

## An Opportunity to Make a Difference in Your Community! City of Clayton Seeks Volunteers for Financial Sustainability Committee

**Clayton, CA (DATE)** - The city of Clayton, California, known for its resident's satisfaction with the exceptional quality of life, seeks to increase engagement with the community regarding the city's financial matters through the appointment of the Community Financial Sustainability Committee.

Clayton City Council previously adopted a resolution establishing the committee, which provides the opportunity for five Clayton residents to act in an advisory capacity to the City Manager and City Council.

Committee members will have the opportunity to identify areas for potential cost savings or increased revenue, provide feedback to the City Manager and make recommendations to the City Council's Budget & Audit Subcommittee and City Council.

"The Financial Sustainability Committee is a unique chance to become involved in city operations and provide valuable insight for Clayton's future," says Jeff Wan, Mayor, City of Clayton. "The committee is an avenue where we can leverage the expertise of our residents to contribute to the city's financial stability. I encourage all qualified residents who are ready to roll up their sleeves to consider joining the committee."

"We are looking for residents to bring their passion for Clayton and serve the community by being part of the city's financial future," says Reina Schwartz, City Manager, City of Clayton. "This is a chance to make a positive impact for our community and collaborate for a prosperous future."

The committee will hold at least four meetings per year, all open to the public. The term of service for each member will be two years. Applicants must be 18 years of age, registered voters and residents of Clayton. Applications are available [here](#), or by calling the City of Clayton office at (925) 673-7300, emailing [janetc@claytonca.gov](mailto:janetc@claytonca.gov), or by visiting [www.claytonca.gov](http://www.claytonca.gov).

**About the City of Clayton:** The City of Clayton was incorporated in 1964 and founded in 1857. Nestled at the bucolic base of picturesque Mt. Diablo, Clayton is in close proximity to the greater San Francisco Bay Area with all the amenities, sports and cultural opportunities offered by that choice location. Clayton is a safe residential community of around 11,288 people. It is a town which values civic partnership with business leaders, community leaders, and our neighbors. Clayton is a great place to live, work and play for people who cherish small-town living and traditional American values. Understandably, Clayton has been listed three times running as one of CNN's Money Magazines "Top 100 Places to Live in the Nation" for small cities.

For more information: <https://claytonca.gov/>



**CITY OF CLAYTON**

**COMMUNITY FINANCIAL SUSTAINABILITY COMMITTEE APPLICATION**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Home address: \_\_\_\_\_ Contact phone: \_\_\_\_\_

Length of residence in Clayton: \_\_\_\_\_

Email address: \_\_\_\_\_

Present employer: \_\_\_\_\_

Occupation: \_\_\_\_\_

Education and special training. Specifically identify your background and experience in governmental finance and accounting, auditing, financial management:

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\_\_\_\_\_  
\_\_\_\_\_

Please provide an example of how you have addressed a complex financial challenge in your work. Please provide as many specifics as possible, particularly to actions or decisions for which you were personally responsible.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Since this is a new Committee, what do you think are the three most important goals for the Committee to achieve in its first year?

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Please describe what you believe the top financial challenge is facing the City of Clayton. What research have you done in reaching this conclusion?

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List three references with phone numbers:

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Please attach a resume or other summary of your relevant financial experience.

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Signature

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Date

## RESOLUTION NO. 76-2022

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLAYTON ESTABLISHING A COMMUNITY FINANCIAL SUSTAINABILITY COMMITTEE

#### THE CITY COUNCIL City of Clayton, California

**WHEREAS**, the City of Clayton like many other municipalities faces financial pressures;

**WHEREAS**, polling completed in the Spring of 2022 indicates that the Clayton community is very satisfied with the quality of life in Clayton;

**WHEREAS**, the Clayton community is generally not aware of the financial challenges facing the City; and

**WHEREAS**, increased engagement with the community around financial matters will benefit the City and the community.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLAYTON, CALIFORNIA:**

- 1. Membership:** The Committee shall include five Clayton residents as voting members, appointed by the City Council. All members shall possess a background in finance, accounting auditing or related field. Membership shall include at a minimum:
  - a. One member with experience in governmental accounting
  - b. One member with experience in governmental finance and/or budgeting
  - c. One member with experience in auditing
- 2. Appointment Process:** The Council Budget & Audit Standing Committee will be responsible for screening applications and interviewing candidates for the Committee. The Budget & Audit Committee will make recommendations on appointment to the full City Council. Appointment will be by a majority of the full City Council.
- 3. Term of Service:** The term of service for each member shall generally be two years. The initial term of some members may be less or more than two years so that the expiration dates are staggered.
- 4. Compensation:** Members of the Committee will receive no compensation for their service.
- 5. Meetings:** All meetings of the Committee are open to the public. The Committee shall determine the meeting schedule provided that the Committee holds at least four meetings per year. The Committee shall comply with state law regarding the noticing and conduct of public meetings.

6. **Quorum:** Three members of the Committee constitute a quorum. A majority vote of a quorum is required for the Committee to take any action, including approval of a recommendation to the City Council.
7. **Mission Statement:** The Committee shall act in an advisory capacity to the City Manager and City Council and shall make recommendations on the annual budget and financial matters related to the City's operation but shall not have any direct spending or operational authority. It is the goal of the Committee to increase engagement and information around City financial matters.
8. **Duties of the Committee:**
  - a. Identify areas for additional evaluation for financial savings or revenue generation.
  - b. Communicate with the community on City financial matters.
  - c. Review the City's proposed annual budget and provide recommendations to the City Manager, Budget & Audit Subcommittee and the City Council.
  - d. At the request of the City Council, have a representative attend other meetings such as the City Council's annual goal-setting meeting.
  - e. Select at least one and no more than two Committee members to attend City Council Budget & Audit Subcommittee meetings to represent the Community Committee.
  - f. Make recommendations to the Budget & Audit Subcommittee and City Council on financial matters related to City operations including but not limited to:
    - i. Each year, to the extent that the City's external audit identifies available General Fund surplus in the prior budget year, make recommendations regarding potential uses or reservations of those funds (January);
    - ii. On a semi-annual basis, typically during the annual budget process (May/June) and mid-year budget process (January/February), review the City's current financial circumstances and capital needs to make recommendations regarding expenditures and revenues.

**PASSED, APPROVED AND ADOPTED** by the City Council of the City of Clayton, California, at a regular public meeting thereof held on the 18<sup>th</sup> day of October 2022, by the following vote:


**AYES:** Mayor Cloven, Vice Mayor Tillman, Councilmembers Diaz, Wan, and Wolfe.

**NOES:** None.

**ABSENT:** None.

ABSTAIN: None.

THE CITY COUNCIL OF CLAYTON, CA

  
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Peter Cloyen, Mayor

ATTEST:

  
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Janet Calderon, City Clerk