



**FINANCIAL SUSTAINABILITY COMMITTEE
REGULAR MEETING AGENDA**

MONDAY, MAY 5, 2025

4:00 PM

**City Hall, 1st Floor Conference Room
6000 Heritage Trail, Clayton, CA 94517**

Committee Members

Hank Stratford
Howard Kaplan
Frank Gavidia

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, enforced at the Committee's discretion. In accordance with State Law, no action may take place on any item not appearing on the posted agenda. The Committee 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 Committee.

3. Approval of Meeting Minutes

- (a) Approval of the March 3, 2025, Meeting Minutes.
[\(View\)](#)

4. Election of Chair

The FSC membership shall select a Chair to serve for one year.

5. Report Out of Contract Reconciliation Project

6. Report Out of Budget Timeline

7. Adjournment

The next proposed meeting of the Financial Sustainability Committee will be June 2, 2025

Please visit www.claytonca.gov for information on the next regularly scheduled meeting of the Financial Sustainability Committee.

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 Chair.



STAFF REPORT

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: Regina Rubier, Assistant City Manager

DATE: May 5, 2025

SUBJECT: Approval of the March 3, 2025, Meeting Minutes.

RECOMMENDATION

Please see attached draft minutes.

ATTACHMENTS

[Financial Sustainability Committee 030325 Minutes - Draft](#)



FINANCIAL SUSTAINABILITY COMMITTEE REGULAR MEETING MINUTES

Monday, March 3, 2025
4:00 p.m.

City Hall, 1st Floor Conference Room
6000 Heritage Trail, Clayton, CA 94517

Committee Members

Hank Stratford
Howard Kaplan
Frank Gavidia

1. **Call to Order and Roll Call (4:10 p.m.)**
Chair Kaplan, Members Gavidia and Stratford in attendance
2. **Public Comment (4:11 p.m.)**
There was no public comment
3. **Approval of October 22, 2024, Meeting Minutes (4:12 p.m.)**
Motion made by Chair Kaplan and second by Member Stratford
Motion carries 3 yes and 0 no
4. **Approval of February 3, 2025, Meeting Minutes (4:13 p.m.)**
Motion made by Chair Kaplan and second by Member Stratford
Motion carries 3 yes and 0 no
5. **Discussion of the Scope of Work for the Financial Sustainability Committee and Report to out to the City Council (4:14 p.m.)**
Motion made by Member Gavidia and second by Member Stratford to report at the City Council meeting on Tuesday, April 1, 2025, that the Committee has determined the scope of work to include:
 - a. Elevate public trust in the sustainability of the city finances.
 - b. Review the budget, based on current policy, and confirm that the budget is complete including items such as capital asset amortization, liability exposures, etc.

- c. Review sensitivity of revenue sources, such as FEMA, real estate values and sales tax.
 - d. Project a two-year budget.
- Motion carries 3 yes and 0 no

6. ADJOURNMENT (5:25 p.m.)

The next proposed meeting of the Financial Sustainability Committee will be May 5, 2025.

Please visit www.claytonca.gov for more information on the next regularly scheduled meeting of the Financial Sustainability Committee.

DRAFT