeks to limit local authority over parking requirements.

Housing Element

Housing issues should be addressed in the general plan as other planning issues are. The housing element should be prepared for the benefit of local

governments and should have equal status with the other elements of the general plan.

Encourage Full Community Participation

Foster an open and inclusive community dialogue and promote alliances and partnerships to meet community needs.

Well-Planned New Growth

Recognize and preserve open space, watersheds, environmental habitats, and agricultural lands, while accommodating new growth in compact forms, in a manner that:

- De-emphasizes automobile dependency;
- Integrates the new growth into existing communities;
- Creates a diversity of affordable housing near employment centers;
- Provides job opportunities for people of all ages and income levels.

Support:

The following letters of concurrence were received:

City of Banning

City of Calimesa

City of Canyon Lake

City of Moreno Valley

City of Norco

City of Torrance

Crystal Ruiz, Mayor, City of San Jacinto

Jessica Alexander, Mayor, City of Temecula

Council Action Advised by September 1, 2026
--

DATE: Wednesday, May 13, 2026

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

**RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES
League of California Cities Annual Conference and Expo, Sept. 23-25, 2026
Anaheim 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 Friday, Sept. 25, 2026 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 Tuesday, Sept. 1, 2026. 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 opens June 2.

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 Anaheim Convention Center, will be open at the following times: Wednesday, Sept. 23, 8:00 a.m.-6:00 p.m. and Thursday, Sept. 24, 7:30 a.m.-4:00 p.m. On Friday, Sept. 25, 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 Tuesday, Sept. 1. 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).