



**BUDGET AND AUDIT COMMITTEE  
SPECIAL MEETING AGENDA**

**Tuesday, May 7, 2024  
12:00 p.m.**

**City Hall, 1<sup>ST</sup> Floor Conference Room  
6000 Heritage Trail, Clayton, CA 94517**

**Committee Members**

*Kim Trupiano, Vice Mayor*

*Jeff Wan, Council Member*

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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 Budget and Audit 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. Budget Overview, Discussion, and Schedule**

- a. Discuss the process, schedule, and proposed format.
- b. Discuss initial findings, including revenue and expenditure forecast.
- c. Schedule future Committee meetings prior to the June 4<sup>th</sup> City Council meeting
  - i. Tentative dates: May 14<sup>th</sup>, 21<sup>st</sup>, and June 3<sup>rd</sup>.

**4. Administrative Organizational Structure and Recommend Enhancements**

- a. Review Organizational Charts Past, Present and Future (draft) and provide feedback.

5. **Review 4th Quarter Sales Tax report and Sales Tax forecast for the end of Fiscal Year 2023-24**

6. **ADJOURNMENT**

The next proposed meeting of the Budget and Audit Committee will be May 14, 2024.

## 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 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](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.

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 Mayor.