



**CLAYTON CITY COUNCIL
REGULAR MEETING AGENDA**

**TUESDAY, FEBRUARY 3, 2026
7:00 PM**

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

Jeff Wan, Mayor

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

*Jim Diaz, Councilmember
Kim Trupiano, Councilmember*

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

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

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

4. CONSENT CALENDAR

- (a) Adoption of Ordinance No. 502 Amending the Clayton Municipal Code to Add Subsection 17.36.079 to Chapter 17.36 (General Regulations) of Title 17 (Zoning) Related to by Right Affordable Housing of Housing Element Opportunity Sites
[\(View\)](#)
- (b) Authorize the City Manager to Sign a Contract, not to exceed \$40,000, with Prime Time Entertainment for the 2026 Concerts in the Grove as Recommended by the City Sponsored Special Events Committee
[\(View\)](#)

5. RECOGNITIONS AND PRESENTATIONS

- (a) Introduction of new employees
 - 1. Jake McPherson, Police Officer
 - 2. Chris Karney, Community Services Coordinator
 - 3. Marlen Cuatlatl, Community Services Leader
 - 4. Steven Luna, Maintenance Worker

[\(View\)](#)

6. REPORTS

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

7. PUBLIC HEARINGS

No Items scheduled.

8. ACTION ITEMS

No Items scheduled.

- (a) Adopt Proposed Timeline for Sales and use Tax Measure and the Extension of the Landscape Maintenance District for consideration for the November election
[\(View\)](#)

9. ADJOURNMENT

The next regularly scheduled meeting of the City Council will be March 3, 2026. For meeting information and materials, please visit the City's website at www.claytonca.gov

Meeting Information and Access

- A complete packet of information containing staff reports and exhibits related to each public item is available for public review in City Hall located at 6000 Heritage Trail and on the City's website at www.claytonca.gov
- Agendas are posted at: 1) City Hall, 6000 Heritage Trail; 2) Library, 6125 Clayton Road; 3) Ohm's Bulletin Board, 1028 Diablo Street, Clayton; and 4) City Website at www.claytonca.gov
- Any writings or documents provided to a majority of the City Council after distribution of the agenda packet and regarding any public item on this agenda will be made available for public inspection in the City Clerk's office located at 6000 Heritage Trail during normal business hours and is available for review on the City's website at www.claytonca.gov
- If you have a physical impairment requiring special accommodation to participate, please call the City Clerk's office at least 72 hours (about 3 days) before the meeting at (925) 673-7300.
- E-mail Public Comments: Public comment may also be sent to the City Clerk at cityclerk@claytonca.gov by 12:00 p.m. on the day of the meeting. All e-mailed public comments will be forwarded to the entire committee and made part of the official meeting file.

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



STAFF REPORT

TO: CLAYTON CITY COUNCIL

FROM: Kraig Chalem, Senior Planner

DATE: February 3, 2026

SUBJECT: Adoption of Ordinance No. 502 Amending the Clayton Municipal Code to Add Subsection 17.36.079 to Chapter 17.36 (General Regulations) of Title 17 (Zoning) Related to by Right Affordable Housing of Housing Element Opportunity Sites

RECOMMENDATION

Adopt Ordinance amending the Clayton Municipal Code to add subsection 17.36.079 to Chapter 17.36 of Title 17 to clearly state that developments meeting affordable housing requirements are allowed by right.

BACKGROUND

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

DISCUSSION

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

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

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

On January 6, 2026, City Council approved the final revised Resolution No. 01-2026, adding a finding that identifies specific properties in the HEU as likely to redevelop and addresses that these properties within the City of Clayton do not constitute impediments to redevelopment within the planning period; and, first reading to amend the Clayton Municipal Code reflecting a state requirement that a non-vacant site that has been identified as a housing opportunity site

in the City's prior housing element and a vacant site that has been included in two or more consecutive housing element planning periods shall be an allowed residential use by right if at least 20% of the units are deed-restricted affordable units.

To effectuate this proposed change, staff recommend final adoption of Ordinance No. 502 amending Chapter 17.36 (General Requirements) of Title 17 (Zoning) by adding subchapter 17.36.079 (Housing Element Opportunity Sites) as follows:

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

CEQA

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

FISCAL IMPACT

There are no immediate fiscal impacts associated with the project.

ATTACHMENTS

[Att A - RES 01-2026 Housing Element 20260106.docx.pdf](#)

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

RESOLUTION NO. 01-2026

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

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

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

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

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

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

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

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

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

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

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

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

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

AYES: Diaz, Tillman, Trupiano, Enea

NOES: None

ABSENT: Wan

ABSTAIN: None

The City Council of Clayton, CA



Richard Enea, Vice Mayor

ATTEST:



Leticia I. Miguel, City Clerk

ORDINANCE NO. ###

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

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

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

Section 1. Recitals

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Section 3. Zoning Ordinance Amendment

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

“17.36.079 - Housing Element Opportunity Sites.

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

Section 4. Severability.

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

Section 5. Environmental Review.

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

Section 6. Effective Date and Publication.

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

into the City of Clayton Municipal Code.

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

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

AYE:

NAY:

ABSENT:

ABSTAIN:

THE CITY COUNCIL OF CLAYTON, CALIFORNIA

Jeff Wan, Mayor

ATTEST:

Leticia I. Miguel, City Clerk

APPROVED AS TO FORM:

Malathy Subramanian, City Attorney

APPROVED BY ADMINISTRATION

Kris Lofthus, City Manager



STAFF REPORT

TO: CLAYTON CITY COUNCIL

FROM: Dennis Bozanich

DATE: February 3, 2026

SUBJECT: Authorize the City Manager to Sign a Contract, not to exceed \$40,000, with Prime Time Entertainment for the 2026 Concerts in the Grove as Recommended by the City Sponsored Special Events Committee

BACKGROUND

This not to exceed \$40,000 contract identifies terms and conditions for the entertainment and site management for the 2026 Concerts in the Grove Summer Concert series. The City Sponsored Special Events Committee recommended the not to exceed limit to allow for the possible addition of one additional concert could get added to the lineup.

ATTACHMENTS

[PTE Contract Exhibits A & B.pdf](#)

EXHIBIT A
SCOPE OF SERVICES

On-Site Coordinator

1. Designate one On-Site Coordinator (who will also Emcee) and one Promoter (may be the same person)
2. Schedule on-site coordinator to arrive at 3:00 pm and remain on site through the conclusion of the event
3. Handle all entertainment communication, logistics and day of appearance
 - a. Band Load in
 - b. Sound checks
 - c. Concert flow management
 - d. Review set lists
 - e. Plan for and ensure proper audio/electrical needs for each band

Promoter

4. Responsible for requesting the needed insurance, licenses, and contracts required by the City
5. Responsible for paying bands based on agreed upon event rates.
6. Send detailed show logistics in advance of each event: Event timing, hospitality and questions
7. Share with engineers, bands, and staff
8. Provide in-house marketing support to create:
 - a. Ad materials
 - b. Online event listing
 - c. Digital Fliers for use of the artists and City

EXHIBIT B

Schedule of Charges/Payments

Consultant will invoice City for the full agreement 30-days prior to the first event (April 16, 2026). The City will process payment to the consultant 15-days before the first event (May 1, 2026) . Consultant will include a detailed report that indicates the amount of budget spent on each task. Consultant will inform City regarding any out-of-scope work being performed by consultant. This is a time-and-materials contract.

Total Bands	8
Agreement Total	\$35,000.00

Concert Date	Fees
May 16	Onsite Coordinator Fee: \$600
	Band Fee: \$
May 30	Onsite Coordinator Fee: \$600
	Band Fee: \$
June 13	Onsite Coordinator Fee: \$600
	Band Fee: \$
June 27	Onsite Coordinator Fee: \$600
	Band Fee: \$
July 11	Onsite Coordinator Fee: \$600
	Band Fee \$
July 25	Onsite Coordinator Fee: \$600
	Band Fee: \$
August 8	Onsite Coordinator Fee: \$600
	Band Fee: \$
August 22	Onsite Coordinator Fee: \$600
	Band Fee: \$



STAFF REPORT

TO: CLAYTON CITY COUNCIL

FROM: Leticia Miguel, City Clerk

DATE: February 3, 2026

SUBJECT: Introduction of new employees

1. Jake McPherson, Police Officer
2. Chris Karney, Community Services Coordinator
3. Marlen Cuatlatl, Community Services Leader
4. Steven Luna, Maintenance Worker

RECOMMENDATION

For Informational Purposes Only

BACKGROUND

Does not apply to this item

FISCAL IMPACT

No fiscal impact associated with this agenda item.



STAFF REPORT

TO: CLAYTON CITY COUNCIL

FROM: Leticia Miguel, City Clerk

DATE: February 3, 2026

SUBJECT: City Manager's Report

BACKGROUND

Does not apply to this item

FISCAL IMPACT

Does not apply to this item



STAFF REPORT

TO: CLAYTON CITY COUNCIL
FROM: Leticia Miguel, City Clerk
DATE: February 3, 2026
SUBJECT: City Council/Committees Reports

BACKGROUND

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

CEQA

This item is not a project as defined by CEQA.

FISCAL IMPACT

No fiscal impact associated with this agenda item.

ATTACHMENTS

[Att A - City_Council_Committees_Reports_20260203](#)

Jim Diaz, Councilmember

- 01-09-2026: Attended/ Chaired the Operations and Scheduling Committee Meeting, County Connection.
- 01-10-2026: Attended and Assisted at the Clayton Holiday Downtown Decorations “Take-Down.”
- 01-12-2026: Attended the 2026 Clayton Art & Wine Committee Meeting.
- 01-15-2026: Attended the County Connection Board Meeting & Paratransit Workshop.
- 01-19-2025: Observed Martin Luther King, Jr. Day.
- 01-21 to 23-2026: Attended and Participated in the Annual League of California Cities Mayors & Councilmembers Conference, Sacramento.
- 01-29-2026: Attended the Grand Opening of Vinny’s Taqueria, Downtown.
- 02-02-2026: Attended the 2026 Clayton Art & Wine Committee Meeting.

Holly Tillman, Councilmember

- 01-13-2026 Attended the Clayton Pride board meeting
- 01-15-2026 Attended the Cal Cities East Bay Division Board meeting and Fire Insurance webinar
- 01-22-2026 Attended the Community Services Policy Committee meeting in Sacramento with presentations from the California Conservation Corps and updates on HR1 from the California Budget and Policy Center staff began our discussions before we finalized our committee's work plan for this year. After much debate from committee members, we will spend our next two meetings advocating for older adults, public parks and open space, and early education and child care, with homelessness and behavioral health interwoven throughout these top 3 issues. I'm looking forward to the important work we have ahead of us this year.

Kim Trupiano, Councilmember

- Weekly meetings with City Manager, Kris Lofthus
- **January 10th:** Walk and Talk at Black Diamond Mines Regional Preserve, with City of Antioch Mayor Ron Bernal, and Ward 7 District Representative Colin Coffey, East Bay Regional Parks
- **January 13th:** Clayton Community Library Foundation Board Meeting, 6:30 pm, Story Room, discussion about library refresh project, nominating committee for new officers, planning for Annual Meeting on March 10th, updates to foundation website and email marketing program, and planning for May book sale.
- **January 21st to 23rd:** League of Cal Cities Conference for Mayors and Councilmembers. Attended the following sessions and will discuss findings with City Manager:
 - Your Cal Cities and How to Use It (Day One)
 - Effective Advocacy and Key City Issues (Day One)
 - Your Legal Obligations, Open Government and Conflicts of Interest (Day One)
 - Policy Role in Land Use Planning (Day Two)
 - Developing Effective City Council and City Manager Team, Key to Good Governance and City Success (Day Two)
 - Social Media/Digital Communications and Civic Engagement (Day Two)
 - Financial Responsibilities, City Revenue Workshop (Part One, Day Two)
 - Financial Responsibilities, City Revenue Workshop (Part Two, Day Three)
- **January 26th:** City Sponsored Special Events Committee meeting, 4 pm Hoyer Hall. Actions items included:
 - Approval of October 27, 2025 minutes
 - Discussion about new and future events for 2026
 - Recommendation to approve 2026 contract with Prime Time Entertainment (promoter) for next Council meeting on February 3rd
 - Review of final financials for all events in 2025
 - Review and approval of 2026 sponsorship packages
- **January 29th: attend Grand Opening of Vinnie's Taqueria, downtown Clayton**

Richard G Enea, Vice Mayor

- Met with City Manager
- Attended the Christmas Elks Club dinner
- Attended Black Diamond Homeowners Association Meeting
- Attended Mayor's conference in Pittsburg
- Attended another Black Diamond Homeowners Association Meeting
- Attended the League of California Cities policy committee meeting on Transportation, Communications, and Public Works
- Attended the Italian American Club crab feed
- Attended Vinny's Taqueria grand opening
- Attended the CBCA monthly meeting

Jeff Wan, Vice Mayor

- Attended Budget and Audit Committee meeting
- Attended Vinny's Taqueria grand opening
- Discussion with Mt. Diablo PFC on upcoming auction and City's involvement
- Discussion with Staff regarding Committee meeting cadence



STAFF REPORT

TO: CLAYTON CITY COUNCIL

FROM: Leticia Miguel, City Clerk

DATE: February 3, 2026

SUBJECT: Adopt Proposed Timeline for Sales and use Tax Measure and the Extension of the Landscape Maintenance District for consideration for the November election

RECOMMENDATION

Adopt Proposed Timeline for Sales and use Tax Measure and the Extension of the Landscape Maintenance District for consideration for the November 2026 election.

BACKGROUND

The City Council has shown unanimous support to move forward with a Sales and Use tax as well as a Landscape Maintenance District Extension for the November 2026 election.

DISCUSSION

This timeline presented is what staff is recommending to accomplish all legal requirements and to provide the community with education materials for both the sales and use tax proposed measure and the extension of the Landscape Maintenance District parcel tax.

CEQA

Exempt from CEQA.

FISCAL IMPACT

By approving this action, there is no fiscal impact.

ATTACHMENTS

[Att A - Tax Measure_LMD_Calendar 2026](#)



**Sales and Use Tax and
Landscape Maintenance District
Timelines
February 3, 2026**

March 2026

Sales and Use Tax

- Create a webpage with educational information.
- Create Frequently asked questions and post to the city website.

Landscape Maintenance District Renewal

- Update the city webpage specific to LMD.
- Create Frequently asked questions and post to the city website.
- TLC meeting to review budget / discuss LMD renewal.

April 2026

Sales and Use Tax

- Develop and Distribute City Update Newsletter with educational information for the tax measure and LMD renewal.
- April 7 City Council meeting – Ordinance Workshop and develop ballot language.

Landscape Maintenance District Renewal

- April 7 City Council meeting – Ordinance Workshop and develop ballot language.

June 2026

Sales and Use Tax

- In preparation for the July 3 City Council Meeting- Public notice for placing a 1% sales and use tax on the ballot for November 3, 2026. This will include the accompanying ordinance.
-

Landscape Maintenance District Renewal

- In preparation for the July 3 City Council Meeting- Public notice for placing a 1% sales and use tax on the ballot for November 3, 2026. This will include the accompanying ordinance.

July 2026

Sales and Use Tax

- July 3 City Council Meeting- Recommend to Council the approval of placing a 1% sales and use tax on the ballot for November 3, 2026, including the accompanying ordinance.
- Determine who will author the language in favor of the measure.

Landscape Maintenance District Renewal

- July 3 City Council Meeting- Recommend to Council the approval of the renewal of the Landscape Maintenance District on the ballot for November 3, 2026. This will include the accompanying ordinance.

August 2026

Sales and Use Tax

- Town Hall to educate the community on the sales and use tax measure. The town hall will be after measure letter assignment.
-

Landscape Maintenance District Renewal

- Town Hall to educate the community on the renewal of the LMD. The town hall will be after measure letter assignment.

August 2026

Sales and Use Tax and LMD Renewal

- August 7 – Deadline to submit written argument “in favor” or “in opposition” to the ballot measure.
- August 7-17 -10 day public examination period for written arguments.
- August 11 – Deadline to submit written rebuttal opposing direct arguments submitted.
- August 11 –21- 10 day public exemption period for written Rebuttal arguments.

October 2026

Sales and Use Tax

- Town Hall to educate the community on the sales and use tax measure.

Landscape Maintenance District Renewal

- Town Hall to educate the community on the renewal of the LMD.

November 2026

Election Day – Tuesday, November 3, 2026

Other Dates

Sales and Use Tax

- April 1, 2027 – First day the 1% sales tax goes live
 - June/July 2027 – The city will receive an advance of estimated payments from the county.
 - August 2027 – True up payment from June/July and August for Quarter 1.
-

Landscape Maintenance District Renewal

- Payments will be collected by the city as they historically have.