



**BUDGET AND AUDIT COMMITTEE
REGULAR MEETING AGENDA**

MONDAY, AUGUST 11, 2025

4:00 PM

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

Committee Members

Kim Trupiano, Mayor

Jeff Wan, Vice Mayor

1. CALL TO ORDER AND ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. 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.

4. ACTION ITEMS

(a) Appointment to the Financial Sustainability Committee
([View](#))

(b) Status Update on the Contract Management Improvement Project
([View](#))

5. ADJOURNMENT

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 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
- 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 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 council'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: Dennis Bozanich

DATE: August 11, 2025

SUBJECT: Appointment to the Financial Sustainability Committee

RECOMMENDATION

Recommend that the City Council appoint Brian Mayhew to the Financial Sustainability Committee.

BACKGROUND

Brian has had a long career in transportation and local government finance. He spent over twenty-two years as Chief Financial Officer for the Metropolitan Transportation Commission administering billions of dollars of grants and tax revenue including fare collections, project financing, long range budgeting. Brian also spent over ten years as Chief Financial Officer for the City of Westminster which included Brian's efforts to upgrade the credit rating for the City's water agency and capital replacement planning. Brian started his career in local government as the Revenue Manager for the City of Mountain View.

FISCAL IMPACTS

None.

CEQA

Appointments to committees are administrative acts exempt from CEQA.

ATTACHMENTS

[Application - Mayhew_Redacted.pdf](#)

[Brian_Mayhew.final_R__Redacted.pdf](#)



CITY OF CLAYTON

COMMUNITY FINANCIAL SUSTAINABILITY COMMITTEE APPLICATION

Name: Brian Mayhew
Date: 7/7/2025
Home address: [REDACTED] Peter of Clayton Contact phone: [REDACTED]
Length of residence in Clayton: 25+ years
Email address: [REDACTED]
Present employer: Retired
Occupation: CFO

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

Over 30 years in local & Regional government ~~work~~ CFO
responsible for Accounting, budget and financial
modeling, revenue, payroll and infrastructure finance,
as well as treasury, audit and financial reporting.

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.

As CFO in Westminster I determined replacing (all) the old
meters would save water use (20%) and generate
significant new revenue, without a rate increase.
Also in Westminster, I was able to Develop an
infrastructure Development District for the entire city
utilizing tax increment from entire city.

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?

Protection of crown jewels - safety, parks and infrastructure as well as sense of community (small, sophisticated town)

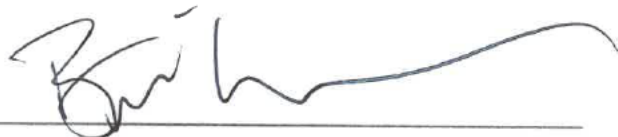
Please describe what you believe the top financial challenge is facing the City of Clayton. What research have you done in reaching this conclusion?

Increasing stress on personnel & pension with limited revenue options. Particularly, we do not have the economic base to develop new revenue sources.

List three references with phone numbers:

Susan Woo. —
Steve Heminger —

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



Signature

4/7/2025

Date

Brian Mayhew

Summary

Over 30 years of experience as Chief Financial Officer for transportation and local government entities. Responsible for all aspects of financial operations including, treasury and investments , project financing, debt portfolio, customer service billing and collection, budget, financial models and forecasts, internal controls, accounting and all audit and financial reporting functions

Experience

CFO Metropolitan Transportation Commission (MTC) October 1999 – Retired January 2022

MTC is a multi-faceted regional transportation planning and funding agency that also serves as the toll and fare collection authority for the nine-county San Francisco Bay Area:

- MTC – General governing entity with responsible for administration of annual revenue in excess of \$1.2 billion, \$250 million in active project grants, annual allocation of over \$1 billion in regional transportation funding, project financing in excess of \$12 billion, debt portfolio of \$9 billion, investment portfolio exceeding \$5 billion in addition to self-managed pension/OPEB trust accounts
 - Developed long-range budget models helping avoid layoffs and program cuts through three recessions
 - Retired all unfunded pension and OPEB obligations in just five years
- BATA – Bay Area Toll Authority created by the state legislature and authorized through three regional votes, responsible for billing and collection of all bridge tolls and funding the capital replacement and repair costs on the seven state-owned toll bridges
 - Developed 50-year financial planning model for construction and maintenance
 - Managed growth in project financing from \$2 billion to over \$12 billion
 - Managed conversion of cash/electronic collection to electronic/billing system
 - Financial management contributed to over \$1 billion in additional project capacity and BATA being the highest rated transit agency in the country
- ELN – Express Lane Network responsible for collection of all regional express lane tolls integrating one regional operations center with four regional express lane operators
- Clipper – \$125 million second generation regional fare card payment system integrating fare collection and processing with 37 regional transit operators
- BAHFA – The Bay Area Housing Finance Authority created by the legislature to help develop plans for enhancing regional housing affordability in the Bay Area

CFO City of Westminster**April 1989 – October 1999**

Responsible for all aspects of financial operations in full-service city with general fund, redevelopment agency, grants and water enterprise funds with annual revenue of approximately \$125 million with over \$300 million in economic development, affordable senior housing and infrastructure projects

- Managed water agency rating upgrade from default to “AA”
- Innovative capital replacement plan reduced water use by 17% while increasing revenue by 10%, without a rate increase
- Planned and implemented city-wide economic development district allowing City to capture all new tax increment for infrastructure funding
- Withdrew City funds from Orange County pool prior to the bankruptcy avoiding financial consequences of County failure

Revenue Manager City of Mountain View**April 1982 – April 1989**

Responsible for all revenue, treasury, debt, budget and assessment district management, including over \$300 million in assessment district, economic development and housing bonds, management of water/wastewater billing and financial planning models for funding operating and 10-year capital program costs

Boards & Committees

- MSRB Issuer Advisory Committee
- GASB 54 (Derivatives) Implementation Committee
- GASB 56 (Fund Balance) Advisory Committee
- CalTrust Board of Directors

Awards

- 2022 – California Senate Certificate of Recognition for Outstanding Public Service
- 2017 – Four-time BondBuyer Far West Deal of the Year (2017, 2007, 2006 & 2002)
- 2012 - San Francisco Bay Area CFO of the Year – Non-Public Company
- 2009 – California Public Securities Association Award for Excellence in Public Finance
- 1999 – County of Orange Resolution for Outstanding Public Service
- 1995 – California Assembly Certificate of Recognition for Outstanding Public Service
- 1995 – Westminster Chamber of Commerce Award of Merit
- GFOA Distinguished Budget Presentation – 10-Year Financial Forecast (1996-1998)
- GFOA Award of Excellence in Financial Reporting (2002-2022 & 1992-1998)

Education

- MA Political Economics – UC Santa Barbara
- BA History & Political Science – UC Santa Barbara

Contact Information

- Cell
- Email





STAFF REPORT

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: Dennis Bozanich

DATE: August 11, 2025

SUBJECT: Status Update on the Contract Management Improvement Project

RECOMMENDATION

Receive a report on the status of the Contract Management Improvement Project and provide guidance as warranted.

BACKGROUND

Beginning in April 2025, staff were asked to assess the status of city contracts for professional services, maintenance services, and service subscriptions (agreements) for the City's software systems. Staff were able to review a folder of electronic contracts on the shared drive, a Council-approved contracts log maintained by the City Clerk and Financial Edge Vendor reports. Subsequently, staff reviewed the compliance of identified contracts with the City's Purchasing Policy.

DISCUSSION

Findings

- The city's finance system currently classifies thousands of individuals and organizations as "vendors" for the purpose of issuing payments. These payment transactions include staff/council expense reimbursements, repayment of deposits for the use of city facilities, service providers, suppliers of goods or materials and payments to other government entities.
- During FY2024-25, the city's finance system has recorded 1,161 separate vendor entities that receive payments for the delivery of goods, materials or services. This excludes the purchase of capital goods (vehicles) and may exclude subscriptions for SaaS contracts.
- Of the 1,161 vendors noted above, eighteen (18) of them have exceeded (or are likely to exceed) the \$30,000 threshold requiring City Manager approval for FY 2024-25. The aggregate total spent to date during FY 2024-25 for these eighteen contracts is just over \$1.87M. The five vendors (in bold) received council approval. The expenditure for these contracts, through Q3 FY2025, is just over \$1M.

4 Leaf Inc.*

All City Management Inc.

Apex Technology

Best, Best & Krieger LLP

Climatec LLC

Cowan & Thompson

CSG Consultants Inc.

Furber Saw

Granicus

J & R Floor Services

LEHR

McCall Landscaping

MSR Mechanical

Roth Staffing

S&G Carpet

SCA of CA LLC

Theis Engineering**Waraner Brothers**

* Vendors in bold have Council-approved contracts.

- The city maintains a single electronic file folder of contracts.
- That folder contains 333 separate folders of individual contractors. The vast majority of these folders are for inactive contracts.
- The contents of those folders vary greatly. Some contain W9 and proofs of insurance, while others also have scopes of work and invoices. Very few contained anything that might be considered an agreement, contract, purchase order or other documentation of terms.
- In the recent past, there did not appear to be contract management policies in place to establish consistent record maintenance by assigned contract managers.
- Though this pattern of contract management is concerning, it is important to note that almost all of Clayton's contracts are considered low risk due to their small size, lack of complexity and minimal consequences of non-performance.

Recommended Actions

- Every contract is required to have a contract manager. Department directors or other senior staff would typically fill this function.
- All high-risk contracts should be managed by the City Manager or designee.
- Consider creating other payee categories for council/staff reimbursements, deposit refunds, cap ex, etc. in Financial Edge to separate true vendors and contractors from other payees to improve payment tracking.
- Use "credit limit" field in Financial Edge to track payment term compliance
- Establish a single file location for all active vendor contracts and related files such as evidence of insurance, W-9's and related RFPs or Purchase Orders.
- Develop an administrative policy or guidance document regarding the maintenance of these contract records. The administrative policy needs to support how staff is to successfully accomplish the Council's Purchasing Policy
- Quarterly reporting to Budget and Audit, Financial Sustainability and City Council as a whole.

FISCAL IMPACTS

Improving the effectiveness of the City's existing contract management system and practices is likely to reduce expenditure through reduced scope of work duplication, improved contract risk management, improved expenditure management and improved compliance with the City's Purchasing Guidelines Policy (Resolution 3-2024 Purchasing Policy).

CEQA

This report is administrative in nature and is exempt from CEQA.

ATTACHMENTS

Contracts Summary Report

Type	Vendor	Contract Title/Description	Department	Contract Manager	Executed	Expiration	Annual Amount/Not to Exceed	Total Actual FY 2023-24	Total Actual FY 2024-25
Services	LSA	Professional planning services for the City.	04 - Community Development	CD Director	5/11/2022	12/31/2023		\$ 85,654	\$ 51,678
Services	Prime Time, Entertainment	Concerts in the Grove Promotor and On-site Coordinator	01 - Legislative	City Clerk	3/4/2025	9/1/2025	\$ 36,000	\$ 26,533	\$ 32,539
Services	Sound for Events (Ken Joiret)	Concerts in the Grove Sound production	01 - Legislative	City Clerk	3/29/2025	9/1/2025	\$ 20,800	\$ 20,800	
Services	Theis Engineering and Associates	Amendment No. 1 - City Engineer	03 - Public Works	City Manager	1/18/2023	9/30/2025		\$ 517,653	\$ 634,205
Services	4LEAF Inc.	Code enforcement & Planning services	04 - Community Development	City Manager	6/4/2024	12/4/2024		NA	\$ 238,743
Services	Mexicanisimo Mariachi	Providing mariachi music for Sept 21st Low Rider Car Show	02 - Admin/Finance/Legal	Assistant City Manager	9/21/2024	9/21/2024	\$ 1,900	\$ 1,900	\$ 1,900
Services	Broadcast Engineering (Jeff Brown)	Providing DJ services for the classic car shows	02 - Admin/Finance/Legal	City Manager	6/12/2024	9/21/2024	\$ 1,750	NA	\$ 1,750
Services	Comcast Business Communications	5 Year Statewide Contract Award for Cat 23,24,30 (For the Corp Yard)	03 - Public Works	Assistant City Manager	6/3/2020	6/30/2025		\$ 4,392	\$ 5,853
Services	Chavan and Associates, LLC	financial auditing services for fiscal years 2023-24, 2024-25, 2025-26 and optional years 2026-27 and 2027-28	02 - Admin/Finance/Legal	Assistant City Manager	4/1/2024	3/31/2026	\$ 108,000	NA	\$ 33,200
Services	Peregrine Technologies, Inc.	Public Safety Data Application	06 - Police	Police Chief	10/31/2024	10/31/2029	\$ 30,000	NA	\$ 10,000
Services	CSG Consultants, Inc	Community Development Planning Services	04 - Community Development	City Manager	12/9/2024	6/30/2025		NA	\$ 145,498
Services	Paychex	Payroll	02 - Admin/Finance/Legal	Accountant	11/5/2020	11/4/2025	\$ 5,000	NA	NA
Services	HdL	Tax Info and Analysis	02 - Admin/Finance/Legal	City Manager				\$ 9,488	\$ 11,628
Services	Blackbaud	Financial , AR/AP Sytem Subscription	02 - Admin/Finance/Legal	Accountant	5/12/2008			\$ 7,049	\$ 8,670
Services	APEX Technology Management	Citywide IT Services	02 - Admin/Finance/Legal	Assistant City Manager	8/16/2022		\$ 33,000	\$ 56,156	\$ 45,582

Contracts Summary Report

Type	Vendor	Contract Title/Description	Department	Contract Manager	Executed	Expiration	Annual Amount/Not to Exceed	Total Actual FY 2023-24	Total Actual FY 2024-25
Services	J&R Floor Services	Interior Building Maintenance	03 - Public Works	Senior Maintenance Worker				\$ 64,492	\$ 69,574
Services	MSR Mechanical	HVAC Mainteance and Repairs	04 - Community Development	Senior Maintenance Worker	4/7/2010	7/14/2025		\$ 35,428	\$ 23,930
Services	Bel Air Mechanical	HVAC Mainteance and Repairs	4 - Public Works	Senior Maintenance Worker	7/15/2025	7/14/2026	\$ 30,000	NA	NA
Services	Waraner Brothers Tree Service	Tree Maintenance	03 - Public Works	Senior Maintenance Worker	4/30/2024	4/29/2025	\$ 54,000	\$ 146,174	\$ 92,400
Services	Brightview Tree Service	Tree Maintenance	5 - Public Works	Senior Maintenance Worker	8/20/2025	8/19/2026	\$ 120,000	NA	NA
Services	Waraner Brothers Tree Service	Weed Abatement	03 - Public Works	Senior Maintenance Worker	5/1/2024	4/30/2025	\$ 72,000	\$ 310,329	\$ 125,099
Services	S2SERM	Weed Abatement	6 - Public Works	Senior Maintenance Worker	8/20/2025	8/19/2026	\$ 120,000	NA	NA
Services	RotoRooter	Plumbing and Drain Service	7 - Public Works	Senior Maintenance Worker	6/4/2008			\$ 7,872	\$ 10,916
Services	Workers.com	Season/Temp Workers	8 - Public Works	Senior Maintenance Worker				\$ 178,405	\$ 231,862
Services	NBS	SpecialDistrict Admin & Consulting Services	02 - Admin/Finance/Legal	Assistant City Manager				\$ 26,649	\$ 13,766