

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

TUESDAY, August 17, 2021

1. **CALL TO ORDER THE CITY COUNCIL** – The meeting was called to order at 7:00 p.m. by Mayor Wolfe on a virtual web meeting and telephonically (877) 853-5257. Councilmembers present: Mayor Wolfe, Vice Mayor Cloven, and Councilmembers Diaz, Tillman, and Wan. Councilmembers absent: None. Staff present: City Manager Reina Schwartz, Acting City Attorney Amanda Charne, Police Chief Elise Warren, Assistant to the City Manager Laura Hoffmeister, and City Clerk/HR Manager Janet Calderon.

2. **MEETING PROTOCOL VIDEO** – City Clerk.

3. **PLEDGE OF ALLEGIANCE** – led by Councilmember Diaz.

4. **CONSENT CALENDAR**

Councilmember Wan pulled items 4(c) and 4(d) to ask clarifying questions.

Councilmember Wan's inquiry on item 4(c) was whether there was a credit provided for the surplus of out-of-date equipment toward the purchase of the new radio equipment. Police Chief Warren advised the City receives a credit on the purchase of new equipment upon surrender of outdated equipment.

Councilmember Wan's inquiry on item 4(d) was related to what the initials UBS stand for and whether the California Asset Management Policy (CAMP) investment account needed to be included as well for internal controls. City Manager Schwartz clarified the CAMP funding source and internal controls. She also added a correction to be made to the Resolution replacing the City Clerk authority to the City Treasurer.

Councilmember Tillman advised UBS is Union Bank of Switzerland.

It was moved by Councilmember Diaz, seconded by Councilmember Wan, to approve the Consent Calendar items with 4(d) amended. (Passed 5-0).

- (a) Approved the minutes of the City Council's regular meeting of August 3, 2021. (City Clerk)
- (b) Approved the Financial Demands and Obligations of the City. (Finance)
- (c) Adopted Resolution No. 52-2021: 1) Approving the Purchase of Thirty-One Portable and Mobile Radios for the City's Police Department to Replace the Existing Radios; 2) Approving the Non-Competitive Procurement due to Exemptions; 3) Authorizing the City Manager to Execute a Lease Agreement in the Amount of \$234,673.46; and 4) Appropriating \$33,525 from the Rainy-Day Fund in FY2021/22 for the First Lease Payment. (Police Chief)

- (d) Adopted Resolution No. 53-2021 Designating City Personnel Authorized to Invest Monies in the Local Agency Investment Fund (LAIF) and Adopted Resolution No. 54-2021 Designating City Personnel Authorized to Invest Monies in the UBS Account.
(Interim Finance Director)

5. RECOGNITIONS AND PRESENTATIONS – None.

6. REPORTS

- (a) City Manager/Staff

City Manager Reina Schwartz advised that a PG&E Public Safety Power Shutoff was potentially expected to occur east of Clayton later that evening. She also advised Clayton has a relatively high COVID-19 case count, as the 7th worst in the County in terms of the number of positive COVID-19 cases per 100,000 in the last 14 days.

- (b) City Council - Reports from Council liaisons to Regional Committees, Commissions and Boards.

Vice Mayor Cloven participated in back to school, Clayton Bocce, and Concerts in The Grove. He also put out a recent article pertaining to High Density Housing noting several citizens have expressed support, and met with various staff, former elected officials, and Mayor.

Councilmember Wan called and emailed constituents.

Councilmember Tillman met with the City Manager, received calls regarding an unsafe condition on the trail near Mount Diablo Elementary School, provided maintenance staff some concerns of the Clayton Community Library Foundation, participated in an afternoon tea fundraiser along with local public servants, the District Attorney, some Councilmembers from Antioch and Pittsburg, Mount Diablo School Board trustees and Contra Costa College trustee members.

Councilmember Diaz attended the final Classic Car Show and DJ event thanking its sponsors (Republic Services, Westec Alarm, and Clayton Club), met with the Contra Costa County Water District officials; for the Concert in The Grove, announced that a patron has matched the donations collected that evening, thanked many volunteers for their assistance with the set-up and take-down of the concerts (Richard Nelson, Dan Sullivan, Richard Perdue, Mike Williams, John Khashabi, Doug Fountain, Mari Nist, Terrance McGinnis, Sean Hale); attended the Clayton Club transfer of ownership BBQ, acknowledged Sergeant Marchut and Sergeant Enea for their excellent work regarding a recent swatting, met with citizens, the City Manager and Police Chief.

Mayor Wolfe met with the City Manager, emailed and called constituents, attended the Contra Costa County Mayors' Conference, wrote various newspaper articles, and attended Troop 484 Eagle Court of Honor for Justin Ruhl, Michael Cianfrano, and William McAdam.

7. PUBLIC COMMENT ON NON - AGENDA ITEMS

Dee Vieira expressed her dissatisfaction with a Planning Commissioner and City Councilmember actions regarding the Clayton Business and Community Association, she further expressed concern of the tone of a City Councilmember towards his peers.

Mayor Wolfe closed public comment.

8. PUBLIC HEARINGS – None.

9. ACTION ITEMS

- (a) Designation of Voting Delegate and Alternate Delegate for League of California Cities 2021 Annual Conference being held September 22 through 24, in Sacramento and the City's position on the two (2) League Conference General Resolutions. (City Clerk)

City Clerk Janet Calderon presented the report.

Following questions by City Council, Mayor Wolfe opened the item to public comment; no comments were offered.

It was moved by Councilmember Wan, seconded by Councilmember Tillman, to designate Councilmember Diaz as Voting Delegate and Mayor Wolfe as Voting Delegate - Alternate and recommending a position of support on the two Resolutions to be voted on at the League of California Cities 2021 Annual Conference held September 22 – 24, 2021 in Sacramento, California. (Passed; 5-0 vote).

- (b) Resolution of the City Council of the City of Clayton, CA Adopting a General Fund Reserve Policy. (City Manager)

City Manager Reina Schwartz presented the report.

Following questions by City Council, Mayor Wolfe opened the item to public comment; no comments were offered.

By consensus of the City Council, it was requested of staff to make the following changes to the General Fund Reserve Policy: the undesignated fund balance lowered and catastrophic fund balance raised, increase the voting threshold to 4/5ths of those present on reserve funds, more specific language (i.e., remove should and replace with must), catastrophic reserve sections A & B and undesignated language needs to be more restrictive.

City Council provided direction to staff to have the Budget & Audit Committee meet to provide any additional changes to the General Fund Reserve Policy.

- (c) Presentation, Discussion & Direction to Staff Regarding Use of the American Rescue Plan Act Funds. (City Manager)

City Manager Reina Schwartz presented the report.

Following questions by City Council, Mayor Wolfe opened the item to public comment.

Larry Love requested the City Council consider assisting small business owners in Clayton with American Rescue Plan Act Funds.

Mayor Wolfe closed public comment.

By consensus of the City Council, direction was provided to staff to outsource the administration of the American Rescue Plan Act Funds program, prioritize small business owners in Clayton to receive funding, broadband access, additional temporary maintenance staff to pre-pandemic levels, and stormwater infrastructure projects.

10. **COUNCIL ITEMS** – None.

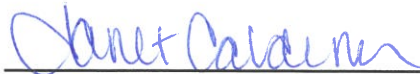
Mayor Wolfe thanked Jim Warburton, Maintenance Supervisor in repairing the clock in downtown Clayton.

11. **ADJOURNMENT**– on call by Mayor Wolfe, the City Council adjourned its meeting at 9:16 p.m.

The City Council meeting of September 7, 2021 has been canceled.
The next regularly scheduled meeting of the City Council will be September 21, 2021.

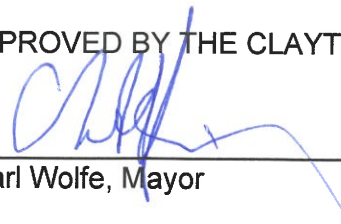
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Respectfully submitted,



Janet Calderon, City Clerk

APPROVED BY THE CLAYTON CITY COUNCIL



Carl Wolfe, Mayor

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