



**BUDGET AND AUDIT COMMITTEE  
REGULAR MEETING AGENDA**

**MONDAY, MARCH 17, 2025**

**4:00 PM**

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

**Committee Members**

*Kim Trupiano, Mayor*

*Jeff Wan, Vice Mayor*

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**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 February 10, 2025, Meeting Minutes**

[\(View\)](#)

**(b) Receive Report from HdL on Contract and Performance for Business License Services Vendor**

[\(View\)](#)

**4. ADJOURNMENT**

*The next regularly scheduled meeting of the Budget and Audit Committee will be on April 14, 2025. For meeting information and materials, please visit the City's website at [www.claytonca.gov](http://www.claytonca.gov).*

## 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](http://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](http://www.claytonca.gov)
- Any writings or documents provided to a majority of the City Council 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](http://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](mailto: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 committee and made part of the official meeting file.

Each person attending the meeting in-person, via videoconference, or call-in and who wishes to speak on an agendized or non-agendized matter (within the council's jurisdiction), shall have a set amount of time to speak as determined by the Chair.



# STAFF REPORT

**TO: HONORABLE MAYOR AND COUNCIL MEMBERS**

**FROM: Stephanie Cabrera-Brown, City Clerk/Assistant to the City Manager**

**DATE: March 17, 2025**

**SUBJECT: Approval of the February 10, 2025, Meeting Minutes**

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## **RECOMMENDATION**

Review and approve the February 10, 2025, meeting minutes.

## **ATTACHMENTS**

[BAC Minutes 021025 - Draft.pdf](#)

[BAC Minutes 021025 - Draft.pdf](#)



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

**MONDAY, FEBRUARY 10, 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. Committee members 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**

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

There were no members of the public wishing to speak to non-agenda items.

3. **ACTION ITEMS**

- (a) **Approval of the January 13, 2025, Minutes**

Mayor Trupiano opened the item for 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 approve the January 13, 2025, Meeting Minutes. (Passed; 2-0)**

**(b) Review Hdl Contract and Performance for Business License Services Vendor and Recommend Change in Policy for Business License Filing Investment Management and Advisory Services Vendor**

Regina Rubier, Assistant City Manager, presented an overview of Hdl Contract and Performance for Business License Services and requested to defer the Change in Policy discussion. Following discussion by the Committee, Mayor Trupiano opened the item to public comment;

Howard Kaplan – Spoke regarding the cost associated and the term of the agreement.

Lauren Kindorf – Spoke regarding the need of consistent management to oversee the contract.

Mayor Trupiano closed public comment.

**The Committee requested that staff return the item at a later date, and schedule Hdl to attend the meeting.**

**(c) Receive Mid-Year Budget**

Regina Rubier, Assistant City Manager, provided an overview of the Mid-Year Budget. 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 received the Mid-Year Budget Update. No action was taken.**

**(d) Recommend to the City Council a Revised Salary Schedule for the Position of Chief of Police in the FY 2024-25 Annual Budget.**

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:

*Howard Kaplan – Spoke regarding the budgetary burden of the Chief of Police salary, Why Moraga was not included in the comparability list, and if there were any internal candidates being considered.*

**It moved my Vice Chair Wan, seconded by Mayor Trupiano to Recommended approval of a Revised Salary Schedule, including the 4% increase at the step level, for the Position of Chief of Police to the City**

**Council.(Passed; 2-0)**

4. **ADJOURNMENT** – on a call by Mayor Trupiano, The City Council adjourned its meeting at 5:13 p.m.

The next regularly scheduled meeting of the Budget and Audit Committee will be March 17, 2025.

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# STAFF REPORT

**TO: HONORABLE MAYOR AND COUNCIL MEMBERS**

**FROM: Regina Rubier, City Engineer**

**DATE: March 17, 2025**

**SUBJECT: Receive Report from HdL on Contract and Performance for Business License Services Vendor**

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## **RECOMMENDATION**

Please see attachments.

## **ATTACHMENTS**

[Clayton Staff Report HdL Busines License Presentation.pdf](#)

[Clayton\\_HdL Services Presentation\\_03.10.2025.pdf](#)



## STAFF REPORT

**TO:** Budget and Audit Committee

**FROM:** Regina Rubier, Assistant City Manager

**DATE:** March 17, 2025

**SUBJECT:** Receive Report from HdL on Business License Revenue for Contract Term

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### **RECOMMENDATION**

City staff recommends that the Budget and Audit Committee receive a report on the Business License Revenue for the Contract Term ending October 5, 2024. This report will provide an overview of revenues, expenditures as it pertains to this contract, and key financial information for the remainder of this fiscal year. The presentation from the City's business license partner, HdL will allow the Budget and Audit Committee to assess the financial outlook, ask questions, and provide guidance as necessary to ensure fiscal responsibility and alignment with policy objectives.

### **BACKGROUND**

On September 19, 2023, the City Council approved an agreement with HdL Companies to provide Business License Administrative Services. At the time of approval, the Council emphasized that this partnership was intended to enhance operational efficiency and ensure the sustainable management of business license processing.

Since the implementation of the agreement, HdL Companies has been responsible for overseeing the City's business license program, streamlining processes, and improving service delivery. Now, after a full year of operation, HdL has completed its first annual review of the program's performance. This presentation marks the first opportunity for HdL to share its findings, providing an overview of key achievements, challenges encountered, and recommendations for continued improvement.

### **DISCUSSION**

While revenues for the Fiscal Year 2024-25 are currently on target with budget projections, staff acknowledges that revenues in prior years did not meet expectations. Various factors

may have contributed to this discrepancy, but a key issue has been the lack of consistent City staffing thus not allowing HdL to move through their “Discovery” process.. This inconsistency has not only impacted revenue management but has also hindered HdL from fully executing the scope of work outlined in their contract.

Given these challenges, staff recommends that the Budget and Audit Committee formally receive this report and provide direction for staff to continue collaborating with HdL. The goal is to ensure that HdL can fulfill the complete scope of their contract and assist in optimizing revenue management moving forward.

| <b>Year</b>          | <b>Budget</b> | <b>Actual</b> |
|----------------------|---------------|---------------|
| <b>2022-23</b>       | \$154,500     | \$208,080     |
| <b>2023-24</b>       | 158,147       | 84,009        |
| <b>2024-25 (YTD)</b> | 164,473       | 135,587       |

### **FISCAL IMPACT**

There is no fiscal impact associated with accepting this report.

### **CEQA IMPACT**

There is no CEQA impact for accepting this report.

### **ATTACHMENTS**

1. HdL Presentation



# Scope of Services

- **Operations Management Services – IN PROGRESS**

- Establish and maintain database of Client businesses.
- Receive and process applications, renewals and payments in a timely fashion
- Send renewal notices to active businesses within 30 days of the renewal period end date or at another interval specified by the client.
- Provide businesses multiple options for submitting applications, renewals, payments or support requests.
- Remit Revenue to Client no less than monthly
- Provide client staff access to website portal offering business registry inquiry, reporting, and approval capabilities

- **Collection Services - IN PROGRESS**

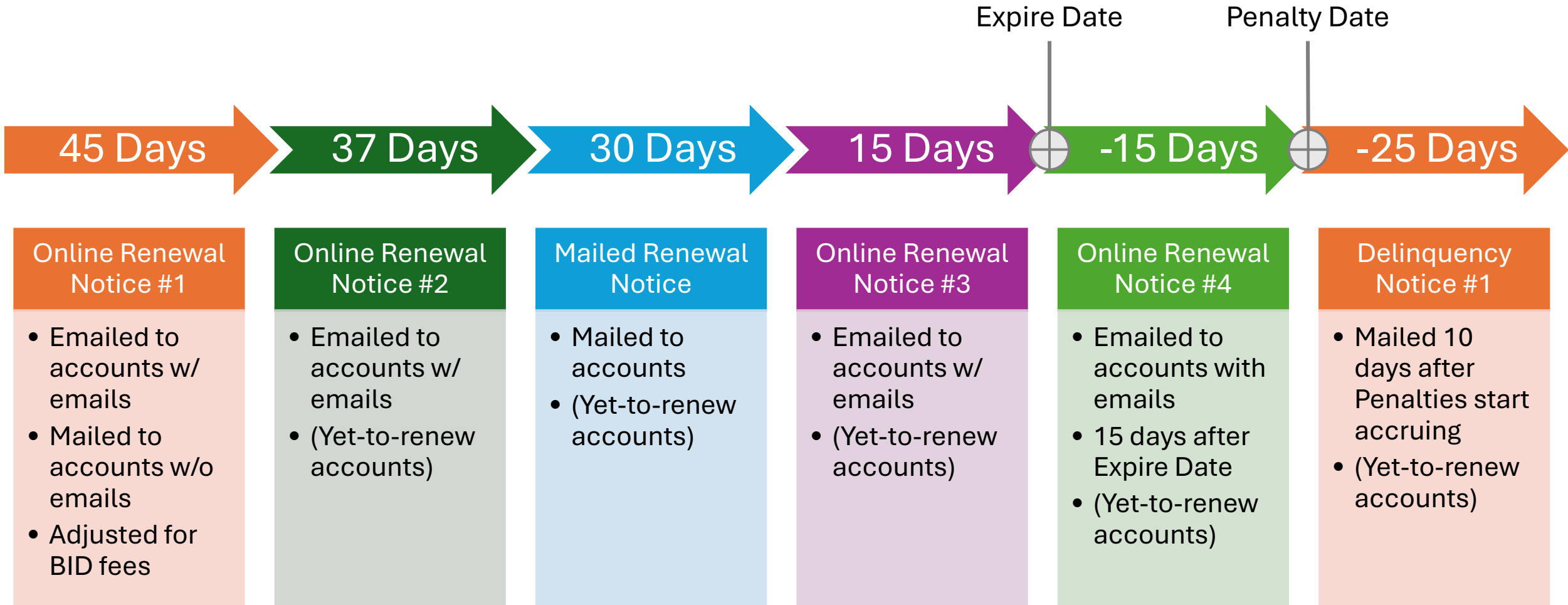
- Identify businesses subject to client licensure or taxation which have known debt to client and have failed to pay within an appropriate time frame. -
- Notify businesses of their options to comply or dispute their non-compliant status
- Provide businesses with detailed invoicing and options to pay via website, mail and phone
- Remit revenue to client no less than monthly

- **Discovery Services - NOT STARTED**

- Develop a list of businesses subject to Client licensure or taxation
- Notify non-compliant businesses of their options to comply or dispute their non-compliant status. Notification and support to businesses will be facilitated through website, mail, email, phone and fax.
- Review information and forms submitted by the business for completion and accuracy. All files are stored electronically and made available to Client upon request
- Provide businesses with detailed invoicing and options to pay via website, mail, and phone.
- Remit revenue to client no less than monthly, along with all business applications and any additional information

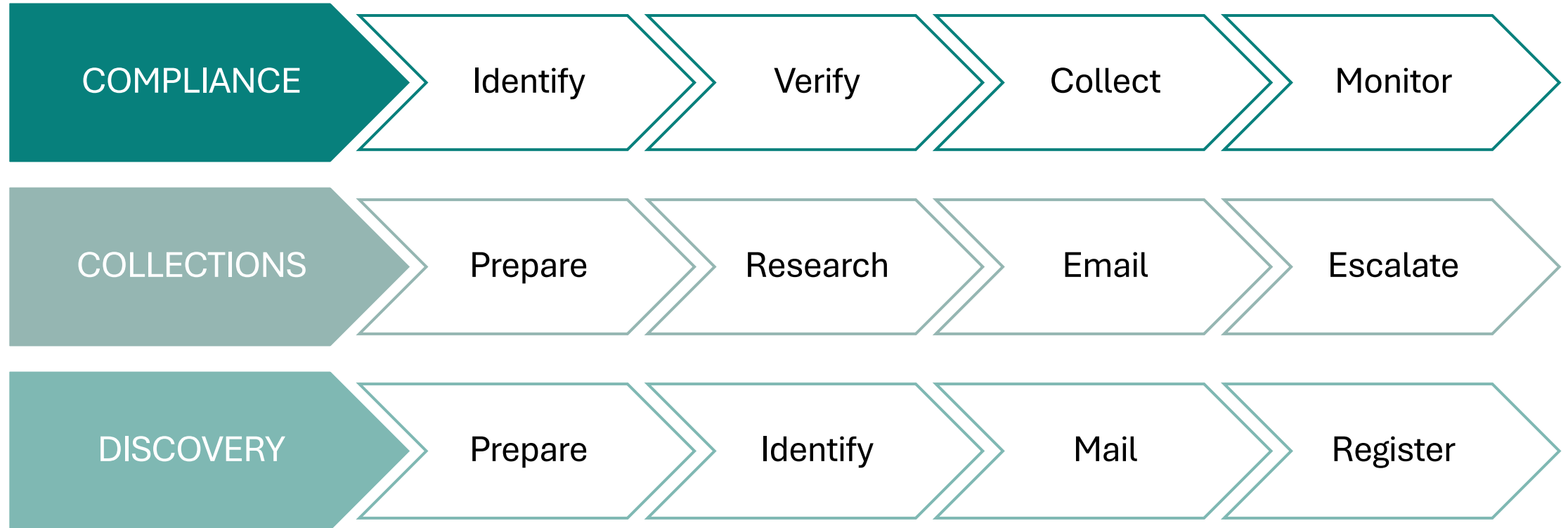


# BUSINESS TAX OPERATIONS





# BUSINESS TAX OPERATIONS





# How Many Licenses Collected

## Business License Administration:

- Active Accounts: 524
  - 353 Renewals issued on 7/17/2024
  - 110 New Applications issued since 1/04/2024

## Compliance:

- Collections
  - Number of Collections Payments: 99
  - Recovered Revenue: \$61,179.66
    - Target collections goal was \$18,700 a year. In 2024 the team collected \$52,444.85.
- Discovery
  - The Discovery program in Clayton has not begun. Due to staff turnover, approval to initiate the work was not provided during the intended timeline. As a result, we were unable to proceed with the analysis. We remain committed to supporting the City in any way we can and are happy to discuss the next steps to ensure the success of this program.



# Revenue

- **Total Revenue remitted to the City from the Fiscal Renewal Period:**
  - \$101,444.13.
- **Total Revenue Remitted to the City since the contract has been signed:**
  - \$171,164.97.







# End User Online Process

## Website

- Clayton.hdlgov.com

## Main Options

- Submit a Business License Application
- Renew a Business License
- Pay a Balance Due
- Close a Business License
- Search for Licensed Business

**City of Clayton**  
Processing Center



Welcome to the online access portal! We are pleased to offer our visitors access to government services online, 24 hours a day, 7 days a week.

To get started, please select one of the online activities below:

**Apply**

- [Submit a business license application](#)  
*Start here if you are applying for a business license in the City for the first time.*

**Renew**

- [Renewal Business License](#)  
*Start here to renew your current business license for another year.*

**Pay**

- [Pay a Balance Due](#)  
*Start here to pay a balance due on an established account. Please do not use this option to begin the license renewal process.*

**Close**

- [Close a business License](#)  
*Start here if you do not plan to operate or conduct any business activity in the City.*

**Search**

- [Search for Licensed Business](#)  
*Search for a business that is licensed with the City.*

**Other**

- [Report a problem](#)

**Download Forms**

- Business License Application ▾
- FAQ's ▾
- Home Occupation Permit Application ▾
- Business License Amendment Affidavit ▾

**Frequently Asked Questions**

- What is a Business License? ▾
- Do all business types have to apply for a Business License? ▾
- What is the HdL Business Support Center? ▾
- When is the Business Tax due? ▾
- When does a business license become delinquent? ▾



# End User Customer Service Process

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Taxpayers can call our business support center Monday-Friday 8am-5pm PST to speak to one of our representatives.

Taxpayers can file, renew, make payments and ask general questions to our support staff over the phone or by email

Taxpayers can also renew or make payments via postmail.



Questions?