



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

TUESDAY, NOVEMBER 19, 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; City Attorney, Mala Subramanian; and Police Administrative Clerk, Gabriela Saucedo

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

Mayor Diaz announced that he would be re-ordering the agenda to move Item 5 - Recognitions and Presentations, ahead of Item 3 - Public Comment.

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.

Linda Hudak – Spoke regarding campaign signs that were removed from her property and concerns with the candidate campaigns

Keith Hayden – Spoke regarding concerns with the way campaigns were run this election cycle and the importance of creating a safe environment

Maria Shulman – Spoke regarding missing campaign signs and not being affiliated with a local political action committee.

Richard Enea – Spoke regarding missing campaign signs, how he ran his campaign and thanked his family.

Ed Miller – Shared information regarding the Biennial checklist return to source funds checklist being sent to cities and what funds are available to Clayton.

4. CONSENT CALENDAR

It was moved by Councilmember Wan, seconded by Vice Mayor Trupiano, to approve Consent Calendar items 4(a) - 4(c) as presented. (Passed; 5- 0).

- a. Approval of the October 15, 2024, Meeting Minutes (City Clerk)
- b. Adopt a Resolution Approving the Amended Conflict of Interest Code of the City of Clayton. (City Clerk)

Resolution 39- 2024

- c. Approve a Professional Services Contract With Peregrine Technologies, Inc. for Access to their Public Safety Data Application. (Police Chief)

Contract 2024-29

Mayor Diaz opened the item to public comment. There were no members of the public wishing to speak on the consent calendar.

5. RECOGNITIONS AND PRESENTATIONS

- a. Certificates of Recognition to Public School Students for Exemplifying the “Do the Right Thing” Character Trait of “Respect” During the Month of October 2024.

Councilmember Cloven presented the awards with the assistance of Mount Diablo Elementary and Diablo Middle View School Principals and teachers.

- b. Certificate of Appreciation – Jacalyn Ferrer, Former Contra Costa Library Commissioner

Vice Mayor Trupiano read the certificate, and the council thanked Ms. Ferrer for her service to the community. Ms. Ferrer was not in attendance.

- c. Informational Only – No Action Requested
- Native American Heritage Month
 - Dutch American Heritage Day – November 13th
 - Homeless Awareness Week – November 11th to November 23rd

Mayor Diaz read the informational proclamations.

6. **REPORTS**

- a. City Manager / Staff
- Link to ClearGov Transparency Portal:
<https://cleargov.com/california/contra-costa/city/clayton/checkbook>

Kris Lofthus, City Manager shared information about the Holidays in the Grove event on December 7th, when the election will be certified, thanked the candidate for running and congratulated the successful candidates. Mr. Lofthus also shared that the December 3rd meeting will be canceled, and the swearing-in ceremony will be conducted on December 17th.

7. **PUBLIC HEARINGS**

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

8. **ACTION ITEMS**

- a. Approve the Installation of a Bronze Plaque in Memory of Bob Hoyer at a Designated Location in Grove Park and Authorize the Associated Costs for the Plaque and its Management. (City Manager)

Kris Lofthus, City Manager provided an overview of the plaque and installation location. Following discussion by the City Council, Mayor Diaz opened the item to public comment. There were no members of the public wishing to speak on this item.

It was moved by Councilmember Cloven and seconded by Councilmember Tillman to approve the Installation of a Bronze Plaque in Memory of Bob Hoyer at a Designated Location in Grove Park and Authorize the Associated Costs for the Plaque and its Management. (Passed; 5-0)

- b. Authorize a Budget Amendment in an Amount Not to Exceed \$60,000 for the Flooring and Painting Project on the Third Floor of City Hall and to Authorize the City Manager to close the Third Floor of City Hall during the week of December 16, 2024. (Assistant City Manager)

Regina Rubier, Assistant City Manager provided an overview of the plaque and installation location. Following discussion by the City Council, Mayor Diaz opened the item to public comment. There were no members of the public wishing to speak on this item.

It was moved by Vice Mayor Trupiano and seconded by Councilmember Wan to Authorize a Budget Amendment in an Amount Not to Exceed \$60,000 for the Flooring and Painting Project on the Third Floor of City Hall and to Authorize the City Manager to close the Third Floor of City Hall during the week of December 16, 2024. (Passed; 4-0 Councilmembers Tillman and Wan, Vice Mayor Trupiano, and Mayor Diaz; Abstained:1 Councilmember Cloven)

Staff presented Items 8c – 8g together.

- c. Adopt a Resolution Authorizing the Addition of a Full-Time Classification of Administrative Clerk to Include the Related Job Specification, Benefit Package, and Pay Range with a Low Annual Compensation of \$54,580.31 and a High Annual compensation of \$66,342.71 in Line with the Current Police Administrative Clerk Position. (Assistant City Manager)
- d. Adopt a Resolution Authorizing the Addition of a Full-Time Classification of Community Services Coordinator to Include the Related Job Specification and Pay Range with a Low Annual Salary of \$72,449 and a High Annual Salary of \$88,062. (Assistant City Manager)
- e. Adopt a Resolution Authorizing the Addition of a Part-Time Classification of Community Services Leader and the Related Job Specification and Pay Range with a Low Hourly Rate of \$17.92 and a High Hourly Rate of \$21.23. (Assistant City Manager)
- f. Adopt a Resolution Authorizing the Addition of a Full-Time Classification of Senior Management Analyst to Include the Related Job Specification, Benefit Package and Pay Range with a Low Annual Salary of \$126,267 and a High Annual Salary of \$153,478. (Assistant City Manager)
- g. Adopt a Resolution Authorizing the Addition of a Full-Time Classification of Senior Planner to Include the Related Job Specification, Benefit Package and Pay Range with a Low Annual Salary of \$108,021 and a High Annual Salary of \$131,300, and to Delete the Full-Time Community Development Director and Full-Time Assistant Planner Positions From the FY 2024-25 Annual Budget. (Assistant City Manager)

Regina Rubier, Assistant City Manager provided an overview of the recommended positions and related budget adjustments. Following discussion by the City Council, Mayor Diaz opened the item to public comment:

Doug – Spoke regarding the proposed positions and concerns with the related budget adjustments.

Ed Miller – Spoke regarding the proposed positions and concerns with the related budget adjustments.

Keith Hayden – Spoke regarding the proposed positions and concerns with the related budget adjustments.

Lauren Stevens – Spoke regarding the proposed positions, current assignment with the city, and previous experience.

Items 8c - 8g continued to the call of the Council.

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

Councilmember Tillman requested to agendaize a discussion with the City Attorney to discuss hiring an independent third party to conduct an investigation and requested governance training for the City Council, and requested an email to members of the Council and Councilmember elect regarding the Brown Act and Special meetings.

10. COUNCIL REPORTS

Councilmember Wan attended: Budget & Audit, and City Sponsored Special Events committee meetings and spoke with residents regarding the campaigns.

Councilmember Cloven spoke with residents, and stated it was a pleasure to have served on the council.

Councilmember Tillman attended: the League of California Cities Annual Conference and various sessions; Spoke regarding an interaction with Mayor Diaz; Bedford Block Party, Clayton Valley Village Annual Sunday Supper and Fundraiser, CBCA Meeting, Clayton Community Church Hay Day; Fentanyl Awareness event with Office Swiatko, Mt. Diablo Education Foundation Board meeting, League of California Cities Leadership Committee Meeting, Firewise meetings; Met with: Girl Scout Troop 3090 (Democracy in Action badge activity).

Vice Mayor Trupiano attended meetings for: East Bay Economic Alliance, City Sponsored Special Events Committee, Budget & Audit Committee, Library Foundation; attended the Mayors Conference.

Mayor Diaz attended Celebrations of Life, and meetings for: County Connection Board, 100 Club Dinner, East bay Regional Communication;

attended: Veterans' Day event, Mayors Conference; Met with: City Manager. And shared information on city holiday decorating taking place downtown on November 23rd.

11. **ADJOURNMENT** – on a call by Mayor Diaz, The City Council adjourned its meeting at 9:28 p.m.

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