



AGENDA

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TRAILS AND LANDSCAPING COMMITTEE [CITIZENS OVERSIGHT COMMITTEE]

Monday, September 30, 2019

7:00 p.m.

Hoyer Hall

Clayton Community Library City Hall

*6125 Clayton Road
Clayton, CA 94517*

COMMITTEE MEMBERS

Maryann Carroll-Moser
Carin Kaplan
William Wiggins

Howard Kaplan, Chair
Ted Sudderth
Doris Ward

*Vice Mayor Julie Pierce
(Ex-Officio)*

*Mayor Tuija Catalano
(Ex-Officio Alternate)*

Staff: Laura Hoffmeister, Asst. to the City Manager
Jim Warburton, Maintenance Supervisor
Juan Gonzalez, Senior Maintenance Worker

- A complete packet of information containing staff reports and exhibits related to each item is available for public review in City Hall located at 6000 Heritage Trail on Monday prior to the Committee meeting or on the City Website at www.cityofclayton.net.
- 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.cityofclayton.net
- 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.
- If you have a physical impairment that requires special accommodations to participate, please call the City Clerk's office at least 72 hours in advance of the meeting at (925) 673-7304.

*** TRAILS AND LANDSCAPING COMMITTEE ***

September 30, 2019

1. CALL TO ORDER & ROLL CALL –Chair H. Kaplan

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

*Any member **from the audience** may address the Committee on items within the Committee's jurisdiction, (which are not on the agenda) by completing a speaker card and forwarding it to the Chair. To assure an orderly meeting and an equal opportunity for everyone, each speaker is limited to 3 minutes, enforced at the Chair's discretion. When one's name is called by the Chair, the speaker shall advance to the public podium and adhere to the time limit. 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 request Staff to report back at a future meeting concerning the matter.*

Public comment and input on Consent Calendar, Public Hearing, Action Items and other Agenda Items will be allowed when each item is considered by the Committee.

3. CONSENT CALENDAR

*Consent Calendar items are typically routine in nature and **all items are considered together for approval by the Committee with one single motion.** Members of the Committee, Audience, or Staff may remove an item from the Consent Calendar for purpose of public comment; question or input may request so through the Chair. After discussion of the item the entire Consent Calendar can be approved together in one single motion.*

- (a) Landscape Maintenance District Staff Activity Report for April 16 to September 15, 2019.
- (b) Status of Landscape Maintenance District Projects.

Recommended Action: Approve the Consent Calendar.

4. BUSINESS ITEMS

- (a) Receive and review the Landscape Maintenance District draft fiscal year end budget for FY 2018-2019, as the Citizens Oversight Committee for Measure H.
(Asst. to the City Manager Hoffmeister and Maintenance Supervisor Warburton)

Recommended Action: Receive information report no action needed.

- (b) Select up to three Committee member(s), to prepare draft FY 18-19 Annual Report as the Citizens Oversight Committee for Measure H.

- (c) Review of the status of Landscape Maintenance District FY 19/20 expenses and revenues.
(Asst. to the City Manager Hoffmeister and Maintenance Supervisor Warburton)

Recommended Action: Receive information no action needed.

- (d) Discussion of practicability of having in downtown Clayton hanging planter/flower baskets from existing street lights and/or new poles or by other means, including such items as cost, installation, maintenance and maintenance cost.
(Chair Howard Kaplan)

Recommended Action: General discussion of this idea.

5. **CORRESPONDENCE** – review of incoming and outgoing correspondence

- Informational Only- No Action

None

6. **COMMITTEE ITEMS** – limited to requests and directives for future meetings:

- (a) Selection of Committee member to Report to the City Council at its Oct. 1st or Oct. 15th 2019 meeting. If no member is available to report the Council Liaison can provide update to the City Council.

- (b) Future Agenda Items and target dates: (all future agendas will include minutes; Maintenance staff Activity Report for the District; LMD Projects status report as applicable; latest FY to date budget expenses)

- **Nov./Dec. 2019 - TLC meeting** FY 2018-19 TLC prepared Annual Report review
- **December 2019 – TLC appointments expire** for Maryann Carroll-Moser, Howard Kaplan, Carin Kaplan. Re-application would be needed for consideration by the City Council to continue for two year period from Dec.2019-Dec. 2021.
- **January 2020 – TLC meeting for mid-year FY 19-20 budget review.**
- February 2020 – City Council mid-year budget Review for FY 2019-20.
- May 2019 - City Council Budget Subcommittee meeting
- May 2019 - **TLC meeting** for proposed LMD budget for FY 20-21
- June 2, 2020 - City Council budget introduction, presentation public hearing
- June 16, 2020 - City Council adoption of budget
- June 30, 3030 – Alternative optional budget adoption date if into is done on June 16
- **Sept. 2020 - TLC meeting** for FY 2019-20 year-end review and select Committee Member(s) to prepare draft FY 19-20 Annual Report

- (c) Committee Member communications – general information not requiring any action by the TLC

- (d) Staff communications – general information not requiring any action by the TLC

7. **ADJOURNMENT** – Upon call by the Chair the meeting shall be adjourned.

The Committee's next regularly-scheduled meeting is will be called as needed. At 7:00 p.m. in Hoyer Hall, Clayton Community Library. Please contact the City Clerk at 673-7300 to verify actual date/and location.



Agenda Date: Sept. 30, 2019

Agenda Item: 3(a)

TRAILS & LANDSCAPING MAINTENANCE DISTRICT ACTIVITY REPORT 4/16/19 to 9/15/19

- City staff landscaped the second half of the median on Clayton Road at Lydia Lane
- Management acquired three bids for the City's annual fire weed abatement along open space, awarded the contract and administered the contract through its completion in mid-June.
- City staff conducted annual fire weed abatement by cutting/flailing the weeds along the Cardinet Trail and other major paved trails throughout the City in compliance with Contra Costa County Fire District regulations
- Trimmed the shrubs in the outbound direction of Clayton Road.
- Trimmed the shrubs in the inbound and outbound directions of Oakhurst Blvd.
- Trimmed shrubs on Keller Ridge Drive between back of curb and sidewalk as well as the corners of side streets.
- Maintenance had the irrigation controller on Marsh Creek Road at the Black Diamond Trail repaired
- City Maintenance staff repaired the mainline on Peacock Creek Drive, repaired several irrigation valves and also repaired many sprinkler heads
- City Staff repaired the irrigation mainline on Oakhurst Blvd. at Indian Wells Drive.
- City crews are in the process of cleaning debris from the creeks, when finished with the creeks we will start cleaning V-ditches
- Two new dog waste dispenser's and trash receptacles were installed by donation from CBCA through the City-wide community donor program (copy attached). Pursuant to the City Council per approved locations in the program, one was installed near the trail at El Molino Dr. at old Marsh Creek Rd., the other at Lydia Lane Park near the Cardinet Trail entrance.
- A Large stone pine was removed when it fell into the open space next to 314 Meredith Ct.

- Elm trees on Clayton Road near the south side of Lydia Lane Drive were thinned and raised due to the safety concerns.
- A large Stone Pine tree in the open space behind West Myrick Ct. dropped a large branch into the yard at 320 West Myrick Ct. The branch was removed from the tree and the tree was safety pruned.
- Trees on Clayton road were side pruned for sight clearance of the traffic lights at Diablo View Middle School in both the East and West bound directions.
- An Oak Tree on Clayton Road between Center Street and old Marsh Creek Road had to be removed due to the splitting of the trunk of the tree. Unfortunately this tree could not be saved. The tree next to it was thinned to prevent damage to it.
- The large Pepper tree on Clayton Road at Mitchel Canyon was side pruned for sight clearance of the traffic signal light.



6000 Heritage Trail, Clayton, CA 94517
Ph: 925-673-7300

CITY OF CLAYTON DONOR AND MEMORIAL RECOGNITION PROGRAM

The Donor and Memorial Recognition Program allow a person to contact the City and buy a designated item that is already in use within the City.

These items are benches, picnic table, trees, trash and or recycling receptacles, doggie mitt station.

The purchased items would be installed within the City for use in our existing Downtown, parks, and Trail system.

A plaque no larger than 3"x5" is include in the price and would be attached to or installed next to the donated item. Plaque to be engraved metal brass like; or to be dark brown with white lettering if metal plaques can not be mounted on the item or near it, this likely for trees, trash or recycling receptacles or doggie stations.

The plaque can state either the recognition of the remembrance to the person and the donor (if desired), or the donors name or business name and City location (if desired).

Final approval of the request and location would be based upon the staff determination of the need and maintenance issues.

The costs shall include the item (including tax/shipping) and installation.

Rev 3/24/17 jbrown/memorial program brochure

The following are the current items included in the program and pricing:

- Victor Stanley Bench [with a back]. These benches are the ones that are in The Grove public park in the Downtown. The cost of the bench with a plaque is approximately \$2,249.00.
- Victor Stanley Bench [with or without a back]. Assemblage, installation and plaque costs about \$2,249.00. These benches are the ones that are in the Downtown area. If these benches cannot be installed where there is an existing sidewalk, there would be added cost for a concrete base [approx. \$1540.00] depending on site.
- Park Picnic Table [ADA universal]. Assemblage, installation and plaque costs about \$1,595.00. These tables are in place at the Library, North Valley Park, and Downtown along the creek. Again, there must be a concrete pad available; which cost is not included in the installation cost above; generally, without special circumstances, a concrete pad costs \$730.00.
- 72" Trail Bench. Assemblage, installation and plaque costs about \$1,015.00. This style of bench exists in the Community Park. It could be installed along our Trail system or in the parks. Additional charge on location.
- 24" Box Tree [specie approved by City]. Installation and plaque costs about \$850.00. The trees could be planted anywhere on property the City owns that has adequate irrigation [except medians]. If irrigation must be installed, additional expenses are incurred.
- Doggie Station [dispenser unit with small trash container] assembly, installation and plaque costs about \$900. It could be installed at Lydia Lane Park, El Molino/ Marsh Creek Rd., Westwood Park, and Community Park.
- Trash/Recycling Receptacle: [decorative container with concrete platform] installation and plaque costs about \$1,875.00 (trash) or \$1,975.00 (recycling). It could be installed at Lydia Lane Park, El Molino/ Marsh Creek Rd., Westwood Park, Community Park, downtown. [If these cannot be installed where there is an existing sidewalk, there would be added cost for a concrete base [approx. \$1200.00] depending on site.



Agenda Date: Sept. 30, 2019

Agenda Item: 3 (b)

Memo

To: Trail and Landscape Committee
From: Maintenance Supervisor, Jim Warburton
Date: Sept 30, 2019
Re: Landscape Maintenance District Project Updates

- The Downtown Planter Box Project contract was unanimously approved for award of construction contract at its August 20, 2019 meeting (the Aug. 20, 2019 City Council Resolution, minutes, staff report and power point presentation for this item are attached as information). The signed contract, bonds and insurance has been submitted by the contractor. The City Engineer is working on the construction schedule with the Contractor, with construction targeted to begin sometime in October, after Oktoberfest.
- The trees on the major arterial have been inspected and are scheduled to be thinned and raised to 15 feet for City standards in November, December depending on outside contractor availability and priorities.
- Two new Rain Master DX3 irrigation controllers will be installed in the upcoming months: One on Oakhurst at Eagle Peak west and one at the corner of Oakhurst and Clayton Road. Both of these new controllers will operate with the updated oases computer program for the central irrigation system.
- Stump removal is tentatively planned to on Clayton Road this fall in preparation for replanting targeted for this fall/winter.
- The Peacock Creek Trail is planned to have some repair/ be renovated after this winter rains are over.

RESOLUTION NO. 39-2019

**A RESOLUTION AWARDING A LOW-BID CONTRACT TO KEREX ENGINEERING, INC.,
IN THE AMOUNT OF \$237,420.00 FOR THE DOWNTOWN PLANTER BOX PROJECT
(PROJECT #LMD 215-1) AND MAKING FINDINGS THAT THE CONTEMPLATED
DOWNTOWN PLANTER BOX IMPROVEMENTS ARE CATEGORICALLY EXEMPT
UNDER CEQA SECTION 15302(C),**

**THE CITY COUNCIL
City of Clayton, California**

WHEREAS, the current downtown planter boxes are in disrepair; and

WHEREAS, the repairs and improvements contemplated by this project are exempt under Section 15302(c) of the CEQA guidelines; and

WHEREAS, the City Engineer recently designed and bid the Main Street Planters Improvements Project, the City received one bid from Kerex Engineering, Inc. in the amount of \$237,420.00, and the bidder, Kerex Engineering, Inc., has been determined by the City Engineer to be a responsible bidder based on references; and

WHEREAS, there are adequate funds currently budgeted in fund 210-7520-00 to fully fund this construction contract,

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Clayton, California does hereby award a low bid contract to Kerex Engineering, Inc., in the amount of \$237,420 to construct the planter box improvements and authorizes its City Manager to execute the contract on behalf of the City.

PASSED, APPROVED and ADOPTED by the City Council of Clayton, California at a regular public meeting thereof held on the 20th day of August 2019 by the following vote:

AYES: Mayor Catalano, Vice Mayor Pierce, Councilmembers Diaz, Wan, and Wolfe.

NOES: None.

ABSENT: None.

ABSTAIN: None.

THE CITY COUNCIL OF CLAYTON, CA



Tuija Catalano, Mayor

Consent Calendar Pulled

- (d) Adopted Resolution No. 39-2019 approving the award of low-bid contract to Kerex Engineering, Inc. in the amount of \$237,420.00 for the Downtown Raised Planter Box Replacement Project including irrigation and power (Project # LMD 215-1).

City Engineer Scott Alman presented the staff report and a slideshow indicating the current condition of the Downtown Raised Planter Boxes.

Following questions by the City Council, Mayor Catalano opened the item to public comment.

Ann Stanaway, 1553 Haviland Place, advised glassy-winged sharpshooters are known to live Crepe Myrtle Trees and destroy vineyards. Ms. Stanaway suggested replacing the trees with large succulents.

Keith Haydon, 1542 O'Hara, wanted to remind the public of the research that has occurred on this project and exploration of all options were also considered.

Howard Kaplan, 1194 Easley Drive, suggested a detailed review before making a decision on this item. Mr. Kaplan indicated as a Trails and Landscaping Committee member this item was not reviewed by the committee prior to consideration by the City Council.

Councilmember Wan requested clarification of the Trails and Landscaping Committee lack of involvement on this item.

Jim Gamble suggested using the bush variation of the Crepe Myrtle.

Glenn Miller, 1005 Pebble Beach Drive, inquired on the source of funding for this project.

Roy Correra requested transparency on various items such as project status, sub-committee progress report regarding the City Manager Recruitment, and high-density projects.

Mayor Catalano closed public comments.

City Manager Joe Sbranti referred the City Council to staff report noting the Landscape Maintenance District has adequate funding for this project. He further noted a complete scope of work is also available for the public to review.

Assistant to the City Manager Laura Hoffmeister noted the City Council established details of the Trails and Landscaping Committee duties. She further noted bid plans and specifications are implemented by city staff. Ms. Hoffmeister also provided history of this specific item.

It was moved by Vice Mayor Pierce, seconded by Mayor Catalano, to approve Consent Calendar Item 3(d), as submitted. (Passed; 5-0 vote).

4. RECOGNITIONS AND PRESENTATIONS – None.



Agenda Date: 8-20-2019

Agenda Item: 3d

Approved:


Joseph A. Sbranti
City Manager

AGENDA REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: SCOTT ALMAN, CITY ENGINEER
LYNNE FILSON, CITY TRAFFIC ENGINEER

DATE: AUGUST 20, 2019

SUBJECT: ADOPT A RESOLUTION APPROVING THE AWARD OF LOW-BID CONTRACT TO KEREX ENGINEERING, INC. IN THE AMOUNT OF \$237,420.00 FOR THE DOWNTOWN RAISED PLANTER BOX REPLACEMENT PROJECT (PROJECT # LMD 215-1).

RECOMMENDATIONS

It is recommended the City Council adopt the attached Resolution approving the award of a low-bid contract to Kerex Engineering, Inc., in the amount of \$237,420 for the downtown raised planter box replacement project (Project # LMD 215-1).

BACKGROUND

The downtown planter boxes along Main Street have been broken in many cases by the expansive roots of the street trees planted in each box. Over time, and as the trees have grown, the planter boxes have fallen into worse and worse condition with no chance to adequately repair them. In order to rectify this situation, a replacement project was developed to remove and replace broken planter boxes and in some instances enlarge the replacement box to provide additional space for the ultimate replacement tree.

DISCUSSION

Harris and Associates prepared plans, specifications and bid documents for the proposed improvements to the downtown streetscape and initiated the bid process. Bids were opened on August 8, 2019. As stated previously, the City received only one bid from Kerex Engineering, Inc., in the amount of \$237,420.

City staff discussed options for proceeding with the project since only one bid was received. Those options included: 1) rejecting the bid and re-bidding the project; 2) rejecting the bid and redesigning the project to provide additional clarity in the bid documents to attract additional bidders; or 3) award the contract and move the project forward. Ultimately, staff determined the appropriate course of action is to award the contract and proceed with the project.

The City Engineer has reviewed the bid and the accompanying documents and checked the references listed by Kerex Engineering, Inc., and has determined that Kerex Engineering, Inc. is the lowest responsible bidder. The City Engineer has also conferred with the Interim Community Development Director to determine the appropriate CEQA finding for this project; the City Engineer and Interim Community Development Director concur that this project is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guideline Section 15302(c) – Replacement or reconstruction of existing utility systems and/or facilities involving negligible or no expansion of capacity.

FISCAL IMPACT

The landscape maintenance district has adequate funding budgeted to cover the cost of this construction contract. Fund 210-7520-00 currently has an available budget balance of \$245,157.00.

Attachment: 1. Resolution [2 pp.]

RESOLUTION NO. XX-2019

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IN THE AMOUNT OF \$237,420.00 FOR THE DOWNTOWN PLANTER BOX PROJECT
(PROJECT #LMD 215-1) AND MAKING FINDINGS THAT THE CONTEMPLATED
DOWNTOWN PLANTER BOX IMPROVEMENTS ARE CATEGORICALLY EXEMPT
UNDER CEQA SECTION 15302(C),**

**THE CITY COUNCIL
City of Clayton, California**

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WHEREAS, the repairs and improvements contemplated by this project are exempt under Section 15302(c) of the CEQA guidelines; and

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PASSED, APPROVED and ADOPTED by the City Council of Clayton, California at a regular public meeting thereof held on the 20th day of August 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

THE CITY COUNCIL OF CLAYTON, CA

Tuija Catalano, Mayor

ATTEST:

Janet Calderon, City Clerk



DOWNTOWN PLANTER BOX REPLACEMENT PROJECT

DOWNTOWN PLANTER BOX REPLACEMENT

- Project initiated due to broken and deteriorating planter boxes
- Existing trees planted in boxes 20-years ago in attempt to keep tree roots from utility lines beneath sidewalks
- Trees have outgrown boxes and are either root-bound, bursting the box, and/or have grown under box and destroying adjacent sidewalk



DOWNTOWN PLANTER BOX REPLACEMENT

- Planter Boxes on both sides of Main Street between The Grove and Bocci Ball Courts
- Boxes Numbered Sequentially Beginning at Grove Park (#1) and Moving in Clock-wise Rotation around Main Street Back to Moresi's (#12)
- 6 Planter Boxes Have Existing Crepe Myrtle Trees to **Remain**
- 6 Boxes Have Existing Chinese Pistache Trees **in Question**
- Planter Box facades will remain faux river rock as they currently are



PLANTER BOX #1

- The Grove Park – Chinese Pistache – Outgrown Planter Box



PLANTER BOX #2

- Crepe Myrtle – TO REMAIN



PLANTER BOX #3

- Chinese Pistache – Outgrown Planter Box



PLANTER BOX #4

- Crepe Myrtle – TO REMAIN



PLANTER BOX #5

- Chinese Pistache – Outgrown Planter Box



PLANTER BOX #6

- Crepe Myrtle – TO REMAIN



PLANTER BOX #7

- Crepe Myrtle – TO REMAIN



PLANTER BOX #8

- Chinese Pistache – Outgrown Planter Box



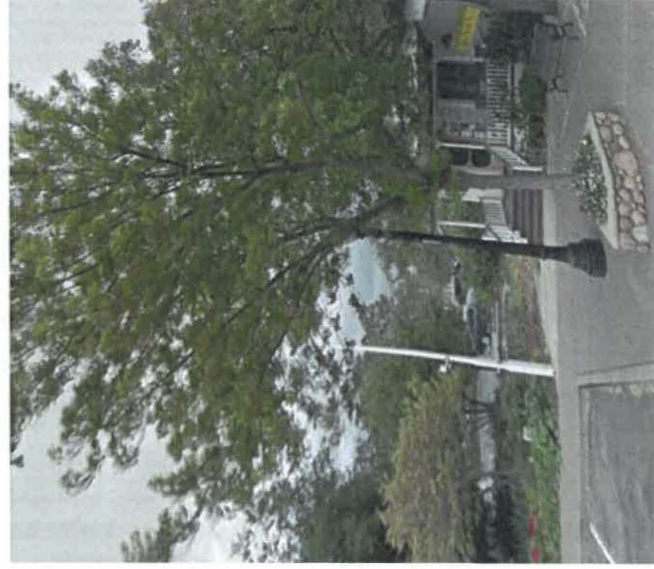
PLANTER BOX #9

- Crepe Myrtle – TO REMAIN



PLANTER BOX #10

- Chinese Pistache



PLANTER BOX #11

- Crepe Myrtle – TO REMAIN



PLANTER BOX #12

- Chinese Pistache – Outgrown Planter Box



OPTIONS



- **OPTION #1:** Proceed with Project as Planned and Replace Six Trees
- **OPTION #2:** Modify project to only repair boxes that contain Chinese Pistache and replace the other six boxes containing Crepe Myrtle trees as originally planned.
- **OPTION #3:** Modify project to have certified arborist evaluate Chinese Pistache trees and determine if salvageable and what would be required to keep them safe and healthy.
- **OPTION #4:** No-project option



OPTION #1



Proceed with Project as Planned and Replace Six Trees

BENEFITS

- Replacement trees are appropriate species and ultimate size to fit application
- All planter boxes and surrounding concrete replaced or repaired as planned. (Uniform look and result)
- Project currently budgeted for construction (funds available)

DETRIMENTS

- Lose six mature trees and replace with smaller 24" box trees
- Canopy is reduced, shade from trees is reduced until replacement trees mature and fill-in



OPTION #2



Modify project to only repair boxes that contain Chinese Pistache and replace the other six boxes containing Crepe Myrtle trees as originally planned.

BENEFITS

- Lower project cost
- No loss of existing trees

DETRIMENTS

- Project will be patched together (won't look uniform nor complete)
- Trees will not be healthy long-term due to being root-bound
- Greater long-term maintenance and repair costs as boxes and surrounding concrete will continue to break



OPTION #3



- Modify project to have certified arborist evaluate Chinese Pistache trees and determine if salvageable and what would be required to keep them safe and healthy.

BENEFITS

- May save some Chinese Pistache trees
- Potential project cost savings due to fewer replacement trees

DETRIMENTS

- Project delay while trees evaluated
- If Chinese Pistache Trees remain, may not be healthy long-term due to being root-bound
- Greater long-term maintenance and repair costs as boxes and surrounding concrete will continue to break



OPTION #4



No project option

BENEFITS

- Cost savings of project construction budget
- No loss of existing trees

DETRIMENTS

- No improvements made. Boxes look same as always
- No investment in downtown street frontage



RECOMMENDATION:

- City staff recommends Option #1.



Agenda Date: Sept. 30, 2019

Agenda Item: 4(a)
Pg. 1 of 2

City of Clayton						
Landscape Maintenance District Fund 210 (CFD 2007-1)						
preliminary draft year-end for FY 18-19 as of 9/27/19						
Account Number	Account Name	2017-18 Actual	2018-19 Adopted Budget	2018-19 Preliminary Year end	2019-20 Adopted Budget	FY 19-20 notes
7111	Salaries/Regular	182,771	211,000	206,795	220,000	
7112	Temporary Help	126,722	46,000	3,104	-	moved to 7435
7113	Overtime	575	1,000	2,533	2,000	
7218	LTD/STD Insurance	2,034	2,400	2,452	2,500	
7220	PERS Retirement - Normal Cost	21,034	25,200	22,541	23,000	
7221	PERS Retirement - Unfunded Liability	24,124	28,290	27,089	32,000	
7231	Workers Comp Insurance	12,175	11,600	14,257	12,000	
7232	Unemployment Insurance	3,969	2,900	1,293	2,000	
7233	FICA Taxes	4,596	6,600	3,292	3,200	
7246	Benefit Insurance	38,425	43,400	43,709	44,000	\$500,000 (32.93%) total labor and % of budget
7301	Recruitment/Pre-employment	393	1,000	5	500	
7306	Trail Fixture Repairs/Replacement	-	-	-	5,000	new line item acct number
7307	Irrigation Supplies and Materials	-	-	-	15,000	new line item acct number
7308	Weed Abatement Supplies and Materials	-	-	-	10,000	new line item acct number
7309	Plant Nutrition Supplies and Materials	-	-	-	15,000	new line item acct number
7311	General Supplies	27,807	50,000	31,881	5,000	See breakdown below
7316	Replacement Plants (Shrubs, Trees, etc.)	2,517	40,000	15,932	20,000	
7335	Gas & Electric Service	26,981	29,600	28,784	34,400	
7338	Water Service	161,261	157,000	169,889	-	6% increase per CCWD = \$45,300
7341	Buildings/Grounds Maintenance	8,921	20,000	13,256	17,000	See breakdown below
7342	Machinery/Equipment Maint.	6,761	12,000	7,975	12,000	See breakdown below
7343	Vehicle Maintenance	17,310	20,000	13,308	20,000	
7344	Vehicle Gas, Oil, and Supplies	12,641	13,000	17,514	17,000	
7381	Property Tax Admin Cost	3,735	4,000	3,740	4,000	
7382	Election Services	-	-	-	-	
7411	Professional Services Retainer (Legal)	-	2,000	-	-	
7419	Other Prof. Services	5,670	7,000	5,822	7,000	See breakdown below
7429	Animal/Pest Control Services	1,075	5,000	-	5,000	
7435	Contract Seasonal Labor	-	100,000	117,444	160,000	moved from 7345
7440	Tree Trimming Services	50,205	60,000	27,955	60,000	
7445	Weed Abatement Services	119,088	128,100	69,198	134,600	See breakdown below
7486	CERF Charges/Depreciation	14,500	20,070	20,070	30,000	Per CERF allocation spreadsheet
7520	Project/Program costs	69,328	487,157	197,351	363,157	See breakdown below
7615	Property Taxes	2,791	2,900	2,874	3,000	
8101	Fund Admin - Transfer to GF	36,095	37,258	37,258	38,760	3.29% of total revenue
8113	Transfer to Stormwater Fund	1,008	1,050	1,050	1,090	
	Total Expenditures	984,512	1,575,525	1,108,371	1,318,207	
4604	Clayton LMD Special Parcel Tax	1,089,074	1,121,746	1,121,738	1,155,398	\$33,652 increase assuming 3% CPI
5601	Interest	18,836	15,000	24,284	20,000	
5606	Unrealized Inv Gain/Loss	(16,247)	-	-	-	
	Total Revenue	1,091,663	1,136,746	1,146,022	1,175,398	
	Increase (Decrease) in Fund Balance	107,151	(438,779)	37,651	(345,109)	
	Beginning Fund Balance	1,096,083	1,231,798	1,203,235	794,539	
	Ending Fund Balance	1,203,234	793,019	1,240,886	449,430	

Account Number	Account Name	2017-18 Actual	2018-19 Adopted Budget	2018-19 Preliminary Year end	2019-20 Adopted Budget	FY 19-20 notes
7311	General Supplies					
	Bay Area Barricade (Work signs, etc.)	5,014	4,000	1,098	1,000	
	Trash Liners (Cole Supply Co.)	520	-	454	1,000	
	Garden Equipment	235	500	934	-	Moved to 7342
	Plant Nutrients - Topsoil (Contra Costa Topsoil, etc.)	1,310	1,500	-	-	Moved to 7309
	Plant Nutrients - Fertilizer	-	5,000	7,061	-	Moved to 7309
	Grainger (Work safety equipment)	317	-	-	500	
	Weed Control (Nutrien AG, etc.)	6,810	13,000	-	-	Moved to 7308
	Irrigation supplies (Calcard - US Bank)	-	7,500	107	-	Moved to 7307
	Ross Recreation (Trash receiptal/benches)	779	8,000	-	-	Moved to 7306
	Turf Star - Irrigation Supplies	-	-	-	-	Moved to 7307
	Site One Landscape (Irrigation)	7,491	8,000	7,727	-	Moved to 7307
	Zee Medical Supply	-	-	415	500	
	Misc Supplies (Calcard - US Bank)	5,331	2,500	14,085	2,000	
		27,807	50,000	31,881	5,000	
7341	Building/Grounds Maintenance					
	East Bay Masonary	-	-	2,050	-	
	Martell Water Systems (Well pump repairs)	-	5,000	1,996	5,000	
	Misc Supplies (Calcard - US Bank)	-	-	1,417	-	
	Pond M Solutions (\$650x12 water feature maintenance)	7,800	8,000	5,850	8,000	
	Pond M Solutions (extra repairs)	-	5,000	866	2,000	
	Spraytec Maintenance (wastewater)	1,121	2,000	747	2,000	
	Tru Green Lawn Service	-	-	330	-	
		8,921	20,000	13,256	17,000	
7342	Machinery/Equipment Maintenance					
	Garden Equip Maintenance & Supplies	3,635	5,000	177	4,000	
	Concord Trailer World	800	2,000	-	1,000	
	Contra Costa Tractor	687	2,000	2,827	2,000	
	Site One Landscape	538	1,000	-	-	moved to 7311
	Swenson's Mobile Service - Lawnmower service	-	-	1,248	3,000	
	US Bank (Calcard) - Machinery/Equipment Maint.	1,101	2,000	3,723	2,000	
		6,761	12,000	7,975	12,000	
7419	Other Professional Services					
	CCC Fire Protection - Operation Permit	-	1,000	-	1,000	
	EBRCSA-Radio Mtn PW radio's	1,300	1,500	1,450	1,400	
	NBS Admin Fees+Del letters	4,370	4,500	4,372	4,600	
		5,670	7,000	5,822	7,000	
7445	Weed Abatement Services					
	Envirotech Enterprises (non-native invasive weed abatement - Oakhurst Mitigation EIR)	64,088	65,100	26,898	68,400	
	Warner Bros Svc 1 x per yr+2 x trails (Fire Protection)	55,000	63,000	42,300	66,200	
		119,088	128,100	69,198	134,600	
7520	Project/Program costs					
	Upgrade irrigation controllers (annual until all complete)	27,614	20,000	-	-	
	Sub Division/City Entry Signs (contingency)	-	2,000	-	2,000	
	LMD2015-1 - Downtown Planters (\$35,000 increased to \$300,000)	1,344	280,157	-	245,157	
	LMD2015-2 - Jeffrey Ranch Relandscaping (\$6,000)	3,273	-	-	-	Finished FY 2018
	LMD 2018-1 - Removal of 18 Eucalyptus trees in Open Space Hills (\$185,000)	9,333	185,000	177,867	-	Finished FY 2019
	LMD 2018-2 - Cardinet Trail Repairs Behind Westwood (\$20,000)	27,764	-	-	-	
	LMD 2019-1 - Arterial Road Tree Trimming (\$100,000)	-	-	-	-	
	LMD 2019-2 - Marsh Creek Rd. Median Work (\$100,000)	-	-	473	-	
	LMD 2019-3 - Clearing trail dead brush (\$100,000)	-	-	-	10,000	
	LMD 2019-4 - Expanded irrigation controller replacement (\$50,000)	-	-	-	20,000	
	LMD 2019-5 - Clayton Rd. Median Improvement (\$75,000/4 Medians)	-	-	-	56,000	
	LMD 2020-1 (2020 Irrigation Controller Upgrade x2)	-	-	18,672	30,000	
		69,328	487,157	197,012	363,157	
	<u>Notes:</u>					
	Extra to run pump for fountain					
	Per City Council adopted Policy August 21, 2018 the Clayton Fountain will operate on the following selected days to recognize City sponsored events of functions and Federal Holidays as established by law (S.U.S.C. 6103)					
	Martin Luther King Jr. Birthday, Presidents Day Weekend, Art and Wine Weekend, Annual Garden Tour Weekend, Memorial Day Weekend, 4th of July, BBQ Cook Off, Labor Day Weekend, Oktoberfest Weekend, Columbus Day, Veterans Day,					
	Holiday Tree Lighting, Christmas, New Years Eve and Day.					
	14 events (25 days @est. cost of \$400/day = \$10,000)					

9/27/2019			City of Clayton			Agenda Item: <u>4(c)</u>
			Preliminary			
			Data has not been reviewed and verified by Interim Finance Manager			
			Budget to Actual FY 19-20			
			July 1, 2019 - Sept. 25, 2019			
				Adopted FY 19-20 Budget	Actual July 1- Sept. 27	Percent of Adopted Budget related to the line item
210 - Landscape Maintenance CFD						
Revenues	Parcel Tax (recvd in Dec 2019 and June 2020)					
210-4604-00	LMD Special Parcel Tax		\$1,155,398.00	\$0.00	0.00%	
210-5601-00	Interest		\$20,000.00	\$0.00	0.00%	
Total Revenues			\$1,175,398.00	\$0.00	0.00%	
Expenses						
210-7111-00	Regular Salaries		\$220,000.00	\$66,248.97	30.11%	
210-7113-00	Overtime		\$2,000.00	\$995.83	49.79%	
210-7218-00	Long/Short Term Disability Insurance		\$2,500.00	\$0.00	0.00%	
210-7220-00	PERS Retirement-Normal Cost		\$23,000.00	\$0.00	0.00%	
210-7221-00	PERS Retirement - Unfunded Liability		\$32,000.00	\$0.00	0.00%	
210-7231-00	Workers' Compensation		\$12,000.00	\$11,742.71	97.86%	
210-7232-00	Unemployment Compensation		\$2,000.00	\$0.00	0.00%	
210-7233-00	FICA Taxes		\$3,200.00	\$1,045.57	32.67%	
210-7246-00	Benefit Insurance		\$44,000.00	\$0.00	0.00%	
210-7301-00	Recruitment/Pre-employment		\$500.00	\$0.00	0.00%	
210-7306-00	Trail Fixture Repairs/Replacement		\$5,000.00	\$0.00	0.00%	
210-7307-00	Irrigation Supplies and Materials		\$15,000.00	\$2,865.33	19.10%	
210-7308-00	Weed Abatement Supplies & Materials		\$10,000.00	\$0.00	0.00%	
210-7309-00	Plant Nutrition Supplies and Materials		\$15,000.00	\$831.36	5.54%	
210-7311-00	General Supplies		\$5,000.00	\$2,494.00	49.88%	
210-7316-00	Landscape Replacement Plants		\$20,000.00	\$0.00	0.00%	
210-7335-00	Gas & Electric Services		\$34,400.00	\$6,865.69	19.96%	
210-7338-00	Water Services		\$202,300.00	\$40,860.34	20.20%	
210-7341-00	Buildings/Grounds Maintenance		\$17,000.00	\$1,336.05	7.86%	
210-7342-00	Machinery/Equipment Maintenance		\$12,000.00	\$478.74	3.99%	
210-7343-00	Vehicle Maintenance		\$20,000.00	\$0.00	0.00%	
210-7344-00	Vehicle Gas, Oil, and Supplies		\$17,000.00	\$0.00	0.00%	
210-7381-00	Property Tax Admin. Costs		\$4,000.00	\$0.00	0.00%	
210-7419-00	Other Professional Services		\$7,000.00	\$1,049.74	15.00%	
210-7429-00	Animal/Pest Control Services		\$5,000.00	\$0.00	0.00%	
210-7435-00	Contract Seasonal Labor		\$160,000.00	\$38,155.44	23.85%	
210-7440-00	Tree Trimming Services		\$60,000.00	\$6,600.00	11.00%	
210-7445-00	Weed Abatement Services		\$134,600.00	\$0.00	0.00%	
210-7486-00	CERF Charges/Depreciation		\$30,000.00	\$0.00	0.00%	
210-7520-00	Project Program Costs		\$363,157.00	\$0.00	0.00%	
210-7615-00	CCC Property Tax		\$3,000.00	\$0.00	0.00%	
210-8101-00	Transfer To General Fund		\$38,760.00	\$0.00	0.00%	
210-8113-00	Transfer to Stormwater Fund		\$1,090.00	\$0.00	0.00%	
Total Expenses			\$1,520,507.00	\$181,569.77	11.94%	
	BEGINNING FUND BALANCE		\$794,539.00	\$1,230,183.25		
	NET SURPLUS or (use of Fund Balance)		(\$345,109.00)	(\$181,569.77)		
	ENDING FUND BALANCE		\$449,430.00	\$1,048,613.48		



Agenda Date: Sept. 30, 2019

Agenda Item: 4(d)

Memo

To: Trails and Landscape Committee

From: Chair Howard Assistant to the City Manager and Maintenance Staff

Meeting Date: September 30, 2019

Re: Discussion of practicability of having in downtown Clayton hanging planter/flower baskets from existing street lights and/or new poles or by other means, including such items as cost, installation, maintenance and maintenance cost.

Background:

Many members of the committee have been approached by community members who have seen hanging planter baskets in other communities and would like to see something similar in our downtown area.

Chair Kaplan had requested this item to be placed on the TLC Agenda so that the TLC could have a discussion of this topic.

Among the issues the TLC would want to cover in discussion and/or consider include:

Discussion:

- would they be on public or private property,
- who would maintain them,
- how would they be watered,
- who would pay for them,
- would they be on existing poles or require new ones, or hang from eaves on existing buildings.
- if privately sponsored, would they all be the same or would each business plant different flowers.
- how would they be protected from vandalism, while allowing for reasonable access for watering and maintenance
- other issues?