



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

TUESDAY, DECEMBER 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; City Engineer, Larry Theis; 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.*

Kathie Scullin – Spoke regarding her upcoming plans to earn her Girl Scouts Silver award by sponsoring a project to bring pet adoption services to Clayton.

4. CONSENT CALENDAR

It was moved by Councilmember Tillman, seconded by Councilmember Wan, to approve Consent Calendar items 4(a) and 4(c)- 4(d). (Passed; 5- 0). Item 4(b) was pulled from the Consent Calendar to be voted on separately.

- a. Approval of the November 19, 2024, Meeting Minutes. (City Clerk)

- b. Adopt a Resolution declaring the Contra Costa County Elections Office's Results of Canvass of Returns in the November 5, 2024, General Municipal Election Has Resulted in three citizens elected to the City Council of Clayton, California for full four-year terms of office. (City Clerk)

Moved to Item 12

Resolution 41-2024

- c. Approve the 2025 City Council Meeting Schedule (City Clerk)
Amended to include the January 21st meeting

- d. Adopt a Resolution Accepting the City of Clayton (2024) Neighborhood Street Rehabilitation Project (CIP No. 2306 & Federal Project No. STPL-5386(011)) performed by Rapid Grading Services, Inc. as Complete, Approving the Notice of Completion, Directing the City Clerk to Record same with the County Recorder, and Authorizing Payment of all retained funds to Rapid Grading Services, Inc. (City Engineer)

Resolution 40-2024

Keith Haydon – Spoke regarding the November 19th Meeting Minutes.

5. RECOGNITIONS AND PRESENTATIONS

- a. Proclamation Honoring Kent Ipsen on Skipolini's 50th Anniversary
Mayor Diaz presented the proclamation and thanked the Ipsen family.

- b. Resolution from Senator Glazer Honoring Mayor Jim Diaz

- c. Information Only – No Action Requested

- Human Rights Day – December 10

Mayor Diaz read the informational proclamation.

Keith Haydon – Thanked and congratulated the Ipsen family for 50 years and their engagement and pride in the Clayton Community.

6. ACTION ITEMS

- a. Adopt a Resolution Appointing CalPERS Retired Annuitant Donald Mort to the Position of Interim Chief of Police and Approving an Employment Contract Pursuant to California Government Code Section 21221(h). (City Manager)

Kris Lofthus, City Manager provided an overview of the Interim Police Chief and Police Chief recruitment. Following discussion by the City Council, Mayor Diaz opened the item to public comment.

Supervisor Carlson – Spoke in support of Retired Annuitant Donald Mort being hired as the Interim Chief of Police.

It was moved by Councilmember Wan and seconded by Vice Mayor Trupiano to adopt a Resolution appointing CalPERS Retired Annuitant Donald Mort to the Position of Interim Chief of Police. (Passed 5/0)

- b. Approve a Professional Services Agreement with 4LEAF, Inc., to Provide Code Enforcement Services including the Staffing of the Position of Code Enforcement Officer for a one-year term effective December 5, 2024, with four One-Year Extensions and an amount not to exceed \$100,000 per year with a 3% Annual Escalator. (Assistant City Manager)

Continued to the Call of the Council.

7. REPORTS

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

Kris Lofthus, City Manager shared an update on the Climatec Solar Array project, shared Chief McEachin's last day is December 18th and spoke regarding the holiday tree lighting held on December 7th.

8. PUBLIC HEARINGS

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

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

Councilmember Tillman Councilmember Tillman requested to agendaize a discussion with the City Attorney to discuss hiring an independent third party to conduct an investigation into staff turnover and requested governance training for the City Council.

Mayor Diaz requested to bring back a discussion on the creation of a city flag.

10. **COUNCIL REPORTS**

Councilmember Cloven: No report provided.

Councilmember Wan met with members of the community.

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

Councilmember Tillman attended CBCA Appreciation Dinner, Holidays in the Grove, League of Cal Cities Leaders Workshop, Cal Cities East Bay Division Board meeting; Assisted with downtown holiday decorations; and Met with the City Manager and Assistant City Manager.

Vice Mayor Trupiano attended Holidays in the Grove and the East Contra Costa Habitat Conservancy Board meeting; and reminded the community of the menorah lighting in the “corral” for Hanukkah.

Mayor Diaz attended the Mayors’ Conference and Holidays in the grove.

11. **REMARKS BY OUTGOING CITY COUNCIL MEMBER**

a. Presentation of Resolution from Supervisor Ken Carlson

Supervisor Carlson presented the Resolution and shared memories of working with Councilmember Cloven and thanked him for his service to the community.

Councilmember Cloven thanked the community and shared highlights of his time serving on the council.

12. Adopt a Resolution declaring the Contra Costa County Elections Office's Results of Canvass of Returns in the November 5, 2024, General Municipal Election Has Resulted in three citizens elected to the City Council of Clayton, California for full four-year terms of office. (City Clerk)

Resolution 41-2024

Stephanie Cabrera-Brown, City Clerk/ Assistant to the City Manager provided an overview of the 2024 Election and successful candidates. Mayor Diaz opened the item to public comment. There were no members of the public wishing to speak to this item.

It was moved by Councilmember Wan and seconded by Councilmember Cloved to adopt a Resolution declaring the Contra Costa County Elections Office's Results of Canvass of Returns in the November 5, 2024, General Municipal Election. (Passed 5/0)

13. **ANNUAL REORGANIZATION OF CLAYTON CITY COUNCIL**

- a. Election of the Mayor

It was moved by Mayor Diaz and seconded by Councilmember Tillman to nominate Vice Mayor Trupiano to serve as Mayor.

There were no additional nominations.

The motion to select Vice Mayor Trupiano to serve as Mayor for 2025 passed 5/0.

- b. Election of the Vice-Mayor

Councilmember Diaz nominated Councilmember Wan to serve as Vice-Mayor

Councilmember Tillman nominated herself to serve as Vice-Mayor

Following discussion by the City Council, Mayor Trupiano opened the item for public comment.

Laura Kindorf – Spoke in support of Tillman being Vice Mayor.

Keith Hayden -- Spoke regarding the traditional Vice Mayor qualifications

Scott Denslow – Spoke in support of Tillman being Vice Mayor.

Matt Tillman – Congratulated the Incoming Councilmembers and spoke in support of Tillman being Vice-Mayor.

The motion to select Councilmember Wan to serve as Vice Mayor for 2025 passed 4/1 (Ayes: Councilmembers: Enea, Diaz, Wan, and Mayor Trupiano; No: Councilmember Tillman)

No vote was taken on the nomination for Councilmember Tillman. Per the City Council Guidelines, nominations are voted on in the order received, the first candidate to successfully earn at least 3 votes receives the position.

c. Recognition and Remarks by the New Mayor and Councilmembers

Mayor Trupiano thanked the community and council for selecting her to serve as Mayor.

Councilmember Enea spoke regarding priorities for his first term on council.

Councilmembers Diaz and Tillman thanked the community for their re-election and shared their priorities for their current term. Councilmember Tillman also spoke regarding current concerns that need council's attention.

d. Welcome Reception

14. ADJOURNMENT – on a call by Mayor Trupiano, The City Council adjourned its meeting at 8:38 p.m. in honor of Former Clayton Mayor Leo Saunders.

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.
