



**MINUTES
OF THE
BUDGET & AUDIT COMMITTEE
SPECIAL MEETING**

TUESDAY, NOVEMBER 7, 2024

1. **CALL TO ORDER AND ROLL CALL** – The meeting was called to order at 4:00 p.m. by Vice Mayor Trupiano held via a hybrid meeting format live in-person and Zoom videoconference, and broadcast from City Hall, 6000 Heritage Trail, 1st Floor Conference Room, Clayton, California. Councilmembers present: Councilmember Wan and Vice Mayor Trupiano. Staff present: City Manager, Kris Lofthus; Assistant City Manager, Regina Rubier

2. **PUBLIC COMMENT ON NON - AGENDA ITEMS**

Members of the public may address the City Council on non-agendized items within the Council's jurisdiction. To ensure an orderly meeting and an equal opportunity for everyone, each speaker is limited to three (3) minutes, or the time established by the Mayor. In accordance with State Law, no action may take place on any item not appearing on the posted agenda. The Council may respond to statements made or questions asked or may at its discretion request Staff to report back at a future meeting concerning the matter.

Public comment and input on other agenda items will be allowed when each item is considered by the Council.

Ann Stanaway – Spoke regarding the Americans with Disabilities Act and concerns with ADA compliance in Clayton.

3. Discussion of RFP's in the Public Purchase portal (Assistant City Manager)

- a. Investment Management and Advisory Services
- b. On-Call Community Development and Code Enforcement Services
- c. Finance and Human Resources Services
- d. Utility, Transport and Search and Rescue Vehicle with Related Accessories, Equipment and Services

The Committee Discussed:

- Presentation to the full council
- Updates on the various RFPs

4. Recommend that the city council adopt a Resolution Authorizing Revisions to the Full-Time Administrative Assistant Classification, the Addition of Full-Time Classifications for Senior Management, Analyst, Senior Planner and Recreation Coordinator, as well as a Part-Time Classification of Recreation Leader and the Related Specifications, Pay Ranges and Benefits and Deleting the Full-Time Community Development Director and Full-Time Assistant Planner from the Fiscal Year 2024-25 Annual Budget. (Assistant City Manager)

The Committee Discussed:

- Confirmed the Committee is only providing a recommendation to the full council.
- Duties and compensation for the proposed positions
- Cities used for comparison
- Staff's process for determining salary ranges
- Proposed organizational chart and concerns

Richard Enea – Spoke regarding Police Officers' Association negotiations, titles of the positions and asked additional questions regarding previous budget cycles.

Ann Stanaway – Spoke regarding accessibility concerns.

Frank Gavidia – Spoke regarding concerns with clarity and terminology.

Dan Richardson – Spoke regarding concerns with the organizational chart and proposed positions.

The committee provided staff with direction to make updates to the salary ranges, position duties, and the organizational chart. The committee also directed staff to present the updated documents at the next Budget & Audit Committee meeting, schedule permitting.

5. Future Topics

- Pending FEMA request
- HDL Update
- Library Refresh

The committee also requested a list of all open staff projects, with a weekly status update.

- **ADJOURNMENT** – on a call by Vice Mayor Trupiano, The Budget & Audit Committee adjourned its meeting at 5:17 p.m.

Please note the Minutes of this meeting set forth all actions taken by the Budget and Audit Committee on the matters stated, but not necessarily in the chronological sequence in which the matters were taken up.
