



**BUDGET AND AUDIT COMMITTEE
REGULAR MEETING AGENDA**

MONDAY, FEBRUARY 10, 2025

4:00 PM

**Hoyer Hall, Clayton Community Library
6125 Clayton Road, Clayton, CA 94517**

Committee Members

Kim Trupiano, Vice Mayor

Jeff Wan, Vice Mayor

1. CALL TO ORDER AND ROLL CALL

2. PUBLIC COMMENT ON NON - AGENDA ITEMS

Members of the public may address the committee on non-agendized items within the committee'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 Chair. In accordance with State Law, no action may take place on any item not appearing on the posted agenda.

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

3. ACTION ITEMS

- (a) [Approval of the January 13, 2025, Meeting Minutes](#)
- (b) [Review Hdl Contract and Performance for Business License Services Vendor and Recommend Change in Policy for Business License Filing](#)
- (c) [Receive Report on Mid-Year Budget](#)
- (d) [Recommend to the City Council a Revised Salary Schedule for the Position of Chief of](#)

4. ADJOURNMENT

The next regularly scheduled meeting of the Budget and Audit Committee will be March 10, 2025.

Meeting Information and Access

- *A complete packet of information containing staff reports and exhibits related to each public item is available for public review in City Hall located at 6000 Heritage Trail and on the City's website at www.claytonca.gov*
- *Agendas are posted at: 1) City Hall, 6000 Heritage Trail; 2) Library, 6125 Clayton Road; 3) Ohm's Bulletin Board, 1028 Diablo Street, Clayton; and 4) City Website at www.claytonca.gov*
- *Any writings or documents provided to a majority of the Budget and Audit Committee after distribution of the agenda packet and regarding any public item on this agenda will be made available for public inspection in the City Clerk's office located at 6000 Heritage Trail during normal business hours and is available for review on the City's website at www.claytonca.gov*
- *If you have a physical impairment requiring special accommodation to participate, please call the City Clerk's office at least 72 hours (about 3 days) before the meeting at (925) 673-7300.*
- *E-mail Public Comments: Public comment may also be sent to the City Clerk at cityclerk@claytonca.gov by 5:00 p.m. on the day of the meeting. All e-mailed public comments will be forwarded to the entire Budget and Audit Committee and made part of the official meeting file.*

Each person attending the meeting who wishes to speak on an agendized or non-agendized matter (within the committee's jurisdiction), shall have a set amount of time to speak as determined by the Mayor.



STAFF REPORT

TO: HONORABLE MAYOR AND COUNCIL MEMBERS
FROM: Stephanie Cabrera-Brown, City Clerk
DATE: February 10, 2025
SUBJECT: Approval of the January 13, 2025, Meeting Minutes

BACKGROUND

n/a

FISCAL IMPACTS

None.

CEQA

None.

ATTACHMENTS

[BAC Minutes 011325 - Draft 1.pdf](#)



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

MONDAY, JANUARY 13, 2025

1. **CALL TO ORDER AND ROLL CALL** – The meeting was called to order at 4:00 p.m. by Mayor Trupiano held in-person in Hoyer Hall, Clayton Community Library, 6125 Clayton Road, Clayton, California. Councilmembers present: Vice Mayor Wan and Mayor Trupiano. Staff present: City Manager, Kris Lofthus; Assistant City Manager, Regina Rubier; City Clerk/Assistant to the City Manager, Stephanie Cabrera-Brown

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.

Frank Gavidia – Spoke regarding rumors concerning Clayton's finances.

Maria Shulman – Spoke regarding rumors concerning Clayton's finances and councilmembers commenting on social media.

3. **Approval of the November 7, 2024, Minutes**

It was moved by Vice Mayor Wan and seconded By Mayor Trupiano to approve the November 7, 2024 , Meeting Minutes. (Passed; 2-0)

4. Recommend Investment Management and Advisory Services Vendor (Assistant City Manager)

Regina Rubier, Assistant City Manager, Introduced UBS Financial Services Senior Vice President, James Dill who provided an overview of the investment management and advisory services offered. Following discussion by the City Council, Mayor Trupiano opened the item to public comment:

Frank Gavidia – Spoke regarding the presentation and in support of entering into an agreement with UBS.

It was moved by Vice Mayor Wan and seconded By Mayor Trupiano to Recommend the Investment Management and Advisory Services Vendor Agreement to the City Council. (Passed; 2-0)

5. Recommend to the City Council a revised job description for the Administrative Clerk and Part-Time Community Services Leader, the additions of full-time classifications for Management Analyst, Senior Planner and the Community Development Technician and the related specifications, pay ranges and benefits to the FY 2024-25 annual budget. (Assistant City Manager)

Regina Rubier, Assistant City Manager, provided an overview of the proposed job descriptions and related pay ranges and benefits. Following discussion by the committee, Mayor Trupiano opened the item to public comment; there were no members of the public wishing to speak to this item.

It was moved by Vice Mayor Wan and seconded By Mayor Trupiano to recommend the amended the job descriptions and adjusted pay scale for the Community Development Technician to the full council. (Passed; 2-0)

6. Recommend Spending Authority of Library Refresh Project (City Clerk/Assistant to the City Manager)

Stephanie Cabrera-Brown, City Clerk/Assistant to the City Manager, provided an overview of the proposed updates and phases of the Library Refresh Project. Following discussion by the committee, Mayor Trupiano opened the item to public comment; there were no members of the public wishing to speak to this item.

The Committee Requested the Item Return the Budget & Audit Committee with Proposals Depicting Different Options for the Library Refresh to Recommend to the Full Council.

7. **ADJOURNMENT** – on a call by Mayor Trupiano, The City Council adjourned its meeting at 5:09 p.m.

The next regularly scheduled meeting of the Budget and Audit Committee will be February 10, 2025.



STAFF REPORT

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: Stephanie Cabrera-Brown, Assistant City Manager

DATE: February 10, 2025

**SUBJECT: Review HdL Contract and Performance for Business License Services
Vendor and Recommend Change in Policy for Business License Filing**

BACKGROUND

n/a

FISCAL IMPACTS

n/a

CEQA

None.

ATTACHMENTS

[HdL Business License Review 2024-25.pdf](#)

City of Clayton
Business License Revenue
Fiscal Year 2024-25

Invoice Month	Total Revenue	Amount Invoiced	Client Disbursement
7/31/2024	\$51,990.84	\$6,273.00	\$44,618.18
8/31/2024	\$25,387.76	\$289.00	\$24,690.48
9/30/2024	\$17,660.35	\$306.00	\$17,071.84
10/31/2024	\$19,308.23	\$3,936.28	\$15,063.63
11/30/2024	\$6,819.32	\$1,193.65	\$5,526.95
12/31/2024	\$5,002.12	\$435.85	\$4,495.80
1/31/2025	\$882.53	\$153.00	\$702.65
2/28/2025	\$10,422.86	\$1,682.30	\$8,478.44
3/31/2025	\$16,932.78	\$3,355.88	\$13,261.84
4/30/2025	\$24,122.41	\$4,170.13	\$19,667.48
5/31/2025	\$6,553.17	\$530.89	\$5,923.22
6/30/2025	\$3,882.54	\$918.00	\$2,855.85
Total	\$188,964.91	\$23,243.98	\$162,356.36

Amount Budgeted	164,473.00
Difference	(\$2,116.64)

** Items highlighted are estimated on prior year revenue



STAFF REPORT

TO: HONORABLE MAYOR AND COUNCIL MEMBERS
FROM: Stephanie Cabrera-Brown, Assistant City Manager
DATE: February 10, 2025
SUBJECT: Receive Report on Mid-Year Budget

BACKGROUND

n/a

FISCAL IMPACTS

n/a

CEQA

None.



STAFF REPORT

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: Stephanie Cabrera-Brown, City Manager

DATE: February 10, 2025

SUBJECT: Recommend to the City Council a Revised Salary Schedule for the Position of Chief of Police in The FY 2024-25 Annual Budget

RECOMMENDATION

BACKGROUND

Chief McEachin resigned his position as Chief of Police in December 2024. After his departure staff completed a salary comparison with cities within Contra Costa County that have populations under 35,000 and also included other cities in Northern California that have a smaller population base. Only base salary was explored in this study and the results can be found in the attached Chief Salary Study (Attachment 1).

In an effort to recruit and retain a quality Chief of Police, the City Manager recommends making conservative enhancements to the Police Chief salary. Currently the range for the Chief of Police is \$141,000 - \$173,051. The prior Chief of Police had an employment agreement which provided certain percentages to enhance the salary. Those included:

- Longevity pay of 3% of base salary; and
- A 4% annual salary increase in June 2025.

The City Manager would like to take that total of 7% and build it into the base salary. This would create a range with a base salary of:

- Step A \$12,568
- Step B \$13,229
- Step C \$13,926
- Step D \$14,629
- Step E \$15,430

This adjustment reflects a comprehensive review of current compensation practices, taking into account market trends, organizational goals, and the evolving responsibilities associated with the position. Ensuring fair and competitive compensation will help the City attract top talent and maintain operational excellence within public safety services.

FISCAL IMPACTS

These positions will not require a budget adjustment for FY 2024-25. We anticipate, if the City Council approves the motion on February 18, 2025, that this position may be staffed for the last month of the fiscal year.

CEQA

None.

ATTACHMENTS

[Chief Salary Study.pdf](#)

City	Population	Low	High	Difference @ High
Clayton	10,941	\$141,000	\$173,051	
El Cerrito	25,552	\$198,168	\$286,224	\$113,173
Hercules	26,582	\$210,720	\$256,140	\$83,089
Pleasant Hill	33,802	\$212,076	\$282,060	\$109,009
Pinole	18,481	\$233,462	\$271,729	\$98,678
San Pablo	31,249	\$253,356	\$307,956	\$134,905
Pacific Grove	14,791	\$162,676	\$217,963	\$44,912
Mill Valley	14,006	\$166,296	\$222,852	\$49,081
Grass Valley	13,930	\$147,717	\$203,962	\$30,911
Healdsburg	11,709	\$192,012	\$233,400	\$60,349
Piedmont	10,811		\$264,192	\$91,141
Tiburon	8,938	\$182,256	\$227,820	\$54,769
Cloverdale	8,809	\$150,753	\$183,241	\$10,189