

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

**TUESDAY, January 18, 2022**

1. **CALL TO ORDER THE CITY COUNCIL** – The meeting was called to order at 7:00 p.m. by Mayor Cloven on a virtual web meeting and telephonically (877) 853-5257. Councilmembers present: Mayor Cloven, Vice Mayor Tillman, and Councilmembers Diaz, Wan, and Wolfe. Councilmembers absent: None. Staff present: City Manager Reina Schwartz, City Attorney Martin de los Angeles, and City Clerk/HR Manager Janet Calderon.

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

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

4. **CONSENT CALENDAR**

**It was moved by Councilmember Diaz, seconded by Councilmember Wan, to approve the Consent Calendar items 4(a) – 4(c) as submitted. (Passed 5-0).**

- (a) Approved the minutes of the City Council’s regular meeting of January 4, 2022. (City Clerk)
- (b) Approved the Financial Demands and Obligations of the City. (Finance)
- (c) Adopted Resolution No. 04-2022 of the City Council of the City of Clayton Allowing for Video and Teleconference Meetings during the COVID-19 State of Emergency Under AB 361. (City Manager)

5. **RECOGNITIONS AND PRESENTATIONS**

- (a) Certificates of Recognition to public school students for exemplifying the “Do the Right Thing” character trait of “Kindness” during the months of November and December 2021. (Mayor Cloven)

Councilmember Wolfe and Mt. Diablo Elementary School Principal Katie Sanchez and teachers Mrs. Fail and Mrs. Erickson presented certificates to Cooper Calabo and Aaron Carbaugh.

Councilmember Wolfe and Diablo View Middle School Principal Peter Fong presented certificates to Finnian Duggan and Dylan Gettrost.

## **6. REPORTS**

### **(a) City Manager/Staff**

City Manager Reina Schwartz advised City Hall is currently closed to the public, however, staff is able to meet with the public by appointment.

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

Councilmember Wan indicated "No Report".

Councilmember Diaz met with the 2022 Clayton Annual BBQ Cook-off Committee, met with the City Manager and met with the Police Chief.

Councilmember Wolfe met with the Mayor, met with the City Manager, met with the Community Development Director, attended the Contra Costa County Mayors' Conference, and responded to emails and phone calls from constituents.

Vice Mayor Tillman attended the Contra Costa County Mayors' Conference, was appointed to the Community Services Policy Committee for CalCities, attended the Young Dems of Contra Costa County forum with Ben Therriault candidate for Contra Costa County Sheriff, met with the City Manager, met with the Mayor, received a suggestion by a citizen for the installation of a light on Marsh Creek Road near the town clock, and is looking forward to meeting with the Trails and Landscaping Committee.

Mayor Cloven attended the meeting of Transportation Partnership and Cooperation for Central Contra Costa (TRANSPAC), attended the Contra Costa County Mayors' Conference, volunteered with the Clayton Business and Community Association Holiday decoration take-down, spoke to the City Manager regarding item 9(e) on the agenda this evening, met with Councilmember Tim McGallian from the City of Concord, met with Debora Allen from the BART District, met with the City Manager, met with the Community Development Director, met with MIG regarding the Housing Element and spoke briefly about an anonymous letter received by various members the community.

## **7. PUBLIC COMMENT ON NON - AGENDA ITEMS**

Debora Allen provided a brief update on the redistricting of Bay Area Rapid Transit (BART).

Roy Correa expressed his dissatisfaction on the annual rotation of Mayor that occurred in December 2020.

Mayor Cloven closed public comment.

## **8. PUBLIC HEARINGS – None.**

**9. ACTION ITEMS**

- (a) Adopt a Resolution Adopting A Purchasing Guidelines Policy for the Purchase of Goods, Services, Supplies and Equipment. (City Manager) City Manager Schwartz presented the report.

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

**It was moved by Councilmember Diaz, seconded by Councilmember Wolfe, to adopt Resolution No. 05-2022 establishing a new Purchasing Guidelines Policy for the purchase of goods, services, supplies and equipment, as amended relating to professional services agreements. (Passed 5-0).**

- (b) Adopt a Resolution Approving One-Time Essential Worker Premium Pay for City Employees and Appropriating American Rescue Plan Act (ARPA) Funding for Implementation. (City Manager)

City Manager Schwartz presented the report.

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

**It was moved by Councilmember Diaz, seconded by Vice Mayor Tillman, to adopt Resolution No. 06-2022 Approving One-Time Essential Worker Premium Pay for City Employees and Appropriating American Rescue Plan Act Funds for Implementation. (Passed 5-0).**

- (c) Update on Final American Rescue Plan Act (ARPA) Rules and Recommending Adoption of a Resolution Amending the Criteria for the Clayton Cares Program. (City Manager)

City Manager Schwartz presented the report.

Following questions by the City Council, Mayor Cloven opened the item for public comment.

Dee Vieira requested more information on how citizens and businesses can apply for the American Rescue Plan Act funding.

Pat Pannell from Clayton business "Chick Boss" thanked the City Council for the funding.

Mayor Cloven closed public comment.

**It was moved by Councilmember Diaz, seconded by Councilmember Wan, to adopt Resolution No. 08-2022 Amending Program Parameters for the Clayton Cares Program. (Passed 5-0).**

- (d) First Amendment to City Manager Employment Agreement with Reina Schwartz.  
(Mayor Cloven)

Mayor Cloven presented the report.

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

**It was moved by Councilmember Wolfe, seconded by Vice Mayor Tillman, to accept the First Amendment to City Manager Employment Agreement with Reina Schwartz. (Passed 5-0).**

- (e) A Resolution of the City Council of the City of Clayton Adopting the City of Clayton's Salary Schedule Effective December 27, 2021 in Conformance with CalPERS Requirements to Provide a Publicly Available Salary Schedule. (City Manager)

City Manager Schwartz presented the report.

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

**It was moved by Councilmember Wan, seconded by Councilmember Diaz, to adopt Resolution No. 07-2022 Adopting the City of Clayton's Salary Schedule Effective December 27, 2021 in Conformance with CalPERS Requirements to Provide a Publicly Available Salary Schedule. (Passed 5-0).**

10. **CLOSED SESSION** – None.

11. **COUNCIL ITEMS**

Mayor Cloven requested a future agenda item regarding the City's position, if any, on the Bay Area Rapid Transit (BART) Redistricting.

Councilmember Wolfe requested a future agenda item regarding the Landslide area near the school that continues to occur and possible solutions.

Councilmember Diaz complimented Pacific Gas and Electric (PG&E) for their quick efforts in the restoration of lost power recently.


Vice Mayor Tillman announced Clayton's librarian Karen Hansen-Smith will be retiring at the end of this month.

12. **ADJOURNMENT**– on call by Mayor Cloven, the City Council adjourned its meeting at 8:53 p.m.

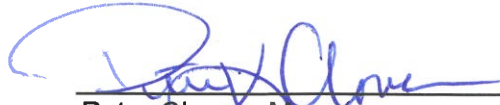
The next regularly scheduled meeting of the City Council will be February 1, 2022.

#####

Respectfully submitted,

  
\_\_\_\_\_  
Janet Calderon, City Clerk

APPROVED BY THE CLAYTON CITY COUNCIL

  
\_\_\_\_\_  
Peter Cloven, Mayor

#####