



**MINUTES
OF THE
REGULAR MEETING
CLAYTON CITY COUNCIL**

TUESDAY, SEPTEMBER 17, 2024

1. **CALL TO ORDER AND ROLL CALL** – The meeting was called to order at 7:00 p.m. by Mayor Diaz held via a hybrid meeting format live in-person and Zoom videoconference and broadcast from Hoyer Hall, Clayton Community Library, 6125 Clayton Road, Clayton, California. Councilmembers present: Mayor Diaz, Vice Mayor Trupiano, and Councilmembers: Cloven, Tillman, and Wan. Staff present: City Manager, Kris Lofthus; Assistant City Manager, Regina Rubier; Police Chief, Richard McEachin; City Attorney, Malathy Subramanian; and City Clerk, Stephanie Cabrera-Brown.

2. **PLEDGE OF ALLEGIANCE** – Led by Mayor Diaz

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.

Maria Shulman – Spoke regarding her qualifications for City Council noting that she is a long-time city resident, Nurse, Chair of the Planning Commission, member of the Clayton Community Library Foundation, and has participated in many city and local events.

Richard Enea – Spoke regarding his qualifications for City Council noting that he is a longtime resident, retired Clayton Police Officer, former Chair of the Planning Commission, CBCA member, and an active member of the community.

Holly Tillman (Councilmember) – Spoke regarding her qualifications for re-election and the work that has been done during her current term.

At the request of Mayor Diaz, Vice Mayor Trupiano assumed the chair at 7:11 p.m.

Jim Diaz (Councilmember) – Spoke regarding his qualifications for re-election and spoke regarding work that has been completed during his current term.

The Mayor resumed the chair at 7:14 p.m.

4. CONSENT CALENDAR

It was moved by Councilmember Wan, seconded by Vice Mayor Trupiano to approve Consent Calendar item 4(a) - 4 (e), and 4 (g) as submitted. Item 4(f) to be continued to the meeting of October 1, 2024. (Passed: 5- 0).

- a. Approval of August 20, 2024, Meeting Minutes
(City Clerk)
- b. Approve a Digital Signature Policy to increase productivity and ensure convenient, timely and appropriate access to City information by using electronic signature technology to collect and preserve signatures. (City Clerk)
- c. Amend the Fountain Operational Policy to add the Clayton Historical Society's Halloween Home Tours event in October. This event would replace the previously approved Halloween Parade/Ghost Walk event that is no longer held. (City Clerk)
Note: The policy will be an update to the August 2, 2022, amendment.
- d. Adopt a Resolution appointing both a Board Member and an Alternative Board Member to the Municipal Pooling Authority of Northern California Board of Directors. (Assistant City Manager)
Resolution 36-2024
- e. Adopt a Resolution authorizing the City Manager to apply for and accept funding from Municipal Pooling Authority (MPA) for a Risk safety grant in an amount not to exceed \$14,500 to address risk control programs that fall within the current MPA Risk Control Program Performance Measures framework. (Assistant City Manager)

(The Budget and Audit Committee reviewed and recommended this item at their September 10, 2024, meeting; Item 4)

Resolution 37-2024

- f. Authorize the City Manager to execute an agreement with Muchmore than Consulting, LLC (MTC) for interim fiscal and human resources services, in an amount not to exceed \$80,000, effective June 15, 2024, through June 30, 2025. (Assistant City Manager)

(The Budget and Audit Committee reviewed and recommended this item at their September 10, 2024, meeting; Item 6)

Item continued to the October 1, 2024, meeting for further discussion.

- g. Approve the purchase of eight (8) new Panasonic Toughbook CF-33 Mobile Data Computers (MDC's) to replace the existing MDC's in the department's patrol vehicles, for the amount not to exceed \$61,109.30 and to Approve budget amendment No. 2024-01 for Fiscal Year 2024-25 to transfer from the General Fund, fund balance for purchase of MDC equipment.

Richard Enea – Spoke regarding the Police Department purchase and his previous experience with equipment replacement. Mr. Enea also recommended the city prepare for future equipment replacement

5. RECOGNITIONS AND PRESENTATIONS

- a. Certificates of Recognition to Public School Students for Exemplifying the “Do the Right Thing” Character Trait of “Courage” during the months of May/June/July 2024.

Councilmember Cloven provided a brief overview of the “Do the Right Thing” program and was joined by Vice Principal Miranda Romo (Mount Diablo Elementary) and Principal Vicky Wilson (Diablo View Middle School) to present the awards for “Courage.”

- b. Presentation of fundraising monies to the Parent – Faculty Club from the Concerts in the Grove Donations.

Vice Mayor Trupiano presented the fundraising check to the Parent – Faculty Club.

The Parent-Faculty Club thanked the council and shared how this donation will assist in program funding.

6. REPORTS

- a. City Manager / Staff

- Link to ClearGov Transparency Portal:

<https://cleargov.com/california/contra-costa/city/clayton/checkbook>

Kris Lofthus, City Manager provided a brief introduction and spoke regarding future plans as the new City Manager.

7. PUBLIC HEARINGS

(There were no Public Hearings scheduled for this meeting.)

8. **ACTION ITEMS**

(There were no Action Items scheduled for this meeting.)

9. **COUNCIL ITEMS** – Limited to Council requests and directives for future meetings.

Councilmember Tillman requested a discussion to designate a delegate for the League of California Cities and requested to agendaize a discussion to discuss hiring an independent third-party to investigate the staff turnover and requested governance training for the council.

Vice Mayor Trupiano requested to agendaize a discussion to establish a process for council to provide a position on proposed legislation and a discussion regarding reviewing the sign ordinance.

10. **COUNCIL REPORTS**

Councilmember Cloven attended meeting(s) for: CBCA; TRANSPAC; Clayton Pride; Attended: Clayton Day of Service on 9/7 and 9/11 Day of Remembrance. Shared information for the upcoming events Oktoberfest and the Clayton Historical Society's Halloween House Tour.

Councilmember Wan attended meeting(s) for: Budget and Audit Committee, monthly Climatec meeting, and City Sponsored Special Events; and met with constituents.

Councilmember Tillman attended meeting(s) for: Clayton Pride, Clayton Day of Service, Mt Diablo Education Board Foundation; Attended: a celebration of life for Michael Banducci, farewell lunch for the AAUW Clayton Branch, 9/11 Day of Remembrance; and a tarantulas tour at the Mitchel Canyon Visitors Center.

Vice Mayor Trupiano started by stating one year she was the winner of a Tarantula Naming Contest at the State Park and named one of the spiders Harriett. Attended meeting(s) for: Budget and Audit Committee, Agenda Setting, a City Sponsored Special Events meeting with Councilmember Wan on 8/26, a City Sponsored Financial Audit meeting, and a monthly Climatec meeting. Attended meetings with: City Staff, Constituents, Contra Costa Fire Chiefs; and shared a Clayton Valley Village Community dinner. Will be assisting with a Candidate Forum that is set to occur on 10/2 at Hoyer Hall starting at 7pm. Missed the recent Library Refresh meeting, but has stated plans are still moving forward, and there is more to come.

Mayor Diaz attended meeting(s) for: Contra Costa Senior Legal Services, The Olivia Project, Operations and Scheduling County Connection, Mayors' Conference, final Concert in the Park, East Bay Regional Communications

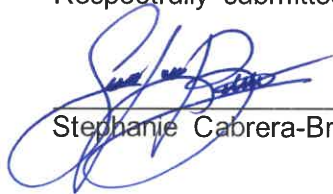
System Authority; Attended: Clayton Day of Service and 9/11 Day of Remembrance. Met with: Former Interim City Manager Adam W. Politzer, and Interim Community Development Director Dan Hortert, and new City Manager Kris Lofthus.

11. **ADJOURNMENT** – on a call by Mayor Diaz, The City Council adjourned its meeting at 8:09 p.m. in memory of Michael Banducci.

The next meeting will be on Tuesday October 1, 2024.

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

Respectfully submitted,



Stephanie Cabrera-Brown, City Clerk

APPROVED BY THE CLAYTON CITY COUNCIL


Jim Diaz, Mayor