



# From The Desk of the City Manager

## Hello Clayton Community

This is the first of many issues of "From the Desk of the City Manager". The reason for this newsletter is to provide you, the community, updates on progress we are making in various initiatives, future events or important discussions, and from time to time to learn more about the employees who serve our wonderful community.

The newsletter is intended to come out every other week (exact day of the week will vary). Please help me in spreading the word about this newsletter by forwarding it and sharing it on your social media as well as asking people to sign up to receive the newsletter directly.

## Message from the City Manager

I have truly enjoyed getting to know the great staff and community members. My choice to come to Clayton as City Manager was one of purpose, to help this great community grow into the future while maintaining the amazing history of this community. As I have discussed with the community in person and through our social media platforms, the road ahead is not easy, but it is obtainable.

Over the coming months you will begin to hear me discuss many of the internal improvements we will be making in areas like technology. These changes will not

just be internal for staff, but also the way we interface with the community. Providing access to standard technologies' for facility rentals, permitting process, reporting an issue, volunteer coordination, among others, are all areas where technology will help us. But, and this is a BIG BUT, these software and operational changes do not happen overnight. With the small but mighty staff that we have we must run these projects consecutively not concurrently. When I was the Finance and IT Director for the City of Napa these types of projects took 6 to 8 months from start to finish. If you look at the simple math, we probably have enough technology improvements to last a few years.

My reason for telling you, the community, this information is so you are aware of the patience required to move these areas forward. I need to bring the community along with us as we make these changes as they will impact how we deliver service to you. The net result will be positive, but as with any change, it is usually not one straight line to get to the finish.

The conversations I've had with the community in my coffee chats and other arenas have been great. I am starting to see some progress in developing the ability to have civil discussions about issues to find common ground for the direction that will best serve the community. I know improving the division we have experienced in the somewhat recent past is not an overnight process, but I will continue to have these in person dialogues to allow all of the voices of our community to be heard. Being able to hear various perspectives and work towards a balanced path forward is what will sustain our community for the future.

I continue to thank the community for your ongoing engagement, keep it up!! Please have a great 4th of July and I look forward to chatting with you again soon.

All the best,

Bret





## Maintenance Team

**Did you know we only have 5 permanent maintenance staff to address the entire City?**

The maintenance staff manages Parks, all citywide vegetation management, medians, right of ways, facilities, mainlines, irrigation, street repair, among all the other related items that come up week to week. I am impressed with the work this mighty crew takes on day after day.

The crew continues to work through the scheduled trimming of outbound/inbound Clayton Road, various medians, and other areas. It is important to remember a few items 1) the current standard to address city vegetation management locations is twice a year (this is due to resource limitations) 2) not only the limited resources but the fact that we had one of the wettest winters in our State's history promotes increased growth and adds to the vegetation issues.



CLAYTON POLICE DEPARTMENT

## NATIONAL NIGHT OUT 2023

AUGUST 1, 2023 6:00 PM TO 9:00 PM

CLAYTON COMMUNITY PARK (UPPER LOT)  
7411 MARSH CREEK ROAD  
CLAYTON, CA

FOOD TRUCKS AND MUSIC

WE HOPE TO SEE YOU THERE!

TOGETHER, WE ARE MAKING COMMUNITIES  
SAFER, MORE CARING PLACES TO LIVE AND WORK

## National Night Out

Please join us for National Night Out! This is going to be a great community event. We will have food trucks available for you to purchase food, a DJ, and you can say hello and thanks to our wonderful Police Department. I look forward to seeing the community at the event.

**Location: Upper Part of Clayton Community Park**

**August 1, 2023, 6pm-8pm**

The team and I are working on some long-range plans to tackle the vegetation management in a different way; hoping to finalize a draft plan in the fall, but until that time I can assure you the team is actively moving through the various locations of the City.

To provide context, we conducted a recent RFP for Diablo Estates landscape and received zero bids. Land locked locations, like Clayton, can run into bidding issues, the reason this is important to note is that it can impact our ability to contract other work (impacting efficiency) and/or pricing can increase with less competition.



## Housing Element

Our Community Development Director continues to work with the California Department of Housing and Community Development (HCD) on questions and comments HCD has on our Housing Element submittal.

The timeline for this process truly can vary agency to agency but we continue to have constructive dialogue and are working through all of HCD's questions.

The culmination of getting HCD's final approval will lead to the next stage of the process which will be study sessions and meetings with the Planning Commission and City Council to review/approve the re-zoning connected to the Housing Element. When those meetings are scheduled i will let you know, most likely fall into late Winter.



## Behind the Scenes

From time to time, I will take you behind the scenes of what happens in City operations. This might be in Community Development, my office as City Manager, Public Works, Maintenance/Facilities, Police Department or any of our other areas.

Providing you, the community, some additional context of the work that occurs behind the scenes will assist in discussions about the total resources required to run the city government. As with any company, to make what you see happen there are many moving parts behind the scenes that occur.

Today I would like to give you a glimpse into the world of our Finance Department. As you can imagine, I won't be able to go into tremendous detail, otherwise this newsletter would become a novel, but I want to focus on some core functions. The Finance Department is responsible for Accounts Payable (money coming out), Accounts Receivable (money coming in), payroll inclusive of payments and coordination with our health benefit, supplemental retirement, and CALPERS agencies on reporting and other related functions, treasury and investments of the City's cash, budget development, budget monitoring, budget analysis, as well as the purchasing policy, P Card program (our city credit card usage), and all accounting and reporting functions inclusive of the Annual Certified Financial Report (ACFR), and before I forgot, our business license program.

All of this work occurs with only 1.8 FTE (Finance Director and Accounting Technician). I speak from real world experience as a Finance Director in two different agencies (City of Napa and City of Benicia) that I truly have no idea how they handle this workload.

Part of my review of the organization is starting with this department to see what is needed to make the workload more sustainable and realistic. What is adding to the work is the continued Government Accounting Standards Board (GASB) pronouncements (accounting reporting requirements) that only add more work and effort regardless of your agencies size.

Much of this work you never see, but know it is one of the backbones that keeps the other pieces of the organization moving forward. Many times, we focus on the external service levels and leave behind these core administrative areas, that is not sustainable and something we will tackle soon.



## New Garbage Rates

On July 18, 2023, we will be proposing to City Council to approve the new garbage rates with Republic Services. This is something that has been occurring statewide. Besides our normal annual increase, we will see some additional increases due to changing laws about how organics are disposed, creating additional costs for service delivery. You will also see some changes to your garbage can lids in order to conform with the new regulations.

Initially, only your lid color will change to conform to the new law, not the body of your garbage can. Over time, the entire garbage can will be replaced but in order to limit the immediate increase costs to the community staff is recommending this hybrid approach.

Staff worked with a respected consultant within the solid waste industry to assist in negotiating the agreement. I faced a similar agreement in the City of Benicia as Assistant City Manager and I can tell you from that experience our new agreement with Republic Services is reasonable.

Please look at the actual rates when the July 18th agenda becomes public (on July 14th) to identify your specific rate situation.



## Employee Spotlight

### Jennifer Giantvalley

Jenn is one of the many great employees we have at the City of Clayton. As you see the work get done in the public and the work you don't see get done behind the scenes it is important to be able to know the person behind all the great work that is completed.

Here is some info to get to know Jenn a little better:

- Lived in Clayton since 2003
- Married to Eric 31 years on 7/4/23
- Son, Nick (is a Millwright), 27, just got married 10/8/22 to Stephanie (2 feline children - Lefty and Kenny)
- 3 Cats - Sam, Tangie, and Zoe; 1 dog - Shelby; saltwater tank; getting chickens (soon!); keep bees (hive in backyard)
- Loves gardening, nature, skiing, cooking, reading, crosswords, and jigsaw puzzles (Steph and I puzzle together - Nick travels for work)
- Rides an e-bike, love the local trails - (Mt Diablo is her happy place)



## Capital Improvement Plan

The main purpose of developing a capital improvement plan is to plan for one-time capital projects/large maintenance projects to be constructed or to fund long term/continuous programs such as ADA improvements and regular paving projects. (more on roads funding in a future newsletter).

A typical five-year CIP includes the most recent past fiscal year (FY 2022-2023) to estimate the ending year balance going into the upcoming current fiscal year (FY 2023-2024) and then three more years thereafter for long term planning purposes. The intention is to bring the CIP each May/June with the overall city budget for Council approval for the upcoming fiscal year.

The benefit of having a five-year CIP is that it can plan for future projects beyond the current fiscal year since it is sometimes necessary to save funds over multiple fiscal years to perform a large project and to benefit from economies of scale.

The Council is still approving the capital expenditures on a year-to-year basis and the planned expenditures in future years (FY 2024/25 through FY 26/27) are for informational and planning purposes only and are subject to

- Spends a lot of time in our travel trailer - Tahoe and Caspar are their local go to spots
- Loves the Lake and the ocean
- Hosted an exchange student from Norway in 2007 (Karoline) have visited her in Norway twice so far and she's been back 3 times
- "Retired" from the Mortgage industry at the end of 2006 then volunteered at the Library, Clayton PD (VIPS), CBCA (treasurer 2 different times), and ARF
- Been with the city since 2012 and she can walk to work
- Plays Bocce in Clayton (since 2014) (Our team's name is Deboccery)
- Etsy Shop-Jenngv's Curious Cats

Clearly Jenn has nothing to do! We are so glad she is a part of our Clayton Team!

change in future CIPs.

Please reference the link to the agenda item that was passed on June 20, 2023, for the specific details of the CIP program.

[June 20, 2023 City Council Agenda](#)

It is important to note, the CIP is not every capital need of the City, there are many areas such as roads, facilities improvements and related areas that will need to be reviewed in the coming years to identify the long-term unfunded capital needs to assist in developing a plan to address these needs in the not too distant future.



## Library News

**I bet you didn't know your Library Card could save you money!**

### **Free Clipper Cards with Discover & Go**

Contra Costa County Library is offering free Clipper cards for use with Discover & Go reservations through October, while supplies last. The offer is good for select Discover & Go attractions. County residents, who are 18 or older, can submit a request for Clipper cards by clicking on the banner ad on their Discover & Go pass.



For complete instructions and a list of participating venues, visit [ccclib.org](http://ccclib.org).

### **California Digital Equity Survey**

The internet is an essential part of everyday life. Yet one in five Californians, including many in Contra Costa County do not have access to affordable devices, reliable and affordable broadband service, or online skills and training. Going without a reliable broadband connection can affect the ability to land a better job, provide a better education to the next generation or fully access medical care and government services. Take the Digital Equity Online Survey and help California create digital equity for everyone. The survey is mobile friendly and available in 13 languages. You can access the survey by visiting: [bit.ly/CADigitalEquitySurvey](http://bit.ly/CADigitalEquitySurvey).

### **Free Digital Newspaper Access**

Your Contra Costa County Library card gives you access to hundreds of digital newspapers for free.

No paywalls!

- Get access to hundreds of national publications including the New York Times and Wall Street Journal
- Read local papers like the East Bay Times, San Francisco Chronicle, Los Angeles Times and many more
- Choose from 7,000 publications from over 120 countries, in 60 different languages including popular international titles like La Opinión, World Journal, Times of India, La Razón, and China Daily

Visit [ccclib.org](http://ccclib.org) to find out how you can start saving money with your library card.

## **City of Clayton Meetings Coming Up**

**July 18, 2023, City Council Meeting**  
**August 15, 2023, City Council Meeting**  
**September 19, 2023, City Council Meeting**



### **Concerts in the Grove**

Check out Concerts in The Grove this Saturday, July 8, from 6:00-8:30 p.m.



### **Clayton Car Show**

Check out the Clayton Car Show from 6pm-8pm at Main Street across

with Foreverland!

from The Grove.

We have a new QR code this year to  
make donating super easy! See you at  
The Grove!

July 12, 2023

July 26, 2023

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Email Us



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