



**CLAYTON CITY COUNCIL
SPECIAL MEETING AGENDA**

TUESDAY, JULY 22, 2025

4:00 PM

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

Kim Trupiano, Mayor

Jeff Wan, Vice Mayor

Jim Diaz, Councilmember

Holly Tillman, Councilmember

Richard G Enea, Councilmember

1. Call to Order

2. Roll Call

3. Pledge of Allegiance

4. Action Items

- (a) Good Governance Training
[\(View\)](#)

5. Adjournment

The next regularly scheduled meeting of the Clayton City Council is August 19, 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 at (925) 673-7300.
- 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 committee and made part of the official meeting file.

Each person attending the meeting who wishes to speak on an agendized or non-agendized matter (within the council's jurisdiction), shall have a set amount of time to speak as determined by the Mayor.



STAFF REPORT

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: Kris Lofthus, City Manager

DATE: July 22, 2025

SUBJECT: Good Governance Training

RECOMMENDATION

Conduct interactive training for City Council Members. No additional action is required.

BACKGROUND

//

DISCUSSION

//

FISCAL IMPACTS

//

CEQA

//

ATTACHMENTS

[Staff_Report_Good_Governance_Training.pdf](#)



STAFF REPORT

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: Kris Lofthus, City Manager

DATE: July 22, 2025

SUBJECT: Provide City Council Good Governance Training in Conjunction With
The Institute for Local Government

RECOMMENDATION

Conduct interactive training for City Council Members. No additional action is required.

BACKGROUND

Successful agencies, councils and executive staff work as a team as they undertake a series of tasks to further their common purpose. The individual team members work in a coordinated and collaborative manner with a high degree of respect, trust and openness. Exceptional councils understand that their role is to serve as policy maker – to represent the values, beliefs and priorities of their community while serving in the community's best interest. They carry out a variety of responsibilities, including developing and adopting a vision for the agency, focusing and aligning plans, policies, agreements and budgets in furtherance of this vision, and holding themselves and executive staff accountable for results.

In this workshop, council members and the City Manager will get to know each other, learn more about their roles and responsibilities, and determine how to best work together. In preparation for this workshop, The Institute for Local Government developed an assessment and conducted individual interviews with council members.

DISCUSSION

The City Council has a desire to work collaboratively with executive management staff and this training will provide opportunities to enhance that relationship.

Elements of the workshop are:

1. Develop a sense of team.
2. Have clear roles and responsibilities.
3. Honor the relationship with staff and each other
4. Conduct effective meetings.
5. Hold themselves and the city accountable.
6. Practice continuous learning and development
7. Review and discuss council norms.

FISCAL IMPACT

None

CEQA IMPACT

The discussion is administrative in nature and is not subject to CEQA.

ATTACHMENTS

None