



TRAILS AND LANDSCAPING COMMITTEE

Tuesday, May 13, 2025
7:00 p.m.

Endeavor Hall
6008 Center Street, Clayton, CA 94517

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) Review of the Fiscal Year (FY) 2027-25 Budget and Proposed FY 2025-26 and FY 2026-27 Budgets

[\(View\)](#)

(b) Discuss Purpose, Scope of Work, and Future Work Plan

[\(View\)](#)

(c) Discuss Current Committee Membership, Reappointment, and New Member Recruitment

[\(View\)](#)

4. **ADJOURNMENT**

Please visit www.claytonca.gov for information on the next Trails and Landscape Committee meeting.

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 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.

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 Chair.



Agenda Item 3a

STAFF REPORT

TO: Trails and Landscaping Committee

FROM: Kris Lofthus, City Manager

DATE: May 13, 2025

SUBJECT: Review of the Fiscal Year (FY) 2027-25 Budget and Proposed FY 2025-26 and FY 2026-27 Budgets

RECOMMENDATION

Discuss the Expenditure of the FY 2024-25 Budget Year and Provide Recommendations for the Proposed FY 2025-26 and FY 2026-27 Budget Years.

BACKGROUND

The Trails and Landscape Committee has a responsibility to review the current budget years revenues and expenditures as well as making recommendations to the City Council for future years revenues and expenditures.

DISCUSSION

Discuss and ask clarifying questions regarding the current FY 2024-25 budget and the proposed budgets for FY 2025-26 and FY 2026-27

FISCAL IMPACT

The fiscal impact is unknown at this time.

CEQA IMPACT

None.

ATTACHMENTS

1. Fund 210 Expense Detail FY 2024-25 YTD
2. Proposed FY 25-26 City of Clayton LMD Budget

City of Clayton

General Ledger Report

3a Attachment 1

Trans.	Reference	Debit Amount	Credit Amount	Balance
210-7306-00				
210-7306-00 (Trail Fixture Repairs/Replacement)				
	<i>Account Beginning Balance</i>			\$0.00
5011-79	OSH-Supplies January-March 2025	\$182.16		
		<u>\$182.16</u>	\$0.00	
	<i>Account Net Change</i>			<u>\$182.16</u>
	<i>Account Ending Balance</i>			<u>\$182.16</u>
	<i>Year to date budget</i>	100.00%		\$25,750.00
	<i>Favorable (unfavorable) budget</i>	99.29%		\$25,567.84
	<i>Annual budget</i>			\$25,750.00
	<i>Budget remaining</i>	99.29%		\$25,567.84
210-7307-00				
210-7307-00 (Irrigation Supplies and Materials)				
	<i>Account Beginning Balance</i>			\$0.00
4891-128	Site One Landsc-Irrigation parts	\$1,247.92		
4891-130	Site One Landsc-Irrigation parts	\$640.51		
4921-143	Site One Landsc-Sand	\$528.12		
4921-147	Site One Landsc-Irrigation parts	\$1,733.80		
4954-139	Site One Landsc-Landscape/Irrigation supplies	\$203.12		
4954-143	Site One Landsc-Landscape/Irrigation supplies	\$130.34		
4961-311	Site One Landsc-Landscape/Irrigation supplies	\$2,047.76		
4961-262	Site One Landsc-Landscape/Irrigation supplies	\$743.92		
4984-314	Site One Landsc-Landscape/Irrigation supplies	\$264.96		
5011-281	Site One Landsc-Irrigation supplies	\$131.91		
5011-81	OSH-Supplies January-March 2025	\$50.46		
5011-283	Site One Landsc-Irrigation supplies	<u>\$1,186.00</u>		
		\$8,908.82	\$0.00	
	<i>Account Net Change</i>			<u>\$8,908.82</u>
	<i>Account Ending Balance</i>			<u>\$8,908.82</u>
	<i>Year to date budget</i>	100.00%		\$10,000.00
	<i>Favorable (unfavorable) budget</i>	10.91%		\$1,091.18
	<i>Annual budget</i>			\$10,000.00
	<i>Budget remaining</i>	10.91%		\$1,091.18
210-7308-00				
210-7308-00 (Weed Abatement Supplies and Materials)				
	<i>Account Beginning Balance</i>			\$0.00
4961-309	Site One Landsc-Herbicide	\$1,181.86		
4984-7	Amazon Capital -Office supplies, Landscape supplies	\$95.68		
4988-5	Site One Landsc-Herbicide	\$464.06		
4994-117	Site One Landsc-Herbicide	\$569.16		
4994-273	Site One Landsc-Herbicide	\$670.82		
5011-279	Site One Landsc-Latex gloves	<u>\$45.23</u>		
		\$3,026.81	\$0.00	
	<i>Account Net Change</i>			<u>\$3,026.81</u>
	<i>Account Ending Balance</i>			<u>\$3,026.81</u>
	<i>Year to date budget</i>	100.00%		\$10,000.00

<i>Favorable (unfavorable) budget</i>	69.73%	\$6,973.19
<i>Annual budget</i>		\$10,000.00
<i>Budget remaining</i>	69.73%	\$6,973.19

3a Attachment 1

210-7309-00

210-7309-00 (Plant Nutrition Supplies and Materials)

<i>Account Beginning Balance</i>				\$0.00
4961-126	Site One Landsc-Fertilizer	\$641.15		
4994-115	Site One Landsc-Fertilizer	\$23.38		
4994-305	Site One Landsc-Fertilizer, seed mixture	\$364.78		
4999-157	Site One Landsc-Fertilizer	\$123.92		
		<u>\$1,153.23</u>	<u>\$0.00</u>	
<i>Account Net Change</i>				<u>\$1,153.23</u>
<i>Account Ending Balance</i>				<u><u>\$1,153.23</u></u>
<i>Year to date budget</i>		100.00%		\$10,000.00
<i>Favorable (unfavorable) budget</i>		88.47%		\$8,846.77
<i>Annual budget</i>				\$10,000.00
<i>Budget remaining</i>		88.47%		\$8,846.77

210-7311-00

210-7311-00 (General Supplies)

<i>Account Beginning Balance</i>				\$0.00
4891-132	Site One Landsc-Irrigation parts	\$41.50		
4955-5	Payment	\$11.90		
4957-8	Irrigation part-OUTDOOR SUPPLY CLAYTON	\$8.76		
4957-16	SYLPHID PVC Rubber Work Bo-AMAZON MKTPL*H817E4C43	\$206.03		
4937-63	Capital One Tra-Supplies September 2024	\$160.18		
4958-7	KNEELING PAD - THE HOME DEPOT #1380	\$171.06		
4958-8	PROX19 CART - THE HOME DEPOT #0634	\$1,630.12		
4954-21	Brady IFS-Trash liners	\$890.78		
4961-25	Capital One Tra-Supplies October 2024	\$34.30		
4967-9	212PVCTEESS-EWING IRRIGATION PRD 04	\$67.02		
4967-11	HOUNDSCOOP 800 Count Pull--AMAZON MKTPL*MK0Z84HX3	\$279.99		
4969-50	Capital One Tra-Supplies	\$306.98		
4975-13	Payment	\$369.33		
4994-13	Amazon Capital -Office supplies, Landscape supplies	\$215.04		
4999-11	Amazon Capital -Office supplies, Landscape supplies	\$54.54		
5005-29	Furber Saw-Landscape tools	\$110.45		
5011-82	OSH-Supplies January-March 2025	\$54.85		
5013-201	Capital One-4752-21479		<u>\$157.20</u>	
		<u>\$4,612.83</u>	<u>\$157.20</u>	
<i>Account Net Change</i>				<u>\$4,455.63</u>
<i>Account Ending Balance</i>				<u><u>\$4,455.63</u></u>
<i>Year to date budget</i>		100.00%		\$4,120.00
<i>Favorable (unfavorable) budget</i>		(8.15%)		(\$335.63)
<i>Annual budget</i>				\$4,120.00
<i>Budget remaining</i>		(8.15%)		(\$335.63)

210-7316-00

210-7316-00 (Landscape Replacement Plants (Shrubs, Trees, Etc.))

<i>Account Beginning Balance</i>				\$0.00
5011-83	OSH-Supplies January-March 2025	\$116.14		
		<u>\$116.14</u>	<u>\$0.00</u>	
<i>Account Net Change</i>				<u>\$116.14</u>

		<i>Account Ending Balance</i>		<u>\$116.14</u>
		<i>Year to date budget</i>	100.00%	\$15,000.00
		<i>Favorable (unfavorable) budget</i>	99.23%	\$14,883.86
		<i>Annual budget</i>		\$15,000.00
		<i>Budget remaining</i>	99.23%	\$14,883.86

210-7326-00**210-7326-00 (Pavement Repair Supplies)**

		<i>Account Beginning Balance</i>		\$0.00
4968-3	QPR 50-LB PERMNT ASPHALT R-LOWES #02604*	\$109.49		
		\$109.49	\$0.00	
		<i>Account Net Change</i>		\$109.49
		<i>Account Ending Balance</i>		<u>\$109.49</u>
		<i>Year to date budget</i>	0.00%	\$0.00
		<i>Favorable (unfavorable) budget</i>	0.00%	(\$109.49)
		<i>Annual budget</i>		\$0.00
		<i>Budget remaining</i>	0.00%	\$0.00

210-7335-00**210-7335-00 (Gas & Electric Services)**

		<i>Account Beginning Balance</i>		\$0.00
4900-72	PG&E-Energy 6/16/24-7/15/24	\$3,723.13		
4904-105	PG&E-Energy 7/16/24-8/13/24	\$2,635.09		
4931-56	PG&E-Energy 8/14/24-9/13/24	\$4,008.62		
4954-107	PG&E-Energy 9/14/24-10/13/24	\$1,321.02		
4961-295	PG&E-Energy 10/14/24-11/13/24	\$3,329.38		
4969-328	PG&E-Energy 11/13/24-12/12/24	\$2,646.05		
4984-294	PG&E-Energy 12/13/24-1/12/25	\$3,850.45		
4994-241	PG&E-Energy 12/13/25-2/12/25	\$3,045.68		
5005-79	PG&E-Energy 2/13/25-3/14/25	\$2,912.25		
		\$27,471.67	\$0.00	
		<i>Account Net Change</i>		\$27,471.67
		<i>Account Ending Balance</i>		<u>\$27,471.67</u>
		<i>Year to date budget</i>	100.00%	\$10,000.00
		<i>Favorable (unfavorable) budget</i>	(174.72%)	(\$17,471.67)
		<i>Annual budget</i>		\$10,000.00
		<i>Budget remaining</i>	(174.72%)	(\$17,471.67)

210-7338-00**210-7338-00 (Water Services)**

		<i>Account Beginning Balance</i>		\$0.00
4900-160	Contra Costa Wa-City Irrigation 6/6/24-8/7/24	\$42,859.16		
4921-87	Contra Costa Wa-Water 7/3/24-9/6/24	\$16,138.08		
4937-73	Contra Costa Wa-City Irrigation 8/8/24-10/4/24	\$58,199.44		
4961-244	Contra Costa Wa-Water 9/7/24-11/4/24	\$10,062.87		
4969-240	Contra Costa Wa-City Irrigation 10/5/24-12/5/24	\$43,764.17		
4984-212	Contra Costa Wa-Water 10/5/24-12/5/24	\$6,055.80		
4994-265	Contra Costa Wa-City Irrigation 12/6/24-2/6/25	\$13,747.05		
5005-21	Contra Costa Wa-Water 1/4/25-3/3/25	\$4,396.98		
5011-222	Contra Costa Wa-City Irrigation 3/4/25-4/7/25	\$15,901.52		
		\$211,125.07	\$0.00	
		<i>Account Net Change</i>		\$211,125.07
		<i>Account Ending Balance</i>		<u>\$211,125.07</u>
		<i>Year to date budget</i>	100.00%	\$206,000.00

<i>Favorable (unfavorable) budget</i>	(2.49%)	(\$5,125.07)
<i>Annual budget</i>		\$206,000.00
<i>Budget remaining</i>	(2.49%)	(\$5,125.07)

3a Attachment 1

210-7340-00

210-7340-00 (Traffic Safety Supplies)

	<i>Account Beginning Balance</i>			\$0.00
5011-84	OSH-Supplies January-March 2025		\$46.54	
			\$46.54	\$0.00
	<i>Account Net Change</i>			\$46.54
	<i>Account Ending Balance</i>			\$46.54
	<i>Year to date budget</i>	100.00%		\$1,000.00
	<i>Favorable (unfavorable) budget</i>	95.35%		\$953.46
	<i>Annual budget</i>			\$1,000.00
	<i>Budget remaining</i>	95.35%		\$953.46

210-7341-00

210-7341-00 (Buildings/Grounds Maintenance)

	<i>Account Beginning Balance</i>			\$0.00
4909-15	Drainage System Products a - TRENCHDRAIN.COM		\$122.07	
4904-113	Pond M Solution-Fountain maintenance August 2024		\$650.00	
4954-131	Sherwin-William-Rags and stain		\$166.59	
4931-86	Site One Landsc-Turf seed, landscape tools		\$369.56	
4954-135	Sherwin-William-Paint/Primer		\$136.43	
4954-133	Sherwin-William-Paint/Primer		\$272.85	
4954-115	Pond M Solution-Fountain maintenance October 2024		\$650.00	
4961-258	Grainger, Inc.-Fountain control transformer		\$326.85	
4961-260	Grainger, Inc.-Dielectric grease		\$34.11	
4969-90	Grainger, Inc.-Electrical parts for fountain		\$968.19	
4969-92	Grainger, Inc.-Cable ties		\$2.87	
4961-303	Pond M Solution-Fountain maintenance, troubleshooting- November 20		\$1,410.00	
4984-248	Dillon Electric-Troubleshoot lighting in Clock Tower		\$1,197.72	
4984-15	Amazon Capital -Office supplies, Landscape supplies		\$10.86	
4984-302	Pond M Solution-Fountain maintenance January 2025		\$650.00	
4994-301	Pond M Solution-Fountain maintenance February 2025		\$650.00	
5011-85	OSH-Supplies January-March 2025		\$51.99	
			\$7,670.09	\$0.00
	<i>Account Net Change</i>			\$7,670.09
	<i>Account Ending Balance</i>			\$7,670.09
	<i>Year to date budget</i>	100.00%		\$10,000.00
	<i>Favorable (unfavorable) budget</i>	23.30%		\$2,329.91
	<i>Annual budget</i>			\$10,000.00
	<i>Budget remaining</i>	23.30%		\$2,329.91

210-7342-00

210-7342-00 (Machinery/Equipment Maintenanc)

	<i>Account Beginning Balance</i>			\$0.00
4913-58	spark plugs equip. - AMAZON MKTPL*RG7YQ06C1		\$26.64	
4913-59	Equip parts - FURBER SAW INC		\$256.53	
4913-60	Battery's tractor - AUTOZONE #3334		\$582.34	
4913-61	belts compressor - AUTOZONE #3334		\$29.61	
4913-62	21"mowers - FURBER SAW INC		\$3,621.73	
4909-18	Blower hip throttle - FURBER SAW INC		\$543.25	
4909-19	Chainsaw service - FURBER SAW INC		\$559.28	
4921-49	Furber Saw-Equipment repair		\$154.68	

4921-51	Furber Saw-Equipment parts	\$227.27		
4957-18	Equipment repair-FURBER SAW INC	\$1,035.56		
4957-19	Lumber-ASHBY LUMBER	\$4,607.54		
4937-154	RD Offutt Compa-Tractor service	\$1,708.17		
4954-56	Furber Saw-2-cycle mix for landscape equipment	\$207.03		
4961-122	Site One Landsc-Irrigation controller repair	\$1,806.96		
4969-281	Pond M Solution-Fountain repair	\$1,795.38		
4969-297	Swenson's Mobil-Install trailer wiring connector	\$112.00		
4984-11	Amazon Capital -Office supplies, Landscape supplies	\$64.16		
4988-7	Site One Landsc-Landscape tools	\$203.71		
4982-25	New tires Skid Stear - EAST BAY TIRE FAIRFIELD	\$744.15		
4982-29	ECONOCRAFT - AUTOZONE #3334	\$89.79		
4994-218	Furber Saw-Equipment parts	\$813.93		
4994-275	Swenson's Mobil-Install trailer wiring connector	\$167.91		
4994-283	Swenson's Mobil-Install trailer wiring connector	\$167.91		
4999-16	Amazon Capital -Office supplies, Landscape supplies	\$14.84		
5005-97	Swenson's Mobil-Install trailer wiring connector	\$144.80		
5005-101	Swenson's Mobil-Install trailer wiring connector	\$144.80		
5011-90	Performance Tra-Build custom mounting bracket for tractor seat	\$1,227.87		
5011-287	Swenson's Mobil-Service to Polaris ATV	\$799.07		
		<u>\$21,856.91</u>	<u>\$0.00</u>	
	<i>Account Net Change</i>			<u>\$21,856.91</u>
	<i>Account Ending Balance</i>			<u><u>\$21,856.91</u></u>
	<i>Year to date budget</i>	100.00%		\$10,000.00
	<i>Favorable (unfavorable) budget</i>	(118.57%)		(\$11,856.91)
	<i>Annual budget</i>			\$10,000.00
	<i>Budget remaining</i>	(118.57%)		(\$11,856.91)

210-7343-00**210-7343-00 (Vehicle Maintenance)**

	<i>Account Beginning Balance</i>			\$0.00
4942-31	PW Vehicle maintenance Re-allocation Q1 FY 25	\$14,501.63		
4976-31	PW Vehicle maintenance Re-allocation Q2 FY 25	\$6,608.65		
		<u>\$21,110.28</u>	<u>\$0.00</u>	
	<i>Account Net Change</i>			<u>\$21,110.28</u>
	<i>Account Ending Balance</i>			<u><u>\$21,110.28</u></u>
	<i>Year to date budget</i>	100.00%		\$25,000.00
	<i>Favorable (unfavorable) budget</i>	15.56%		\$3,889.72
	<i>Annual budget</i>			\$25,000.00
	<i>Budget remaining</i>	15.56%		\$3,889.72

210-7344-00**210-7344-00 (Vehicle Gas, Oil, and Supplies)**

	<i>Account Beginning Balance</i>			\$0.00
4942-21	PW Fuel Re-allocation Q1 FY 25	\$5,587.92		
4976-21	PW Fuel Re-allocation Q2 FY 25	\$4,550.27		
		<u>\$10,138.19</u>	<u>\$0.00</u>	
	<i>Account Net Change</i>			<u>\$10,138.19</u>
	<i>Account Ending Balance</i>			<u><u>\$10,138.19</u></u>
	<i>Year to date budget</i>	100.00%		\$20,000.00
	<i>Favorable (unfavorable) budget</i>	49.31%		\$9,861.81
	<i>Annual budget</i>			\$20,000.00
	<i>Budget remaining</i>	49.31%		\$9,861.81

210-7381-00**210-7381-00 (Property Tax Admin. Costs)**

3a Attachment 1

	<i>Account Beginning Balance</i>			\$0.00
4970-243	Deposit 4676 - Summarized Cash Receipts Receipt	\$2,063.97		
5013-85	Deposit 4746 - Summarized Cash Receipts Receipt	\$1,501.07		
		<u>\$3,565.04</u>	\$0.00	
	<i>Account Net Change</i>			<u>\$3,565.04</u>
	<i>Account Ending Balance</i>			<u><u>\$3,565.04</u></u>
	<i>Year to date budget</i>	100.00%		\$4,635.00
	<i>Favorable (unfavorable) budget</i>	23.08%		\$1,069.96
	<i>Annual budget</i>			\$4,635.00
	<i>Budget remaining</i>	23.08%		\$1,069.96

210-7419-00**210-7419-00 (Other Professional Services)**

	<i>Account Beginning Balance</i>			\$0.00
4891-116	NBS Govt. Finan-District Administration Q1 FY25	\$1,296.03		
4900-308	Theis Engineeri-Engineering svcs July 2024	\$645.00		
4931-48	NBS Govt. Finan-District Administration Q2 FY25	\$1,339.96		
4969-277	NBS Govt. Finan-District Administration Q3 FY25	\$1,339.96		
5005-67	NBS Govt. Finan-District Administration Q4 FY25	\$1,402.88		
		<u>\$6,023.83</u>	\$0.00	
	<i>Account Net Change</i>			<u>\$6,023.83</u>
	<i>Account Ending Balance</i>			<u><u>\$6,023.83</u></u>
	<i>Year to date budget</i>	100.00%		\$10,000.00
	<i>Favorable (unfavorable) budget</i>	39.76%		\$3,976.17
	<i>Annual budget</i>			\$10,000.00
	<i>Budget remaining</i>	39.76%		\$3,976.17

210-7429-00**210-7429-00 (Animal/Pest Control Services)**

	<i>Account Beginning Balance</i>			\$0.00
4879-216	Rural Pig Manag-Pig control July 2024	\$3,000.00		
4900-273	Rural Pig Manag-Pig control August 2024	\$3,000.00		
4909-16	Tube Trap Squirrel Trap (R - AMZN MKTP US*RF9XH6RF2	\$130.40		
4921-139	Rural Pig Manag-Pig control September 2024	\$3,000.00		
4937-158	Rural Pig Manag-Pig control October 2024	\$3,000.00		
4961-114	Rural Pig Manag-Pig control November 2024	\$2,500.00		
4969-137	Rural Pig Manag-Pig control December 2024	\$2,500.00		
4984-85	Rural Pig Manag-Pig control January 2025	\$2,500.00		
4994-109	Rural Pig Manag-Pig control February 2025	\$2,500.00		
4999-149	Rural Pig Manag-Pig control March 2025	\$2,500.00		
		<u>\$24,630.40</u>	\$0.00	
	<i>Account Net Change</i>			<u>\$24,630.40</u>
	<i>Account Ending Balance</i>			<u><u>\$24,630.40</u></u>
	<i>Year to date budget</i>	100.00%		\$30,000.00
	<i>Favorable (unfavorable) budget</i>	17.90%		\$5,369.60
	<i>Annual budget</i>			\$30,000.00
	<i>Budget remaining</i>	17.90%		\$5,369.60

210-7435-00**210-7435-00 (Contract Seasonal Labor)**

	<i>Account Beginning Balance</i>			\$0.00
4891-166	Workers.com-Seasonal Workers week ending 7/7/24	\$4,248.92		

		Account Beginning Balance	\$0.00
4900-335	Waraner Brother-Tree work-Clayton Rd/Mitchell Canyon	\$6,975.00	
4900-337	Waraner Brother-Emergency call-Four Oaks/Mt Zion Dr	\$2,400.00	
4931-94	Waraner Brother-Tree work-Stranahan Cir Horse trail	\$4,836.00	
4931-96	Waraner Brother-Tree work - Rachel Ranch/Diablo Creek	\$1,116.00	
4931-98	Waraner Brother-Tree work - Lydia Lane	\$930.00	
4931-100	Waraner Brother-Emergency call-Oak St Bridge	\$4,092.00	
4931-102	Waraner Brother-Tree work-Oakhurst Dr open space	\$1,860.00	
4921-163	Waraner Brother-Tree work-OMC,El Molino,ElPortal,Diablo Pkwy-eleva	\$12,555.00	

4921-165	Waraner Brother-Emergency call-Diablo Creek Trail	\$837.00		
4954-162	Waraner Brother-Tree work-Keller Ridge, Pruned sycamore trees	\$4,464.00		
4961-318	Waraner Brother-Tree work-Marsh Creek Rd, removed 4 dead trees	\$372.00		
4961-320	Waraner Brother-Tree work-Stranahan Park, side pruned Deodora	\$837.00		
4969-170	Waraner Brother-Tree work-Stranahan Circle - remove large dead pin	\$4,092.00		
4969-172	Waraner Brother-Tree work-Stranahan Circle Creek area pruning	\$7,812.00		
4984-320	Waraner Brother-Tree work-Donner Creek Trail - Pruned Trees	\$1,900.00		
4984-322	Waraner Brother-Tree work-Oakhurst Dr - Street Clearance	\$4,940.00		
4984-324	Waraner Brother-Tree work-N Side Clayton Rd, Peacock Crk/DVMS	\$3,040.00		
4984-326	Waraner Brother-Tree work-Stranahan Cir, Side Prune trees	\$2,280.00		
4984-328	Waraner Brother-Tree work-Caulfield/Blackpoint Ct, Pruned Ash tree	\$1,710.00		
4994-166	Waraner Brother-Tree work-Pine Hollow/ElCamino remove oak tree	\$2,976.00		
4999-179	Waraner Brother-Tree work-Main St, Clayton Rd	\$5,320.00		
4999-181	Waraner Brother-Tree work-Salazar Ct	\$3,040.00		
		<u>\$78,384.00</u>	<u>\$0.00</u>	
<i>Account Net Change</i>				<u>\$78,384.00</u>
<i>Account Ending Balance</i>				<u><u>\$78,384.00</u></u>
		<i>Year to date budget</i>	100.00%	\$162,074.00
		<i>Favorable (unfavorable) budget</i>	51.64%	\$83,690.00
		<i>Annual budget</i>		\$162,074.00
		<i>Budget remaining</i>	51.64%	\$83,690.00

210-7445-00**210-7445-00 (Weed Abatement Services)**

<i>Account Beginning Balance</i>				\$0.00
4900-329	Waraner Brother-Fire Abatement work	\$27,528.00		
4900-333	Waraner Brother-Fire Abatement work	\$10,416.00		
5011-296	Waraner Brother-Fire Abatement work	\$26,460.00		
		<u>\$64,404.00</u>	<u>\$0.00</u>	
<i>Account Net Change</i>				<u>\$64,404.00</u>
<i>Account Ending Balance</i>				<u><u>\$64,404.00</u></u>
		<i>Year to date budget</i>	100.00%	\$115,000.00
		<i>Favorable (unfavorable) budget</i>	44.00%	\$50,596.00
		<i>Annual budget</i>		\$115,000.00
		<i>Budget remaining</i>	44.00%	\$50,596.00

210-7485-00**210-7485-00 (Capital Outlay - Machinery, Vehicles & Equipment)**

<i>Account Beginning Balance</i>				\$0.00
4904-55	Furber Saw-Lawn Mower	\$37,682.11		
4914-9	REV-Furber Saw-Lawn Mower		\$37,682.11	
4916-3	Furber Saw-Laser Z Lawnmower	\$37,682.11		
4978-27	Lawnmower 100% to GF		\$37,682.11	
		<u>\$75,364.22</u>	<u>\$75,364.22</u>	
<i>Account Net Change</i>				<u>\$0.00</u>
<i>Account Ending Balance</i>				<u><u>\$0.00</u></u>
		<i>Year to date budget</i>	0.00%	\$0.00
		<i>Favorable (unfavorable) budget</i>	0.00%	\$0.00
		<i>Annual budget</i>		\$0.00
		<i>Budget remaining</i>	0.00%	\$0.00

210-7486-00**210-7486-00 (CERF Charges/Depreciation)**

<i>Account Beginning Balance</i>				\$0.00
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Account Net Change			\$30,900.00
Account Ending Balance			\$30,900.00
Year to date budget	100.00%		\$30,900.00
Favorable (unfavorable) budget	0.00%		\$0.00
Annual budget			\$30,900.00
Budget remaining	0.00%		\$0.00

210-7615-00

210-7615-00 (CCC Property Tax)

Account Beginning Balance

\$0.00

4961-39

Contra Costa Co-Property taxes FY 2025

			\$3,369.24
			\$3,369.24\$0.00
Account Net Change			\$3,369.24
Account Ending Balance			\$3,369.24
Year to date budget	100.00%		\$3,605.00
Favorable (unfavorable) budget	6.54%		\$235.76
Annual budget			\$3,605.00
Budget remaining	6.54%		\$235.76

210-8101-00

210-8101-00 (Transfer To General Fund)

Account Beginning Balance

\$0.00

4978-16

Admin Exp Recovery FY 25 per budget

			\$45,116.00
			\$45,116.00\$0.00
Account Net Change			\$45,116.00
Account Ending Balance			\$45,116.00
Year to date budget	100.00%		\$45,116.00
Favorable (unfavorable) budget	0.00%		\$0.00
Annual budget			\$45,116.00
Budget remaining	0.00%		\$0.00

City of Clayton
FY 2025-26 PRELIMINARY
210 - Landscape Maintenance District Fund

		2024-25		%	2025-26		%	2026-27		%
		Final Budget	YTD (4/30/2025)	Increase	Preliminary Budget	Increase		Preliminary Budget	Increase	
PROJECTED BEGINNING FUND BALANCE		424,342			514,574			739,383		
REVENUES										
210-4604	LMD Special Tax Rate	1,320,856	1,254,806	-5%	1,373,690	9%		714,319	-48%	
210-5601	Interest	7,000	-	-100%	7,280	4%		7,571	4%	
	Net Investment Gain (Loss)									
	Other									
Total Revenue		1,327,856	1,254,806		1,380,970			721,890		
EXPENDITURES										
210-7111	Regular Salaries	265,021	327,678	24%	312,261	18%		324,751	4%	
210-7113	Overtime	2,500	289	-88%	1,000	-60%		1,040	4%	
210-7218	Long/Short Term Disability Insurance	2,618	1,716	-34%	3,077	18%		3,077	0%	
210-7220	PERS Retirement-Normal Cost	24,309	18,649	-23%	39,137	61%		40,702	4%	
210-7221	PERS Retirement - Unfunded Liability	43,406	49,586	14%	84,613	95%		87,997	4%	
210-7231	Workers' Compensation	11,928	12,839	8%	16,103	35%		16,747	4%	
210-7233	FICA Taxes	4,051	4,763	18%	5,185	28%		5,392	4%	
210-7246	Benefit Insurance	55,565	39,428	-29%	100,061	80%		104,063	4%	
210-7301	Recruitment/Pre-employment	258		-29%	-	-100%		-	#DIV/0!	
210-7306	Trail Fixture Repairs/Replacement	25,750	182	-65%	25,000	-3%		26,000	4%	
210-7307	Irrigation Supplies and Materials	10,000	8,909	-70%	6,000	-40%		6,240	4%	
210-7308	Weed Abatement Supplies and Materials	10,000	3,027	-88%	10,000	0%		10,400	4%	
210-7309	Plant Nutrition Supplies and Materials	10,000	1,153	-55%	10,000	0%		10,000	0%	
210-7311	General Supplies	4,120	4,456	-97%	4,500	9%		4,500	0%	
210-7316	Landscape Replacement Plants (Shrubs, Trees, Etc.)	15,000	116	-99%	15,000	0%		15,300	2%	
210-7326	Pavement Repair Supplies		109							
210-7335	Gas & Electric Services	10,000	27,472	175%	22,500	125%		22,950	2%	
210-7338	Water Services	206,000	211,125	2%	189,108	-8%		192,890	2%	
210-7340	Traffic Safety Supplies	1,000	47	-95%	1,000	0%		1,020	2%	
210-7341	Buildings/Grounds Maintenance	10,000	7,750	-22%	10,000	0%		10,200	2%	
210-7342	Machinery/Equipment Maintenance	10,000	21,857	119%	15,000	50%		15,300	2%	
210-7343	Vehicle Maintenance	25,000	21,110	-16%	10,000	-60%		10,200	2%	
210-7344	Vehicle Gas, Oil, and Supplies	20,000	10,138	-49%	15,200	-24%		15,504	2%	
210-7381	Property Tax Admin. Costs	4,635	3,565	-23%	4,728	2%		4,822	2%	
210-7419	Other Professional Services	10,000	6,024	-40%	5,000	-50%		5,100	2%	
210-7429	Animal/Pest Control Services	30,000	24,630	-18%	30,600	2%		31,212	2%	
210-7435	Contract Seasonal Labor	160,000	110,727	-31%	50,000	-69%		51,000	2%	
210-7440	Tree Trimming Services	162,074	78,384	-52%	45,794	-72%		46,710	2%	
210-7445	Weed Abatement Services	115,000	64,404	-44%	75,600	-34%		77,112	2%	
210-7486	CERF Charges/Depreciation	30,900	30,900	0%	-	-100%		32,148	#DIV/0!	
210-7520	Project Program Costs	-		#DIV/0!	-	#DIV/0!		-	#DIV/0!	
210-7615	CCC Property Tax	3,605	3,369	-7%	3,677	2%		3,751	2%	
Total Expenditures		1,282,740	1,094,403		1,110,143			1,176,130		
OTHER FINANCING SOURCES										
	Transfers From SRF To GF	45,116	45,116	-	46,018			46,939		
	Other									
Total Other Financing Sources		(45,116)	(45,116)		(46,018)			(46,939)		
NET CHANGE IN FUND BALANCES		90,232	205,519		224,809			(407,301)		
ENDING FUND BALANCES		514,574	629,861		739,383			332,082		



STAFF REPORT

TO: Trails and Landscaping Committee

FROM: Kris Lofthus, City Manager

DATE: May 13, 2025

SUBJECT: Discuss Current Committee Membership, Reappointment, and New Member Recruitment

RECOMMENDATION

Discuss the current membership of the Trails and Landscape Committee, reappointment of current members, and timeline to fill seats of those not seeking reappointment.

BACKGROUND

The Trails and Landscape Committee is made up of 11 members appointed to two-year terms. The most recent appointment being made in November of 2023 and one member resigning from the committee. The current membership is:

Member	Term End Date
Erin Bennett	12/31/2023
Stephen Rossi	12/31/2023
Patti Pratt	12/31/2023
Allison Snow	12/31/2023
Joyce Wells	12/31/2023
Tom Brand	12/31/2023
Craig Nuchols	12/31/2023
Kate Happy	12/31/2023
Nancy Topp	12/31/2023 (Resigned)
Martin Andrews	12/31/2024
Mike Wells	12/31/2025

of the 11 members, only one member is currently serving in an unexpired term.

DISCUSSION

Discuss reappointment option, members who would like to be reappointed to the TLC, and timeline to fill the seats of those not seeking reappointment.

FISCAL IMPACT

None .

CEQA IMPACT

None.

ATTACHMENTS

None.



STAFF REPORT

TO: Trails and Landscaping Committee

FROM: Kris Lofthus, City Manager

DATE: May 13, 2025

SUBJECT: Discuss Purpose, Scope of Work, and Future Work Plan for the TLC

RECOMMENDATION

Review and discuss the proposed Scope of Work for the Trails and Landscaping Committee (TLC), strategies for advancing the committee's objectives, and outline future work plan.

BACKGROUND

The Trails and Landscaping Committee last convened under the leadership of the departing Interim City Manager in August 2024. Following that meeting, the City Council appointed Kris Lofthus as the new City Manager. With this leadership change, there is renewed opportunity for collaborating with the committee to establish a clear and focused direction for the TLC's future initiatives..

DISCUSSION

The following topics will be addressed:

1. The overall purpose and mission of the Trails and Landscaping Committee.
2. Strategic focus areas for the TLC as it progresses, including identification of specific projects.
3. Proposed meeting frequency, including days and times for future gatherings.
4. Potential future agenda items for discussion.

FISCAL IMPACT

None.

CEQA IMPACT

None.

ATTACHMENTS

None.