



**CLAYTON CITY COUNCIL
REGULAR MEETING AGENDA**

**Tuesday, January 7, 2025
7:00 p.m.**

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

Zoom Videoconference and Call-in:

Webinar: <https://us02web.zoom.us/j/81342918951>

Telephone: 1 + (669) 900 - 9128 **Webinar ID:** 813 4291 8951

Kim Trupiano, Mayor

Jeff Wan, Vice Mayor

Richard Enea, Councilmember

Jim Diaz, Councilmember

Holly Tillman, 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

Consent Calendar items are typically routine in nature and are considered for approval by one single motion. Members of the Council, audience, or Staff wishing an item removed from the Consent Calendar for purpose of public comment, question, discussion, or alternative action may request so through the Mayor.

- a. Approval of the December 17, 2024, Meeting Minutes. (City Clerk)
[\(View\)](#)

5. RECOGNITIONS AND PRESENTATIONS

(There are no Recognitions or Presentations scheduled for this meeting.)

*** 6. ACTION ITEMS**

- a. Consider and Decide Whether to Continue Use of Hybrid Meetings for City Council, Planning Commission and Budget/Audit Committee Meetings. (City Manager)
[\(View\)](#)
- b. Consider Adoption of Proposed Updates to the City Council Guidelines and Procedures. (City Manager)
[\(View\)](#)
- c. Discuss and Approve City Council Committees and Assignments for Standing/Ad-Hoc Committees and Liaison Positions.
[\(View\)](#)

7. REPORTS

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

8. PUBLIC HEARINGS

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

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

10. COUNCIL REPORTS

11. ADJOURNMENT

The next regularly scheduled meeting of the City Council will be January 21, 2025. 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 on (925) 673-7300.

Remote Access

The public may attend City Council meetings in-person or remotely via livestream on the City's website and through Zoom. As a courtesy, and technology permitting, members of the public may continue to provide live remote oral comment via the Zoom video conferencing platform. However, the City cannot guarantee that the public's access to teleconferencing technology will be uninterrupted, and technical difficulties may occur from time to time. Unless required by the Brown Act, the meeting will continue despite technical difficulties for participants using the teleconferencing option.

1. **Videoconference:** Click or visit the link on the front page of the meeting agenda. To access the webinar, you may download the Zoom client application or connect to the meeting in the web browser. You will be asked to enter your email address and name.

When the Mayor calls your item of interest, click the "raise hand" icon to be added to the speaker queue. The Clerk will identify you by name and you will hear "you have been unmuted" when it is your turn to provide public comment.

2. **Phone-in:** Dial the telephone number provided on the front page of the agenda. When prompted, enter the meeting ID. Once connected you will hear the meeting discussions but will remain muted. When your item of interest is called, please dial *9 to "raise hand" and be added to the speaker queue. The Clerk will identify you by the last 4-digits of your phone number and you will hear "you have been unmuted" when it is your turn to provide public comment. To toggle between mute/unmute on your device, please dial *6.

3. **E-mail Public Comments:** Public comment may also be sent to the City Clerk at cityclerk@claytonca.gov by 5:00 p.m. on the day of the meeting. All e-mailed public comments will be forwarded to the entire City Council and made part of the official meeting file.

Each person attending the meeting in-person, via videoconference, or call-in and who wishes to speak on an agenda item or non-agenda item (within the council's jurisdiction), shall have a set amount of time to speak as determined by the Mayor.



**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, Mala Subramanian; and City Clerk, Stephanie Cabrera-Brown

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

3. **PUBLIC COMMENT ON NON - AGENDA ITEMS**

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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 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 Mayor for 2025 passed 4/1 (Ayes: Enea, Diaz, Wan, and 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.

Respectfully submitted,

Stephanie Cabrera-Brown, City Clerk

APPROVED BY THE CLAYTON CITY COUNCIL

Kim Trupiano, Mayor



STAFF REPORT

TO: Honorable Mayor and Councilmembers

FROM: Kris Lofthus, City Manager

DATE: January 7, 2025

SUBJECT: Consider and Decide Whether to Continue the Use of Hybrid Meetings for City Council, Planning Commission and Budget/Audit Committee Meetings

RECOMMENDATION

Consider and Decide Whether to Continue the Use of Hybrid Meetings for City Council, Planning Commission and Budget/Audit Committee Meetings.

BACKGROUND

Revisit November 7, 2023, discussion that continued hybrid meetings, where the Council, Planning Commission, and Budget/Audit Committee attend in person, and the public may choose to participate in person or virtually.

DISCUSSION

Hybrid meetings have allowed the public to participate remotely, which has value to the goal of increased public participation. That said, the City is not legally obligated to conduct hybrid meetings. At a minimum, the option should remain to allow consultants or staff to present via hybrid meetings when it makes sense for the City, as well as to allow Councilmembers and Commissioners to participate in a hybrid fashion when the threshold under AB 2449 is met.

CEQA IMPACTS

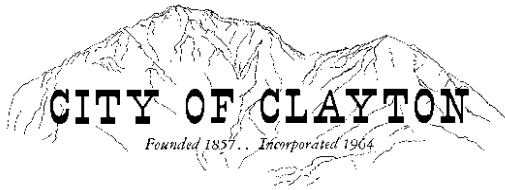
None.

FISCAL IMPACTS

No additional funding will be needed and may be a cost savings.

ATTACHMENT(S)

None.



City Council Agenda Item 6b

STAFF REPORT

TO: Honorable Mayor and Councilmembers
FROM: Kris Lofthus, City Manager
DATE: January 7, 2025
SUBJECT: Consider Adoption of Proposed Updates to the City Council Guidelines and Procedures

RECOMMENDATION

Consider Adoption of Proposed Updates to the City Council Guidelines and Procedures.

BACKGROUND

During the Agenda setting meeting for the January 7th City Council meeting, Mayor Trupiano and Vice Mayor Wan requested to agendize a discussion on current City Council Guidelines and Procedures, and proposed updates to existing guidelines.

DISCUSSION

With the aforementioned requests, Mayor Trupiano and Vice Mayor Wan prepared the proposed updates to the current Council Guidelines and Procedures (Revised May 19, 2023).

Highlights of the proposed updated Council Guidelines include the following:

- Section C. COUNCIL INTERACTION AND COMMUNICATION:
 - Item 1 — The Mayor makes Council sub-committee appointments annually in December or the meeting following the new Council being seated every other year; the Mayor is encouraged to seek input from Council regarding appointment preferences.
- Section C. COUNCIL INTERACTION AND COMMUNICATION:
 - Item 8a – 8i Council Sub-Committees — remove

- Section I. PUBLIC MEETINGS:
 - Item 1. Agendas a. Formation 2. — Any member of the Council may request that an item be placed on a future agenda by contacting the Mayor and City Manager in writing.
 - Item 1. Agendas a. Formation 4. — It is the Mayor’s discretion as to whether a requested agenda item will appear at a regularly scheduled meeting, after consultation with the City Manager regarding availability of staff time to prepare necessary reports and the extent and number of items already scheduled for each upcoming Council meeting.
 - Item 1. Agendas a. Formation b. — Updated to number 5.
 - Item 1 Agendas Agenda Order c. — Updated to item b and set new agenda order.
 - 1 Call to Order
 - 2 Pledge of Allegiance
 - 3 Public Comment on Non-Agenda Items
 - 4 Consent Calendar
 - 5 Recognitions and Presentations
 - 6. Reports from City Manager and Staff
 - 7. Public Hearings – For items that require a Public Hearing
 - 8. Action Items - Items that require the Council to deliberate and vote
 - 9. Adjournment
- Section N. MEMBERS OF COMMISSIONS AND COMMITTEES:
 - Item 1. Council Sub-Committees
 - a. Sub-committee areas belong to the Council as a whole; they are not seen as territorial.
 - b. Sub-committees shall keep the rest of the Council fully informed. The rest Council is responsible for letting a sub-committee know if they want information or to give input.
 - c. Before sub-committees start moving in new directions, they will obtain direction from the rest of the Council.
 - d. Sub-committee reports shall be submitted in writing to the City Clerk in order to be included in the next regular meeting agenda packet.
 - e. Sub-committee memos will be sent on an interim basis to update other Councilmembers on:
 - i. Issues being discussed.
 - ii. Options being considered.
 - iii. Progress.
 - f. Appropriate reports will also be included in the City Manager’s “Weekly Report.”
 - g. Councilmembers may contact Department Heads or the City Manager to be

briefed on any sub-committee work.

h. Council shall review the performance of citizen committees no less frequently than every six months.

i. Sub-committees are task oriented with scheduled dates of completion.

- Item 2. Commissions
- Item 2a. Commissioners...:

- **ENTIRE DOCUMENT:**

Related administrative updates to adjust numbering and formatting.

The language changes are shown in track changes in the Council Guidelines and Procedures dated May 2, 2023. A clean version of the proposed Council Guidelines and Procedures incorporating all revisions to the current 2023 document is attached.

CEQA IMPACTS

None.

FISCAL IMPACTS

There would not be any fiscal impact due to this action.

ATTACHMENT(S)

1. Current Council Guidelines and Procedures (red-lined)
2. Proposed Council Guidelines and Procedures (clean copy)

scb

COUNCIL GUIDELINES AND PROCEDURES

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*** CITY OF CLAYTON ***

In order to maximize the effectiveness of the Clayton City Council, the following guidelines have been adopted.

A. GENERAL

1. The Council takes courageous action when necessary to keep Clayton on the cutting edge of well-run, well-managed, innovative cities.
2. The Council provides leadership and participates in regional and state program and meetings.
3. The Council looks to its Commissions and Committees for independent advice and some legislative actions.
4. There is extensive citizen participation and work on City programs.
5. There are numerous meetings other than regular Council meetings.
6. There is a commitment to training for staff, Council, and Commission members.
7. Councilmembers receive the same information as much as possible: Citizen complaints, letters, background, etc. [All Members receive copies of everything].
8. Technology is used to create efficiencies.
9. Unwanted reports and documents are returned to staff for distribution to the public or for recycling.

B. COUNCIL VALUES

1. Each Councilmember is elected to and encouraged to represent their opinion and to work to carry out what they believe is in the best interests of Clayton and its citizens.
2. The Council and the City Manager are a participatory team.
3. The Council is results and achievement oriented.
4. Councilmembers exhibit care and respect for each other as persons.

5. Councilmembers promote care and respect for each other’s point of view. Each Member has a right to be heard.
6. Opinions are expressed honestly, openly, civilly, and with integrity.
7. Humor is an important tool.
8. Traditions are respected but not always binding.

C. COUNCIL INTERACTION AND COMMUNICATION

1. The Mayor makes Council sub-committee appointments annually in December or the meeting following the new Council being seated every other year; the Mayor is encouraged to seek input from Council regarding appointment preferences.

~~1. The Mayor makes Council sub-committee appointments annually in December; the Mayor is encouraged to seek input from Council regarding appointment preferences.~~

2. Councilmembers will take seriously the responsibility of reporting to Council on sub-committees and other regional, state, and national board/agency/group activities in which they are involved.

3.1 Each Councilmember has the responsibility to initiate resolution of problems as soon as possible.

4.2 Members shall recall and abide by the Brown Act when giving information to each other outside of public meetings.

5.3 Cheap shots at each other are not allowed by Members during public meetings, in the media, or at any other time.

6.4 Relationships are informal, but Councilmembers need to be aware of impact on and perception of the public.

7.5 Councilmembers will be flexible in covering Council responsibilities for each other.

8. Council Sub-Committees.

~~a. Sub-committee areas belong to the Council as a whole; they are not seen as territorial.~~

~~b. Sub-committees shall keep the rest of the Council fully informed. The rest of the Council is responsible for letting a sub-committee know if they want more information or to give input.~~

~~c. Before sub-committees start moving in new directions, they will obtain direction from the rest of the Council.~~

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Commented [KT1]: Traditionally it has been December, but in this case it is January. Maybe we change this to "the meeting following Council swearing in and rotation."

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- ~~d. Sub committee reports will be made under "Council Reports" at Council meetings, when appropriate.~~
- ~~e. Sub committee memos will be sent on an interim basis to update other Councilmembers on:
 - ~~1. Issues being discussed.~~
 - ~~2. Options being considered.~~
 - ~~3. Progress.~~~~
- ~~f. Appropriate reports will also be included in the City Manager's "Weekly Report".~~
- ~~g. Councilmembers may contact Department Heads or the City Manager to be briefed on any sub-committee work.~~
- ~~h. Council shall review the performance of citizen committees no less frequently than every six months.~~
- ~~i. Sub committees are task oriented with scheduled dates of completion.~~

D. COUNCIL INTERACTION AND COMMUNICATION WITH STAFF

- 1. City Manager.
 - a. Councilmembers should always feel free to communicate with the City Manager.
 - b. When a Councilmember is unhappy about the performance of a Department, they should discuss this with the City Manager, not any other employee [the City Manager will inform the Mayor of any serious violations of this norm].
 - c. Concerns about the performance of Department Heads must be taken to the City Manager and/or Mayor first for resolution through proper channels.
 - d. In passing along critical information, the City Manager will inform all Councilmembers.
 - e. Council will provide ongoing feedback, information, and perceptions to the City Manager, including some response to the "Weekly Report".
 - f. Council will contact the City Manager if there is an emergency
- 2. Staff in General.
 - a. Councilmembers may make reasonable requests for information directly from Department Heads.

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- b. An informal system of direct communication with staff is used but not abused by Council.
- c. Staff will inform Council immediately when an unusual event occurs that the public would be concerned about [e.g., major vehicular accidents; major police activities; areas cordoned off by police or fire, etc.].
- d. The Council and staff will not intentionally blind side each other in public; if there is an issue or a question a Councilmember has regarding an agenda item, that Member will contact staff prior to the meeting.

E. COUNCIL RESPONSIBILITIES FOR KEEPING INFORMED

- 1. Read Commission minutes and staff reports to find out issues being addressed.
- 2. Read documents on agenda items.
- 3. Read City Manager weekly report.
- 4. Do homework diligently and thoroughly.

F. MAYOR SELECTION

- 1. Election to Vice Mayor and Mayor requires supporting votes of the majority of Councilmembers, but in the interest of harmony unanimous consensus is to be sought and encouraged.
- 2. Any Councilmember wanting or not wanting a role has a responsibility to tell all other Councilmembers.
- 3. As far as possible and until otherwise decided, Councilmembers will take turns as Mayor.
- 4. Mayorship will be a one-year term, commencing with the first meeting in December
- 5. Selection of a Mayor is not a lock-step system. The Vice Mayor is generally expected to ascend to Mayor.
- 6. All Councilmembers are peers, and the Mayor and Vice Mayor serve at the pleasure of the Council

G. MAYOR'S ROLE

- 1. Each Mayor operates somewhat uniquely from past Mayors; the role is largely defined by the person based on style.

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2. The elected Mayor is to chair the meetings with proper decorum and to treat all Councilmembers and the public with respect.
3. The Mayor will inform the Council of any correspondence received or sent in relation to City business, within reason.
4. The Mayor will forward pertinent information to other Councilmembers.

H. CITIZEN COMPLAINTS

1. City residents will be treated with courtesy and respect.
2. Councilmembers will receive copies of citizen written complaints, as received.
3. Councilmembers will be informed on telephone complaints, as appropriate.
4. Staff will inform Council of their response to complaints; copies of written responses should be included in Council packets.
5. Responses to citizens are personalized and professional.
6. Written responses will be selective. Responses will be made to all complaints.
7. Council should not go to a hands-on mode when complaints occur. Issues will be referred to appropriate staff who will be given adequate time to respond.
8. If a Councilmember wants action based on a citizen complaint, they should go through the City Manager's office to insure proper handling.

I. PUBLIC MEETINGS

4. Agendas.

a. Formation.

1. The City Manager and the City Clerk will prepare a draft agenda and review it with the Mayor for finalization.

~~2. Any member of the Council may request that an item be placed on a future agenda by contacting the Mayor under City Manager in writing. by making a request during the Council Items section of the regular meeting agenda.~~

~~2.~~

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3. Councilmembers who request that an item be placed on a future agenda shall provide a written description to the City Manager and the Mayor for inclusion into a future Agenda Report. Staff does not prepare detailed reports until directed by the City Manager or the Council as a whole.

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4. It is the Mayor's discretion as to which whether regularly scheduled meeting the requested agenda item will appear at a regularly scheduled meeting, after consultation with the City Manager regarding availability of staff time to prepare necessary reports and the extent and number of items already scheduled for each upcoming Council meeting.

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5. Agenda packets shall be available at least 72 hours prior to a regularly scheduled meeting

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6. No item on the agenda will be taken up after 11:00 PM without the unanimous consent of the Councilmembers present.

e-b. Agenda Order.

1. Call to Order

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2. Pledge of Allegiance

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3. Public Comment on Non-Agenda Items

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a. As required by law.

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b. Has a three (3) minute time limit enforced at the Mayor's discretion; is announced in advance and consistently applied.

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c. Is addressed early in the meeting.

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d. Council may ask staff to respond, when appropriate.

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e. The following options may be considered by the Mayor during times of high controversy:

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1. The Mayor designates a block of time early in the meeting (20 minutes) and any comments beyond this limit will be held until the end of the meeting.

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2. The Mayor polls the audience for an indication of the number of people wishing to speak, then calls on individuals to speak.

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5-4. Consent Calendar.

- a. Items placed on the Consent Calendar are those considered by the Mayor or the City Manager to be routine in nature; they are enacted in one motion. There is normally no separate discussion of these items, unless requested.
- b. The Consent Calendar is used judiciously for items such as minutes, routine City business, some appeals, items already approved in the Budget, etc.
- c. The Mayor will inquire if any Councilmembers wish to discuss anything on the Consent Calendar and if so, the item shall be pulled off the Consent Calendar for separate discussion.
- d. If a Councilmember has a question on a Consent Calendar item for their information only, they are encouraged to ask staff ahead of time, rather than having it pulled off for discussion during the meeting.
- e. If there is time before the meeting, Councilmembers will inform staff of items they wish to pull from the Consent Calendar.
- f. If additional information is requested by a Councilmember, staff will provide back-up material to all Councilmembers.

5. Recognitions and Presentations

6. Reports from City Manager and Staff

7. Public Hearings – For items that require a Public Hearing

8. Action Items - Items that require the Council to deliberate and vote

9. Adjournment

6-c. It is reasonable to expect that staff be prepared to give an oral report on every agenda item.

7-d. The Mayor works with the City Manager to decide how much information needs to be disseminated at the meeting based on the item.

8-e. There will be no packing of the audience by individual Councilmembers for specific agenda items.

9-f. Corrections to minutes should be passed to the City Clerk before the meeting, if possible.

10. Public Comment.

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- ~~a. As required by law.~~
- ~~b. Has a three (3) minute time limit enforced at the Mayor's discretion; is announced in advance and consistently applied.~~
- ~~c. Is addressed early in the meeting.~~
- ~~d. A Councilmember may ask staff to put an item on a future agenda.~~
- ~~e. Council may ask staff to respond, when appropriate.~~
- ~~f. The following options may be considered by the Mayor during times of high controversy:~~
 - ~~1. The Mayor designates a block of time early in the meeting (20 minutes) and any comments beyond this limit will be held until the end of the meeting.~~
 - ~~2. The Mayor polls the audience for an indication of the number of people wishing to speak, then calls on individuals to speak.~~
 - ~~1-g. The Mayor should survey the audience, as appropriate, to move agenda items up or back to address audience items of concern.~~
 - ~~12-h. Public participation is encouraged on all public agenda items.~~
 - ~~13-i. Council and staff will treat participants and each other with courtesy. Derogatory or sarcastic comments are inappropriate.~~
 - ~~14-j. The public will likewise be encouraged by the Mayor to maintain meeting decorum.~~
 - ~~15-k. Council and staff will treat the public with respect; refer to citizens by surnames, as appropriate.~~
 - ~~16-l. In Council meetings when citizens are agitated, the Mayor may call a short recess to calm the situation.~~
 - ~~17-m. The Mayor allows other Members to speak first, then gives their views and afterward summarizes the discussion. Councilmembers should not be redundant if they concur with what has already been said.~~
 - ~~18-n. Voting.~~
 - ~~a-o. Each Councilmember is given an opportunity to speak before a motion.~~

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b-p. Attempts are always made to reach consensus on significant issues.

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e-g. On split votes, each Member may share their views about the issue and the reasons for their vote.

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d-r. Once a vote is final, Councilmembers will support the action taken. If a Councilmember wants a vote to be reconsidered, they will follow The Standard Code of Parliamentary Procedure.

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e-1. Any Councilmember may request a roll call vote on any given issue.

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19-2. When any Councilmember believes something would be helpful during a meeting, they are free to suggest a change in the procedure.

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20-3. Department Head attendance is encouraged at every Council meeting when there is a pertinent issue relative to that Department on the agenda; other staff attendance at Council meetings is at the City Manager's discretion.

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21. Written documents, written statements, citizen petitions, references, newspaper articles or other materials submitted at or read by a council member or a member of the public at a City

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22-4. Council meeting become part of the Agenda Packet retained for that meeting, not an attachment to the official minutes prepared by the City Clerk of said meeting.

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23-5. Councilmembers shall not use or receive digital or electronic communications (such as electronic text or visual communications and attachments distributed via email, instant messaging, twitter, or comparable services) regarding an agenda item at any time during the meeting of the City Council at which they are in attendance.

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J. CLOSED SESSION IN GENERAL

1. Council will receive written reports for Closed Session items, as appropriate; these reports are to be returned to staff at the end of the meeting.
2. The City Manager will attempt to schedule pre-meeting Closed Sessions if it saves the City money [due to consultant or legal fees, etc.].
3. There is to be no violation of Closed Session confidentiality. Councilmembers will not talk to affected/opposing parties or anyone else (press, etc.) regarding Closed Session items without Council direction and concurrence.
4. The Mayor will make a public report after every Closed Session in the same meeting.

K. SUCCESSOR AGENCY, GEOLOGIC HAZARD ABATEMENT DISTRICT (GHAD), AND CLAYTON FINANCING AUTHORITY MEETINGS

1. All general procedural rules apply as related to normal agenda, consent calendar, etc. These meetings generally follow the Council meeting.

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L. SPECIAL MEETINGS

1. Any Councilmember may request the Mayor to call a Special Meeting. Special Meetings will be held at the discretion of the Mayor and City Manager following procedures specified in the California Government Code.

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N. MEMBERS OF COMMISSIONS AND COMMITTEES

1. Council Sub-Committees

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- a. Sub-committee areas belong to the Council as a whole; they are not seen as territorial.
- b. Sub-committees shall keep the rest of the Council fully informed. The rest of the Council is responsible for letting a sub-committee know if they want more information or to give input.
- c. Before sub-committees start moving in new directions, they will obtain direction from the rest of the Council.
- d. Sub-committee reports shall be submitted in writing to the City Clerk in order to be included in the next regular meeting agenda packet.
- e. Sub-committee memos will be sent on an interim basis to update other Councilmembers on:
 - i. Issues being discussed.
 - ii. Options being considered.
 - iii. Progress.
- f. Appropriate reports will also be included in the City Manager's "Weekly Report".
- g. Councilmembers may contact Department Heads or the City Manager to be briefed on any sub-committee work.
- h. Council shall review the performance of citizen committees no less frequently than every six months.
- i. Sub-committees are task oriented with scheduled dates of completion.

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~~1-2. Commissions and Committees are appointed by the Council as advisory bodies.~~

2-a. Commissioners and Committees need to:

- a-i. Consider Council vision.
- b-ii. Understand their roles, authority, limitations, etc.
- c-iii. Know annual priorities.
- d-iv. Work within established process and parameters [e.g., citizen involvement].
- e-v. Have a Councilmember serve as liaison.

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3-b. Criteria to be considered in the selection and re-appointment of Commissions.

- a-i. Lack of conflicts of interest.
- b-ii. Attendance [may not miss two consecutive meetings without an excuse].
- c-iii. Level of participation and preparation.
- d-iv. Support of community vision and values.
- e-v. Respect for staff and public.
- f-vi. Work for community versus personal purposes.
- g-vii. Perform as a team player.
- h-viii. Be a resident [unless there is exceptional need].
- i-ix. Be competent.
- j-x. Representative of community as a group [e.g., differing points of view, area of residence, aspects of community, backgrounds, experts versus generalists, etc.].
- k-xi. Appointments are to be made by Council as a whole, not on promises by individual Councilmembers or Mayor.
- l-xii. Commissioners serve at the pleasure of the Council and may be removed if they are in violation of criteria under this section.

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4-c. Selection Process.

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~~a~~.i. Commission candidate application information shall include: Council vision statement, expectations, Brown Act requirements, suggestion to attend a Commission meeting, etc.

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~~b~~.ii. City Council reviews applications, conducts interviews of candidates as appropriate, and appoints Commissioners.

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~~e~~.iii. Information packet (including Brown Act, Minutes, Ordinance forming Commission, Calendar of League of California Cities events) is provided to Commissioners by staff.

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~~5~~.d. Commissioners are encouraged to be representative of and involve the entire community.

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~~6~~.e. Planning Commissioners shall not use or receive digital or electronic communications (such as electronic text or visual communications and attachments distributed via email, instant messaging, twitter or comparable services) regarding an agenda item at any time during the meeting of the Planning Commission at which they are in attendance.

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[Revised: XX January 2025](#)

Revised: 02 May 2023

Revised: 21 May 2019

Revised: 20 February 2007

Revised: 20 August 2002

Adopted: 05 May 1998

COUNCIL GUIDELINES AND PROCEDURES

*** CITY OF CLAYTON ***

In order to maximize the effectiveness of the Clayton City Council, the following guidelines have been adopted.

A. GENERAL

1. The Council takes courageous action when necessary to keep Clayton on the cutting edge of well-run, well-managed, innovative cities.
2. The Council provides leadership and participates in regional and state program and meetings.
3. The Council looks to its Commissions and Committees for independent advice and some legislative actions.
4. There is extensive citizen participation and work on City programs.
5. There are numerous meetings other than regular Council meetings.
6. There is a commitment to training for staff, Council, and Commission members.
7. Councilmembers receive the same information as much as possible: Citizen complaints, letters, background, etc. [All Members receive copies of everything].
8. Technology is used to create efficiencies.
9. Unwanted reports and documents are returned to staff for distribution to the public or for recycling.

B. COUNCIL VALUES

1. Each Councilmember is elected to and encouraged to represent their opinion and to work to carry out what they believe is in the best interests of Clayton and its citizens.
2. The Council and the City Manager are a participatory team.
3. The Council is results and achievement oriented.
4. Councilmembers exhibit care and respect for each other as persons.

5. Councilmembers promote care and respect for each other's point of view. Each Member has a right to be heard.
6. Opinions are expressed honestly, openly, civilly, and with integrity.
7. Humor is an important tool.
8. Traditions are respected but not always binding.

C. COUNCIL INTERACTION AND COMMUNICATION

1. The Mayor makes Council sub-committee appointments annually in December or the meeting following the new Council being seated every other year; the Mayor is encouraged to seek input from Council regarding appointment preferences.
2. Councilmembers will take seriously the responsibility of reporting to Council on sub-committees and other regional, state, and national board/agency/group activities in which they are involved.
1. Each Councilmember has the responsibility to initiate resolution of problems as soon as possible.
2. Members shall recall and abide by the Brown Act when giving information to each other outside of public meetings.
3. Cheap shots at each other are not allowed by Members during public meetings, in the media, or at any other time.
4. Relationships are informal, but Councilmembers need to be aware of impact on and perception of the public.
5. Councilmembers will be flexible in covering Council responsibilities for each other.

D. COUNCIL INTERACTION AND COMMUNICATION WITH STAFF

1. City Manager.
 - a. Councilmembers should always feel free to communicate with the City Manager.
 - b. When a Councilmember is unhappy about the performance of a Department, they should discuss this with the City Manager, not any other employee [the City Manager will inform the Mayor of any serious violations of this norm].
 - c. Concerns about the performance of Department Heads must be taken to the City Manager and/or Mayor first for resolution through proper channels.

- d. In passing along critical information, the City Manager will inform all Councilmembers.
 - e. Council will provide ongoing feedback, information, and perceptions to the City Manager, including some response to the “Weekly Report”
 - f. Council will contact the City Manager if there is an emergency
2. Staff in General.
- a. Councilmembers may make reasonable requests for information directly from Department Heads.
 - b. An informal system of direct communication with staff is used but not abused by Council.
 - c. Staff will inform Council immediately when an unusual event occurs that the public would be concerned about [e.g., major vehicular accidents; major police activities; areas cordoned off by police or fire, etc.].
 - d. The Council and staff will not intentionally blind side each other in public; if there is an issue or a question a Councilmember has regarding an agenda item, that Member will contact staff prior to the meeting.

E. COUNCIL RESPONSIBILITIES FOR KEEPING INFORMED

1. Read Commission minutes and staff reports to find out issues being addressed.
2. Read documents on agenda items.
3. Read City Manager weekly report.
4. Do homework diligently and thoroughly.

F. MAYOR SELECTION

1. Election to Vice Mayor and Mayor requires supporting votes of the majority of Councilmembers, but in the interest of harmony unanimous consensus is to be sought and encouraged.
2. Any Councilmember wanting or not wanting a role has a responsibility to tell all other Councilmembers.
3. As far as possible and until otherwise decided, Councilmembers will take turns as Mayor.
4. Mayorship will be a one-year term, commencing with the first meeting in December

5. Selection of a Mayor is not a lock-step system. The Vice Mayor is generally expected to ascend to Mayor.
6. All Councilmembers are peers, and the Mayor and Vice Mayor serve at the pleasure of the Council

G. MAYOR'S ROLE

1. Each Mayor operates somewhat uniquely from past Mayors; the role is largely defined by the person based on style.
2. The elected Mayor is to chair the meetings with proper decorum and to treat all Councilmembers and the public with respect.
3. The Mayor will inform the Council of any correspondence received or sent in relation to City business, within reason.
4. The Mayor will forward pertinent information to other Councilmembers.

H. CITIZEN COMPLAINTS

1. City residents will be treated with courtesy and respect.
2. Councilmembers will receive copies of citizen written complaints, as received.
3. Councilmembers will be informed on telephone complaints, as appropriate.
4. Staff will inform Council of their response to complaints; copies of written responses should be included in Council packets.
5. Responses to citizens are personalized and professional.
6. Written responses will be selective. Responses will be made to all complaints.
7. Council should not go to a hands-on mode when complaints occur. Issues will be referred to appropriate staff who will be given adequate time to respond.
8. If a Councilmember wants action based on a citizen complaint, they should go through the City Manager's office to insure proper handling.

I. PUBLIC MEETINGS

Agendas.

a. Formation.

1. The City Manager and the City Clerk will prepare a draft agenda and review it with the Mayor for finalization.
2. Any member of the Council may request that an item be placed on a future agenda by contacting the Mayor and City Manager in writing.
3. Councilmembers who request that an item be placed on a future agenda shall provide a written description to the City Manager and the Mayor for inclusion into a future Agenda Report. Staff does not prepare detailed reports until directed by the City Manager or the Council as a whole.
4. It is the Mayor's discretion as to whether a requested agenda item will appear at a regularly scheduled meeting, after consultation with the City Manager regarding availability of staff time to prepare necessary reports and the extent and number of items already scheduled for each upcoming Council meeting.
5. Agenda packets shall be available at least 72 hours prior to a regularly scheduled meeting
6. No item on the agenda will be taken up after 11:00 PM without the unanimous consent of the Councilmembers present.

b. Agenda Order.

- 1 Call to Order
- 2 Pledge of Allegiance
- 3 Public Comment on Non-Agenda Items
 - a. As required by law.
 - b. Has a three (3) minute time limit enforced at the Mayor's discretion; is announced in advance and consistently applied.
 - c. Is addressed early in the meeting.
 - d. Council may ask staff to respond, when appropriate.

- e. The following options may be considered by the Mayor during times of high controversy:
 - 1. The Mayor designates a block of time early in the meeting (20 minutes) and any comments beyond this limit will be held until the end of the meeting.
 - 2. The Mayor polls the audience for an indication of the number of people wishing to speak, then calls on individuals to speak.
4. Consent Calendar.
- a. Items placed on the Consent Calendar are those considered by the Mayor or the City Manager to be routine in nature; they are enacted in one motion. There is normally no separate discussion of these items, unless requested.
 - b. The Consent Calendar is used judiciously for items such as minutes, routine City business, some appeals, items already approved in the Budget, etc.
 - c. The Mayor will inquire if any Councilmembers wish to discuss anything on the Consent Calendar and if so, the item shall be pulled off the Consent Calendar for separate discussion.
 - d. If a Councilmember has a question on a Consent Calendar item for their information only, they are encouraged to ask staff ahead of time, rather than having it pulled off for discussion during the meeting.
 - e. If there is time before the meeting, Councilmembers will inform staff of items they wish to pull from the Consent Calendar.
 - f. If additional information is requested by a Councilmember, staff will provide back-up material to all Councilmembers.
5. Recognitions and Presentations
6. Reports from City Manager and Staff
7. Public Hearings – For items that require a Public Hearing
8. Action Items - Items that require the Council to deliberate and vote
9. Adjournment
- c. It is reasonable to expect that staff be prepared to give an oral report on every agenda item.

- d. The Mayor works with the City Manager to decide how much information needs to be disseminated at the meeting based on the item.
- e. There will be no packing of the audience by individual Councilmembers for specific agenda items.
- f. Corrections to minutes should be passed to the City Clerk before the meeting, if possible.
- g. The Mayor should survey the audience, as appropriate, to move agenda items up or back to address audience items of concern.
- h. Public participation is encouraged on all public agenda items.
- i. Council and staff will treat participants and each other with courtesy. Derogatory or sarcastic comments are inappropriate.
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- l. In Council meetings when citizens are agitated, the Mayor may call a short recess to calm the situation.
- m. The Mayor allows other Members to speak first, then gives their views and afterward summarizes the discussion. Councilmembers should not be redundant if they concur with what has already been said.
- n. Voting.
- o. Each Councilmember is given an opportunity to speak before a motion.
- p. Attempts are always made to reach consensus on significant issues.
- q. On split votes, each Member may share their views about the issue and the reasons for their vote.
- r. Once a vote is final, Councilmembers will support the action taken. If a Councilmember wants a vote to be reconsidered, they will follow The Standard Code of Parliamentary Procedure.
 - 1. Any Councilmember may request a roll call vote on any given issue.

2. When any Councilmember believes something would be helpful during a meeting, they are free to suggest a change in the procedure.
3. Department Head attendance is encouraged at every Council meeting when there is a pertinent issue relative to that Department on the agenda; other staff attendance at Council meetings is at the City Manager's discretion.
4. Written documents, written statements, citizen petitions, references, newspaper articles or other materials submitted at or read by a council member or a member of the public at a City Council meeting become part of the Agenda Packet retained for that meeting, not an attachment to the official minutes prepared by the City Clerk of said meeting.
5. Councilmembers shall not use or receive digital or electronic communications (such as electronic text or visual communications and attachments distributed via email, instant messaging, twitter, or comparable services) regarding an agenda item at any time during the meeting of the City Council at which they are in attendance.

J. CLOSED SESSION IN GENERAL

1. Council will receive written reports for Closed Session items, as appropriate; these reports are to be returned to staff at the end of the meeting.
2. The City Manager will attempt to schedule pre-meeting Closed Sessions if it saves the City money [due to consultant or legal fees, etc.].
3. There is to be no violation of Closed Session confidentiality. Councilmembers will not talk to affected/opposing parties or anyone else (press, etc.) regarding Closed Session items without Council direction and concurrence.
4. The Mayor will make a public report after every Closed Session in the same meeting.

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1. All general procedural rules apply as related to normal agenda, consent calendar, etc. These meetings generally follow the Council meeting.

L. SPECIAL MEETINGS

1. Any Councilmember may request the Mayor to call a Special Meeting. Special Meetings will be held at the discretion of the Mayor and City Manager following procedures specified in the California Government Code.

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1. Council Sub-Committees

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- b. Sub-committees shall keep the rest of the Council fully informed. The rest of the Council is responsible for letting a sub-committee know if they want more information or to give input.
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 - iii. Progress.
- f. Appropriate reports will also be included in the City Manager's "Weekly Report".
- g. Councilmembers may contact Department Heads or the City Manager to be briefed on any sub-committee work.
- h. Council shall review the performance of citizen committees no less frequently than every six months.
- i. Sub-committees are task oriented with scheduled dates of completion.

2. Commissions

- a. Commissioners need to:
 - i. Consider Council vision.
 - ii. Understand their roles, authority, limitations, etc.
 - iii. Know annual priorities.
 - iv. Work within established process and parameters [e.g., citizen involvement].
 - v. Have a Councilmember serve as liaison.

- b. Criteria to be considered in the selection and re-appointment of Commissions.
 - i. Lack of conflicts of interest.
 - ii. Attendance [may not miss two consecutive meetings without an excuse].
 - iii. Level of participation and preparation.
 - iv. Support of community vision and values.
 - v. Respect for staff and public.
 - vi. Work for community versus personal purposes.
 - vii. Perform as a team player.
 - viii. Be a resident [unless there is exceptional need].
 - ix. Be competent.
 - x. Representative of community as a group [e.g., differing points of view, area of residence, aspects of community, backgrounds, experts versus generalists, etc.].
 - xi. Appointments are to be made by Council as a whole, not on promises by individual Councilmembers or Mayor.
 - xii. Commissioners serve at the pleasure of the Council and may be removed if they are in violation of criteria under this section.
- c. Selection Process.
 - i. Commission candidate application information shall include: Council vision statement, expectations, Brown Act requirements, suggestion to attend a Commission meeting, etc.
 - ii. City Council reviews applications, conducts interviews of candidates as appropriate, and appoints Commissioners.
 - iii. Information packet (including Brown Act, Minutes, Ordinance forming Commission, Calendar of League of California Cities events) is provided to Commissioners by staff.
- d. Commissioners are encouraged to be representative of and involve the entire community.

- e. Planning Commissioners shall not use or receive digital or electronic communications (such as electronic text or visual communications and attachments distributed via email, instant messaging, twitter or comparable services) regarding an agenda item at any time during the meeting of the Planning Commission at which they are in attendance.

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Revised: 07 January 2025

Revised: 02 May 2023

Revised: 21 May 2019

Revised: 20 February 2007

Revised: 20 August 2002

Adopted: 05 May 1998



STAFF REPORT

TO: Honorable Mayor and Councilmembers

FROM: Kris Lofthus, City Manager

DATE: January 7, 2025

SUBJECT: Discuss and Approve City Council Committees and Assignments for Standing/Ad-Hoc Committees and Liaison Positions

RECOMMENDATION

Discuss and approve City Council Committees and Assignments for Standing/Ad Hoc Committees and Liaison positions for 2025.

BACKGROUND

The Mayor determines the assignments working with City Council members to finalize City Council Assignments, Standing/Ad-Hoc Committees and Liaisons.

DISCUSSION

Review the current City Council Assignments, Standing/Ad-Hoc Committees and Liaisons, and descriptions for 2025.

FISCAL IMPACTS

Appointment to these committees does not create any additional fiscal impact.

ATTACHMENTS

1. City Council Standing/Ad-Hoc Committees descriptions
2. 2024 City Council Assignments, Standing/Ad-Hoc Committees, and Liaisons

CITY COUNCIL ASSIGNMENTS STANDING/AD-HOC COMMITTEES/LIAISONS

Association of Bay Area Governments (ABAG)

Created in 1961, ABAG is the regional council of governments for the larger Bay Area, as required by state law. It partners with local governments to provide planning and research related to land use, housing, environmental and water resource protection, disaster resilience, energy efficiency and hazardous waste mitigation, risk management, financial services and staff training. ABAG is the determiner/distributor of the Regional Housing Needs Allocation (RHNA) numbers funneled by the state of California to local governments in the Bay Area.

► Public meetings of the General Assembly and the Executive Board are held in San Francisco at the Bay Area Metro Center Board Room, 375 Beal Street, San Francisco, CA.

* * *

City Budget/Audit Committee

Offers initial feedback to the City Manager and the Finance Manager regarding the staff recommended City Budget for each fiscal year, typically meeting in the spring. It also offers initial feedback to staff on the Mid-Year Budget Review process.

► Meetings when called are held at Hoyer Hall during the business day. Meetings are not streamed live; they are recorded for posting after the meeting.

* * *

Citizens Corps Council (CERT)

The City's Community Emergency Response Team (CERT) is comprised of local volunteers/residents willing and trained to render assistance during local disaster events. CERT is an adjunct to the Clayton Police Department. The Council liaison interfaces and interacts with the CERT team and the Council liaison is ideally CERT-certified [trained] as well.

► Meetings are held in-person at the Clayton Police Station (infrequently).

* * *

Clayton Financing Authority (CFA)

A joint exercise of powers agency established in December 1990 by the City as a separate legal public entity. It functions as a local financing authority initially created to issue redevelopment tax allocation bonds at a more favorable negotiated basis than a public basis. The CFA has the authority to incur, issue and manage public debt.

► Public meetings are held in the City Council Chambers on an as-needed basis, normally on a 1st or 3rd Tuesday evening following a City Council meeting.

* * *

Community Park Sports Field Ad-hoc Committee

Meets as warranted to partner with organized community sports groups (e.g.: CVLL, MDSA) for mutual capital improvement and/or maintenance of the public sports fields at Clayton Community Park.

- ▶ Meetings are held at Clayton Community Park or at Clayton City Hall, as necessary.

* * *

Contra Costa Water District (CCWD) Liaison

Council liaisons assigned will monitor agendas and actions of the CCWD Board of Directors and attend its public meetings, as needed, to address potential financial, community or stakeholder impacts. Clayton resides in Division 3 of this independent special public district.

- ▶ CCWD Board meetings are held the 1st and 3rd Wednesdays of each month at 6:30 p.m. at 1331 Concord Avenue, Concord, CA.

* * *

Central Contra Costa Transit Authority (CCCTA) - County Connection

Formed in 1980 as a joint powers agency (JPA), CCCTA provides fixed-route and paratransit bus services within Central Contra Costa County. Its Board consists of 11 members from each incorporated city in Central County and the county. A city's voting representative may be an elected official or other public official or a private person [per CCCTA].

- ▶ The Board meets the 3rd Thursday of each month at 9:00 a.m. at CCCTA Offices, 2999 Oak Road, Suite 110, Walnut Creek, CA. Additional CCCTA committee meetings may be required.

* * *

City Sponsored Special Events Committee (CSSE)

Oversight for all city-sponsored and city co-sponsored special events, including but not limited to Concerts in the Grove, 4th of July, and Classic Car Show.

- ▶ Public meetings are usually held the 4th Monday of every month at 4:00 p.m. at Clayton City Hall.

* * *

"Do the Right Thing" Program

MDUSD public and charter schools, members promote and coordinate the bi-monthly recognition of students exhibiting the seven (7) chosen character traits of Integrity, Responsibility, Inclusion, Courage, Kindness, Self-Discipline, and Respect.

- ▶ Program liaison works with Diablo View Elementary and Mt. Diablo Middle school to gather names of students to be recognized, and presents certificates at the council meeting.

* * *

East Bay Division – Cal Cities

One of the 16 regional divisions of the League of California Cities, the East Bay Division functions as a grassroots advocacy core of elected and appointed public officials to monitor and engage on state legislation impacting cities. The East Bay Division includes 33 city representatives in Alameda and Contra Costa counties.

► Meetings are held in the evening on the 4th Thursday of every other month; rotated at various locations within member cities.

* * *

East Contra Costa County Habitat Conservancy

A joint exercise of powers authority (JPA) formed by the cities of Brentwood, Clayton, Oakley, Pittsburg and Contra Costa County to implement its Habitat Conservation Plan (HCP). The HCP is designed to protect natural resources in eastern Contra Costa County while improving and streamlining the environmental permitting process for impacts on endangered species. Each city representative is a voting member of the JPA Board of Directors.

► Public meetings are usually scheduled the 4th Monday of every other month at 2:30 p.m. at host city rotation sites. Meetings are in person with a virtual option for public participation.

* * *

Energy Services and Infrastructure Renewal Committee (Ad Hoc)

This committee was created in early 2023 in order to serve as an oversight committee for all things related to energy savings and infrastructure, particularly the Climatec project/contract and LED conversion with PG&E.

► Public meetings are usually held during the business day the 2nd Monday of every month; start time may vary.

* * *

Clayton Library Foundation Liaison

Attends, shares information, and receives issues of concern with the Foundation’s Board of Directors regarding the City’s ownership and maintenance of this public facility. The Council liaison is not a member of the Library Foundation Board.

► Foundation Board meetings are held the 2nd Tuesday of each month at 6:30 p.m. in the Clayton Community Library.

* * *

Mayors' Conference – Contra Costa County

Established in 1951, the Conference provides an educational forum for local elected public officials and a place to network and exchange information. The Conference also serves as the Contra Costa City Selection Committee [state law] to appoint city representation to area-wide agencies. Each city designates its own voting delegate, usually its mayor as the name implies.

- ▶ Public meetings are held on the first Thursday of each month. The meeting location rotates among the 19 Contra Costa cities/towns.

* * *

Mt. Diablo School District Liaison Committee

Interfaces with and communicates with Mount Diablo Unified School District (MDUSD) elected officials on issues of mutual benefit or concern. Monitors public activities and actions of the school district to report on matters of public interest or impact to the community or the public school campuses.

- ▶ Meetings are held when necessary.

* * *

Oakhurst Geological Hazard Abatement District (GHAD)

The Clayton City Council serves as the Board of Directors for this special public district. The District oversees the demarcated geological hazard abatement area overlapping portions of the incorporated city and the Oakhurst Development area. It has the authority, but not the obligation, to abate or repair geological hazards or damage to public infrastructure or open space properties within the District.

- ▶ Public meetings are held in the Council Chambers as necessary, usually before or following a regularly scheduled City Council meeting.

* * *

Trails and Landscaping Committee (TLC) Liaison

The Citywide Landscaping Maintenance District is a legally formed community facilities district (CFD 2007-1). The City Council functions as the District's governing body and appoints up to 11 residents to the District's citizens' advisory committee. The current Vice Mayor automatically serves as the Council's liaison to attend the TLC's meetings and assist in the exchange of information, City policies, and concerns with committee members.

- ▶ Public meetings of the TLC are scheduled as necessary and held in Hoyer Hall.

* * *

TRANSPAC

The Regional Transportation Planning Committee (RTPC) for Central Contra Costa County. It is responsible for the development of transportation plans, projects and programs for the Central County areas. It also appoints two (2) of its representatives to the Central Contra Costa Transportation Authority (CCTA). Its Board is comprised of elected public officials from each of

the 5 cities in Central County (Clayton, Concord, Martinez, Pleasant Hill, and Walnut Creek) plus the county supervisor representing the Central County area.

- ▶ Public meetings are usually held the 2nd Thursday of every month at 9:00 a.m. in at Pleasant Hill City Hall, 100 Gregory Lane, Pleasant Hill, CA.

* * *

Interview Committees

a) Planning Commission applicants

The City Council, as a whole, interviews citizen applicants for consideration for appointment to vacancies or term of office expirations on this statutory land use body.

- ▶ Interviews are held when needed at a public meeting of the City Council.

* * *

b) Trail and Landscaping Committee applicants

Sub-committee of the City Council interviews citizen applicants for consideration and recommendation to the City Council for appointment to this citizen advisory committee.

- ▶ Interview are scheduled and held when needed; location determined by interview committee. Appointment made at a public meeting of the City Council.

* * *

Date: December 23, 2024

CITY COUNCIL ASSIGNMENTS STANDING/AD-HOC COMMITTEES/LIAISONS

CITY OF CLAYTON 2024

Association of Bay Area Governments (ABAG)	Jim Diaz Alternate: Jeff Wan
Budget/Audit Committee	Jeff Wan/Kim Trupiano
Citizens Corps Council (CERT)	Jim Diaz Alternate: Kim Trupiano
City Sponsored Special Events	Jeff Wan/Kim Trupiano
Clayton Financing Authority [CFA]	Jeff Wan/Jim Diaz
Community Park Sports Fields Ad-Hoc Committee	Jeff Wan Alternate: Holly Tillman
Contra Costa Water District [CCWD] Liaison	Jim Diaz Alternate: Holly Tillman
Central Contra Costa Transit Authority [CCCTA]	Jim Diaz Alternate: Kim Trupiano
Do the Right Thing /Unsung Heroes Program	Peter Cloven/Holly Tillman
East Bay Division - League of California Cities	Holly Tillman Alternate: Kim Trupiano
East Contra Costa County Habitat Conservancy	Kim Trupiano Alternate: Jeff Wan
Interview Committees:	
a. Planning Commission applicants	City Council
b. Trails and Landscaping Committee applicants	Holly Tillman

Kim Trupiano
Jeff Wan

Clayton Library Foundation Liaison

Kim Trupiano
Alternate: Holly Tillman

Mayors' Conference – Contra Costa County

Mayor & Council

Mt. Diablo School District Liaison Committee

Holly Tillman
Alternate: Peter Cloven

Oakhurst Geological Hazard Abatement District [GHAD]

Peter Cloven
Alternate: Jeff Wan

Trails and Landscaping Committee (TLC) Liaison

Holly Tillman
Alternate: Kim Trupiano

TRANSPAC
(Transportation Partnership and Cooperation for Central Contra Costa)

Peter Cloven
Alternate: Jeff Wane

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Adopted: 19 December 2023