

**MINUTES
OF THE REGULAR MEETING
CLAYTON CITY COUNCIL
TUESDAY, September 19, 2023**

1. **CALL TO ORDER AND ROLL CALL** – The meeting was called to order at 7:00 p.m. by Mayor Wan, 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 Wan, Vice Mayor Diaz, and Councilmembers Cloven, Tillman and Trupiano. **Councilmembers absent:** None. **Staff present:** City Manager Bret Prebula, City Attorney Mala Subramanian, Executive Assistant to the City Manager/HR Manager Amy Walcker, Finance Director Prapti Aryal, Community Development Director Dana Ayers, City Engineer Larry Theis, and Police Chief Rich McEachin.

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

5. **RECOGNITIONS AND PRESENTATIONS**

b. Certificates of Recognition to public school students for exemplifying the “Do the Right Thing” character trait of “Inclusion” during the months of May, June and July 2023. (Councilmember Cloven)

c. Certificates of Recognition to public school students for exemplifying the “Do the Right Thing” character trait of “Courage” during the month of August 2023. (Councilmember Cloven)

Councilmember Cloven introduced new Principal Sarah Harris, Mt. Diablo Elementary School and new Principal Vicki Wilson, Diablo View Middle School. He explained the “Do the Right Thing” initiative was established in 2010 with characteristics of Integrity, Responsibility, Courage, Kindness, Self-Discipline, Respect, and Inclusion.

Principal Sarah Harris recognized Brynn Panza, Sophia Napolitano, and Rob Griffith with Certificates for Courage and Inclusivity.

Principal Vicki Wilson and Mrs. Grover recognized Radha Tiwari, Isabella Murillo for Courage; Sicily LaMacchia, Kyle Nathan, and Giovanni Castaneda for Inclusion.

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

Keith Haydon inquired about the status of the City Council policy restricting use of cell phones during meetings, and asked the Council to reconsider reducing the special event fees in excess of cost recovery.

Matthew Hively requested development of a list to be placed on the City website of non-curb-side recycling locations to reduce waste in the landfills. He also asked when Republic would begin food waste disposal in the City, and the Mayor replied it is expected in January 2024.

C.W. Wolfe, President, Clayton Business & Community Association (CBCA):

- Thanked the City for hosting the Mayor’s Conference in Clayton;
- Congratulated Howard Geller on his retirement of organizing the Concerts in the Grove for 16 years;

- Announced CBCA made donations of \$1,000 to Diablo View Middle School for the Drama Club, \$500 to Diablo View Leadership Club; \$4,100 to Clayton Valley Charter High School (CVCHS) Basketball team; \$1,000 to CVCHS Robotics Team; and Oktoberfest will be held September 30 and October 1 in downtown Clayton.

Mayor Wan closed public comments.

4. **CONSENT CALENDAR**

There were no public comments on the consent calendar.

It was moved by Councilmember Cloven, seconded by Councilmember Trupiano, to approve Consent Calendar items 4(a) – 4(d) as submitted. (Passed 5-0).

- Approved Financial Demands and Obligations of the City. (Finance Director)
- Adopted Resolution 50-2023 to Renew Signature Authorizations for Investing City Funds in the Local Agency Investment Fund (LAIF). (Finance Director)
- Approved and Authorized the City Manager to Sign a Space License Agreement with the Clayton Community Library Foundation. (City Manager)
- Approved Upgrade of Axon Fleet Cameras to Next Generation with Automated License Plate Reader (ALPR). (Police Chief)

5. **RECOGNITIONS AND PRESENTATIONS**

- Information Only – No Action Requested.
 - National Hispanic Heritage Month (September 15 – October 15)
 - Constitution Day and Citizenship Day (September 17)

6. **REPORTS**

- City Manager Bret Prebula shared today is his and his wife's 14th wedding anniversary.

7. **PUBLIC HEARINGS** - None

8. **ACTION ITEMS**

- Approved and Authorized the City Manager to Sign an Agreement with HdL Companies for Business License Administrative Services. (City Manager)

City Manager Bret Prebula gave an overview of the staff report describing the efficiency benefits to the City, and he introduced Ian Davis, Business Compliance Manager, HdL Companies, who presented a slide deck. Mr. Davis responded to Council questions, and agreed to add exit procedures to the contract.

Ed Miller conveyed that based on social media comments, the service will provide consistency for businesses, and he suggested reviewing the contract when the budget is developed.

Larry Shulman, via Zoom, raised a hand but did not speak when offered the floor.

Mayor Wan closed public comments.

It was moved by Councilmember Tillman, seconded by Councilmember Cloven to approve and authorize the City Manager to Sign an Agreement with HdL Companies for Business License Administrative Services with the addition of exit procedures to the contract. (Passed 5-0).

- c. Approval of the City Sponsored Special Events Policy and Identification of the List of City Sponsored Events. (City Manager)

City Manager Bret Prebula presented the staff report. Councilmembers asked questions and provided input.

There were no public comments.

Council members discussed listing City-sponsored events, prioritizing the list of events, and formation of a subcommittee to modify policy and meet with the Veterans of Foreign wars (VFW) and Clayton Pride.

It was moved by Trupiano and seconded by Wan to appoint Councilmember Trupiano and Mayor Wan to an ad-hoc subcommittee to recommend a policy on City-Sponsored Special Events and meet with community organizations as appropriate. (Passed 5-0).

- d. Provide Direction to Staff on City Council Strategic Planning Process. (City Manager)

City Manager Bret Prebula outlined the staff report. There were no questions from Councilmembers, and there were no public comments.

Councilmembers discussed pros and cons of a City Council Strategic Planning Process including review of City Vision, reducing the scope and cost of the Process, and need to reschedule the proposed December 12 meeting date. City Manager Bret Prebula offered to provide staff input on 5-year goals including forecast on roads in advance to the City Council goal setting.

By Council consensus, the City Manager was directed to pursue reduction to the scope and cost of the process with alternative community feedback such as a survey including Council input on the questions, 5-year forecasts by staff prior to the goal-setting meeting, and cost options for four, six and eight-hour Council Strategic Planning Process meeting.

City Manager Bret Prebula indicated the process will likely be pushed into early 2024.

9. **COUNCIL ITEMS**

Councilmember Tillman asked for discussion on Fire Safe Councils on a future agenda.

Vice Mayor Diaz asked for the status on the parking permit program, which he had raised earlier. City Manager Bret Prebula responded that he has communicated with the parties that initial discussion will take place in January.

10. **COUNCIL REPORTS**

- a. City Council - Reports from Council liaisons to Regional Committees, Commissions and Boards.

Councilmember Trupiano reported on the following attendance and meetings: Weekly meetings with City Manager; Concerts in the Grove on August 19, September 2 and September 16; Planning Commission meeting on August 22 with swearing in of new members and election of Chair and Vice Chair; Elected Women's Luncheon on August 25; East Contra Costa County Habitat Conservancy Board meeting and follow-up Site meeting; CBCA meeting; Mayor's Conference; 9/11 Ceremony at Fire Station; Clayton Community Library Foundation meeting; announced Library Book Sale October 29-30; and Clayton Day of Service.

Vice Mayor Diaz reported on the following attendance and meetings: August Nights on August 18; Concerts in the Grove August 19, September 2 and September 16; Jewish Community Relations Council on August 25; County Connection Administration & Finance Committee on September 6; Clayton City Council Special closed session on September 7; Mayor's Conference; Morgan Territory Association 3rd annual Picnic/BBQ on September 10, and Contra Costa County Fire Protection District 9/11 Event.

Councilmember Tillman reported on the following attendance and meetings: East Bay Division Board of League of California Cities; Clayton Pride Board and Town Hall; Elected Women's and Empowering Women Luncheon; Closing of Groveside Bistro; Weekly meetings with City Manager; meetings with Community Development Director and Executive Assistant to the City Manager; Mt. Diablo Unified School District 2nd Annual Black Family Night Extravaganza; CBCA; Mayor's Conference; Mt. Diablo Education Foundation Board and announced Fun Run on September 30; Clayton City Council Special closed session; 9/11 Ceremony; Concert in the Grove; got COVID vaccine; installed as new Chair of Community Services Policy Committee of League of California Cities; Trails & Landscape Committee and one vacancy; received NAACP Political Action Award, rising star as an elected official; and Memorial service for Char Hollenbeck, Mt. Diablo Elementary School teacher.

Councilmember Cloven reported on the following attendance and meetings: CBCA and corn hole play off; Concerts in the Grove; 9/11 Remembrance Service; Clayton Day of Service projects; Transportation Partnership & Cooperation (TRANSPAC); "Do the Right Thing" events at schools; and four members will be attending League of California Cities Conference.

Mayor Wan: Thanked City staff on the successful Mayor's Conference; attended award presentation to Officer Polewaczyk at the Knights of Columbus meeting; announced Town Hall meeting on September 27, 6:30 p.m. at Hoyer Hall.

Vice Mayor Diaz added: Dinner with Bob Hoyer at Mayor's Conference; and inundated regarding the Olivia project and lack of fencing, tree stumps laying on property and dust being created.

11. **ADJOURNMENT** - on call by Mayor Wan, the City Council adjourned its meeting at 10:11 p.m. in memory of Char Hollenbeck.

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Respectfully submitted,



Amy Walcker, Executive Assistant to
The City Manager/HR Manager

APPROVED BY THE CLAYTON CITY COUNCIL



Jeff Wan, Mayor