



# AGENDA

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## TRAILS AND LANDSCAPING COMMITTEE [CITIZENS OVERSIGHT COMMITTEE]

**Monday, December 10, 2018**

**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](http://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](http://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 \***

**December 10, 2018**

## **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.

## **4. 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) Minutes of the May 21, 2018 Trails and Landscape Committee meeting.
- (b) Minutes of the November 27, 2018 Trails and Landscape Committee meeting.
- (c) Landscape Maintenance District Staff Activity Report for May 21, 2018 to December 10, 2018.
- (d) Status of Landscape Maintenance District Projects.

Recommended Action: Approve the Consent Calendar.

## **5. BUSINESS ITEMS**

- (a) Review of the status of Landscape Maintenance District FY 18/19 expenses through November 30, 2018.  
(Asst. to the City Manager Hoffmeister)

Recommended Action: Information only - no action required.

- (b) Citizens Oversight Committee Annual Report for FY 2017/18  
(Chair H. Kaplan)

Recommended Action: Review and provide feedback, and/or take action.

## **6. CORRESPONDENCE – review of incoming and outgoing correspondence - **Informational Discussion Only- No Action** None**

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

- (a) Selection of Committee member to Report to the City Council at its December 18, 2018 meeting.
- (b) Future Agenda Items: (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)
  - Dec. 2018/Jan. 2019 – City Council meeting -TLC Annual Report FY 17-18 submittal
  - **February 2019 – TLC meeting** for FY 2018-19 mid-year LMD budget review
  - **May 20, 2019 – TLC meeting** for review of proposed LMD FY 19-20 Budget introduction to City Council June 4, 2019; and City Council adoption of budget June 18, 2019)
  - **Sept. 2019 - TLC meeting** for FY 2018-19 actual year-end review and select Committee Member to prepare draft Annual Report for FY 17-18
  - **Nov./Dec. 2019 - TLC meeting** FY 2018-19 TLC prepared Annual Report review
- (c) Committee Member communications – general information not requiring any action by the TLC
- (d) Staff Communications/Announcements – general information not requiring any action by the TLC –

8. **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: 12/10/18

Agenda Item: 4a

**ACTION MINUTES**  
**OF THE**  
**REGULAR MEETING**  
**TRAILS AND LANDSCAPING COMMITTEE**  
**[Citizens Oversight Committee]**

**May 21, 2018**

**1. CALL TO ORDER & ROLL CALL – Asst. to the City Manager Hoffmeister**

In absence of the Chair and since the Committee currently does not have a Vice Chair, the Asst. to the City Manager called the meeting to order at 7:10 p.m. at Hoyer Hall 6125 Clayton Road, Clayton CA .

Committee Members Present: Nancy Morgan, Ted Sudderth, Doris Ward, Bill Wiggins.

Committee Members Absent: Carin Kaplan, Howard Kaplan, Maryann Carroll-Moser, Vice Mayor David Shuey – Ex-Officio; Councilmember Tulia Catalano-Ex-Officio Alternate.

Staff Present: Assistant to the City Manager Laura Hoffmeister; Maintenance Supervisor Jim Warburton.

The Asst. to the City Manager noted that there are three new TLC members that were appointed by the City Council and Mark Janney former Maintenance Supervisor retired on May 17, 2018; Jim Warburton is the new Maintenance Supervisor and started with the City on May 14.

Committee Members and staff made self-introductions.

**2. *Selection of Vice Chair.***

Committee Member Sudderth volunteered to be the Vice Chair. By consensus the Committee supported agreed to Sudderth as Vice Chair.

**3. PUBLIC COMMENTS ON NON-AGENDA ITEMS**

No public comments.

#### **4. CONSENT CALENDAR**

- (a) *Minutes of the February 12, 2018 Trails and Landscape Committee meeting.*
- (b) *Landscape Maintenance Staff Activity Report February 12, 2018 – May 21, 2018- 18 – Informational Only.*

Motion by Committee member Wiggins, to approve the consent; seconded by Committee member Ward. Motion passed 4-0.

#### **5. BUSINESS ITEMS**

- (a) *Landscape Maintenance District Projects Update*

In response to questions Asst. to the City Manager Hoffmeister confirmed that one of the Eucalyptus trees was recently removed behind Rachel Ranch on the trail to Lydia Lane Park. Maintenance Supervisor Warburton added that the cost at about \$10,000 per tree is not unusual as they are huge diameters, tall and large limbs; there is no market or use for the material so the cost includes the hauling to an appropriate landfill location.

No action taken as this was informational item only.

- (b) *Review of the status of the Landscape Maintenance District FY 17-18 expenses through May 9, 2018.*

The Assistant to the City Manager Hoffmeister provided an overview of the current expenses and noted they are not straight line as the District managers a seasonal assist 'landscaping'. Expenses are higher than planned for tree trimming as there were more trees that had limbs and broken or fell in winds during winter. Other expenses are typical for this point in time.

No action taken as this was informational item only.

- (c) *Review of the Landscape Maintenance District proposed budget, including CPI adjustment, for FY 18-19 as the Citizens Oversight Committee for Measure H.*

The Assistant to the City Manager Hoffmeister stated this is the first complete year of the LMD special tax under Measure H which was a renewal of the prior special tax, Measure B, the 2007 ballot measure, expired June 30, 2017. Measure H was passed by 77% of the voters, is also in effect for 10 years and has the same rate method and annual rate adjustment of the CPI not to exceed 3% per year. City staff has obtained the annual CPI Information and it was 3.22%. Staff is therefore recommending the CPI maximum of 3% be applied to the special parcel tax which would increase the annual amount by \$7.44 per year. This rate was included in the proposed FY 18-19 budget revenue estimate.

Asst. to the City Manager Hoffmeister provided the historic overview of the CPI increases since the District was established in 1997. The increases to the district are 15.9% below what the full CPI was over that time. This results in decrease purchasing power for many of our supplies and equipment as the cost

for fertilizer, fuel and other items increase annually at the CPI or more. This often results in having to economize or cut back in certain areas.

The Asst. to the City Manager provided a corrected budget table as there was a typo in the line item of Seasonal Labor it should be \$46,000 not \$96,000. In response to question from Committee Member Wiggins, it was clarified that the seasonal labor at \$46,000 covers the city direct hire seasonal staff. Other seasonal staff is contracted through a third party, and those costs are now located in a separate line item, at a proposed budget cost of \$100,000. This line item change makes the accounting standard across all departments when third party labor is used.

The proposed budget is a balanced budget, with the use of the LMD fund balance, which has been done in the past in order to undertake certain replacement or repair projects as the LMD is a pay as you go system drawing on the fund balance as needed. There are no new projects proposed as the LMD will carry forward those from this year that have not yet been completed. Overall it is a status quo budget which continues forward with the prior year's activities and projects.

The budget expenses are adjusted mostly for increased costs from outside agencies as well as for fuel, fertilizer etc. The Fund Balance is also used for cash flow as the tax revenues are received at two times a year, and costs/bills occur all year long. The budget also accounts for the 6% increase in water costs by Contra Costa Water District.

The Asst. to the City Manager reviewed the details of the budget line items indicating that third party contractors for weed abatement and tree trimming have increases in their costs per their contracts, which are typically 3 years to 5 years in length. In response to question from Committee Member Wiggins it was noted that it is often difficult to get bids from enough qualified contractors in Clayton due to the small size and small amount of work and the cost for mobilization by a contractor.

The Asst. to the City Manager noted the LMD has budgeted to fund the following prior-approved landscape improvement projects: Upgrade/Replace Irrigation Controllers at \$ 20,000; Subdivision/City Entry Sign Replacement Contingency for \$ 2,000; Downtown (Main Street) Planter Boxes Replacement Project \$280,157; Removal of 18 Eucalyptus Trees in City open space areas at Regency/El Molino and Cardinet Trail behind Rachel Ranch at \$ 185,000. These four projects total \$ 487,157.

Committee Member Ward asked if any trees could be salvaged and reused elsewhere from the Main Street Planter boxes. Asst. to the City Manager Hoffmeister indicated it was not likely as they are root bound.

In response to questions Maintenance Superintendent Warburton noted that the costs to remove the trees in the two open space areas only received two bids, typically three are required. Asst. to the City Manager Hoffmeister stated due to the situation the City Attorney has opined that we can proceed to the City Council with only the two bids. It is hoped that this work would be done this summer.

Motion by Committee Member Wiggins, to recommend to the City Council the Landscape Maintenance District Budget as proposed by staff, including a CPI increase of 3%; seconded by Committee Member Ward. Motion passed 4-0.

*(d) Citizens Oversight Committee Annual Report for FY 2017-18.*

*Asst. to the City Manager Hoffmeister reviewed the Annual Reports and timing, noting that the current Chair did the last year report and is planning to do this years and up to two additional Committee Members could assist. As an Ad Hoc Committee the meetings could be done at a member's house, they can communicate by email etc. Once the Ad Hoc has a draft prepared a TLC meeting would be scheduled for all to review and determine if ready to forward to the City Council.*

Committee members Ward and Sudderth volunteered to assist.

6. **CORRESPONDENCE** – review of incoming and outgoing correspondence  
**Informational Discussion Only- No Action**  
None

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

*(a) Assignment of Committee Report: to the City Council at its June 5, 2018 meeting:*

Committee member Wiggins volunteered. Vice Chair Sudderth indicated that if he is in town he would assist Committee member Wiggins.

*(b) Future Agenda Items: (all future agendas will include minutes; Maintenance staff Activity Report for the District; LMD Projects status report; Year to Date revenue and expenses of the LMD.*

Future tentative meeting dates: These dates may be adjusted due to timing of information and quorum availability.

- **September 17, 2018 – TLC meeting:** FY 2017-18 year-end review of actual revenue and expenses; begin drafting of Annual Report for FY 17-18 by Ad Hoc Committee.
- **Nov. 12 or Dec. 12, 2018 - TLC meeting:** FY 2017-18 TLC Ad-Hoc Committee prepared Annual Report review for review and acceptance by TLC.
- *Dec.2018 /Jan. 2019 – City Council meeting: TLC Annual Report for FY 17-18.*
- **February 11, 2019 – TLC meeting:** FY 2018-19 mid-year LMD budget review.
- **May 20, 2019 – TLC meeting:** review of LMD FY 19-20 proposed budget. *(Introduction of draft budget to City Council June 4, 2019; City Council adoption of budget June 18, 2019).*

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

Vice Chair Sudderth complemented staff on the thoroughness and detailed agenda package. Committee members Wiggins, Sudderth and Ward thanked staff for the comprehensive budget information it was very easy to follow and thorough. Committee Member Morgan noted that she could not open the PDF of the agenda and report on the email, and asked if any other Committee Members has problem. No other Committee members had problem, all were able to receive.

Committee Member Morgan thought the Mayor was going to write on how to report concerns to the city in one of his columns and has not seen. Asst. to the City Manager Hoffmeister noted that the TLC had suggested this at its February meeting. The Vice Mayor passed along this suggestion at the February 20<sup>th</sup> City Council meeting as is noted in the City Council minutes that is attached in the TLC packet for information.

Committee Member Morgan asked if staff could check with the Mayor on the TLC's last meeting suggestion of a future Mayor's column encouraging citizens to report items observed throughout the city, such as a tree that has fallen, as City personnel cannot be everywhere and are not always receiving notification of such occurrences.

Committee Member Morgan asked if the TLC could do an article. Asst. to the City Manager Hoffmeister noted that yes, one or up to three members could work together as an Ad Hoc committee on an article if the Pioneer agrees. Prior to submittal the proposed article would need to be sent to city staff so that we can fact check the information, etc.

Asst. to the City Manager Hoffmeister stated that the Committee is also serves as eyes to the District and TLC members and the public can contact the City at any time through the City's web site under the tab "contact us" or the committee could email to the Asst. to the City Manager so that we are aware of the item and if city responsibility can address or if not a City matter can try and identify the appropriate responsible party.

Committee Member Ward stated that the updated TLC brochures are great and helpful. The Asst. to the City Manager noted that she would mail extras to the Committee members so they had available to hand out.

*(d) Staff Communications/Announcements – general information not requiring any action by the TLC*

Asst. to the City Manager noted that the packet included under this agenda item the following for information:

1. City Council minutes from February 20, 2018
2. Updated Committee Roster



3. Updated TLC Brochures
4. Duties and Responsibilities of the "Trails and Landscape Committee which serves as the Citizens Oversight Committee for the Citywide Trails and Landscape maintenance District.
5. Trails and Landscape Committee Meeting Procedures

## **8. ADJOURNMENT –**

Upon call by Vice Chair Sudderth the meeting was adjourned at 8:20 pm

Minutes prepared by:

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Laura Hoffmeister, Asst. to the City Manager

APPROVED BY THE COMMITTEE

\_\_\_\_\_  
Howard Kaplan, Chair



Agenda Date: 12/10/18

Agenda Item: 4b

**ACTION MINUTES**  
**OF THE**  
**REGULAR MEETING**  
**TRAILS AND LANDSCAPING COMMITTEE**  
**[Citizens Oversight Committee]**

**November 27, 2018**

**1. CALL TO ORDER & ROLL CALL – Chair Howard Kaplan**

Chair H. Kaplan called the meeting to order at 3:05 p.m. at Hoyer Hall 6125 Clayton Road, Clayton CA .

Committee Members Present: Howard Kaplan, Carin Kaplan, Nancy Morgan, Ted Sudderth, Doris Ward, Bill Wiggins.

Committee Members Absent: Vice Mayor David Shuey – Ex-Officio; Councilmember Tulia Catalano- Ex-Officio Alternate.

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

The Asst. to the City Manager introduced the new Senior Maintenance Supervisor Juan Gonzalez. Mr. Gonzalez provided additional information to the committee regarding his prior work experience. Maintenance Supervisor Warburton noted that the Maintenance Department is now fully staffed, however he has only been in his position 6 months and Juan just about 6 weeks, so there are many things that they are still learning about the community and the departments. They both mentioned how they are very pleased to be working for the City of Clayton and look forward to a good and positive working relationship with the TLC members.

Committee Members welcomed Senior Maintenance Worker Gonzalez.

**2. PUBLIC COMMENTS ON NON-AGENDA ITEMS**

No public comments.

**3. CONSENT CALENDAR**

None

#### 4. BUSINESS ITEMS

- (a) Discussion and direction on the preparation of the Annual Report from the TLC as the Citizens Oversight Committee for FY 17-18 (ie: Report format and information to include).

Chair Howard Kaplan provided his summation of background information regarding the TLC and the Council direction on the TLC's role and responsibility pursuant to Council Resolution No. 02 - 2018.

The scope of duties related to "oversight" seems simply confirm that all the monies collected by the Measure were used solely for the purpose of Landscape Maintenance of the trails, open space, and roadway medians in the City. The TLC countered with a letter to the City Council at the beginning of 2018, that the TLC members felt this was an audit function and none of us are auditors. The City Council asked staff to draft a more detailed description of the COC responsibilities, which they did, and that description was unanimously approved by City Council (Resolution 02-2018). Chair H Kaplan mentioned that he feels the approved description does not fully reflect a role for Citizens Oversight Committee and that of what the voting public had intended as "Oversight" when they voted for the Measure.

Asst. to the City Manager Hoffmeister stated that because of the differences in view the City Council, which is the legal governing body to make such clarifications, provided clarity to this issue with the various items established in Resolution 02-2018. Staff understands that there may be TLC members that do not agree with the items contained in the Resolution however that is what is required for staff and the TLC to go by.

Chair H. Kaplan read draft letter he had prepared, and asked for the TLC members to provide their thoughts and ideas. Chair H. Kaplan clarified that he was thinking of only providing the letter and not any additional information for the Annual Report, and the letter could speak for itself, however he wanted the input from the other TLC members before putting a letter into draft form.

Chair H. Kaplan noted that he had asked for various background materials from the Finance Manager. He along with Committee member Sudderth had a meeting to review the items and get clarifications with the Finance Manager and Asst. to the City Manager. The City hires an independent auditor to review various city finances and the LMD revenues qualifies by law to be included in that audit. The Audit Engagement Letter showed that the funds allotted the Measure were enough to warrant random detailed review. This detail provided us with a higher level of confidence on how the funds were being spent.

Chair H. Kaplan indicated that he was not an auditor and felt the TLC role in "oversight" was to provide an independent audit, and he does not feel he is qualified to do such, and was wondering if others felt qualified. Committee member Wiggins noted that he had reviewed the budget information and felt

comfortable with the detail and could easily understand the numbers and how they worked, he felt comfortable with the being qualified to review of the budget revenues and expenses. Committee member Ward noted that she had a financial background and was comfortable with financial budgets, revenue/expense reports and could review.

After additional discussion, which included each member stating what their expectation of a TLC member role is, and that of the TLC overall, there was consensus to have the prior established Ad-Hoc Committee (Chair H. Kaplan, Committee member Ward and Sudderth) confer and bring back a draft letter for all the TLC to consider at a meeting on December 10<sup>th</sup>. Committee member Morgan noted that she had prior plans for that date and would not be available. All other committee members were available and decided to keep with the December 10<sup>th</sup> date.

Staff noted that any document to be discussed would need to be provided to staff for inclusion in the TLC packet no later than Friday December 7<sup>th</sup>. Staff would also include status report on the Landscape Distinct Activities and projects, as well as fiscal year to date financial revenue and expenses.

5. Verbal update of Landscape Maintenance District activities.  
(Asst. to the City Manager Hoffmeister/ Supervisor Warburton)

Maintenance Supervisor Warburton gave a verbal update noting that all creeks and v-ditches were walked/inspected and cleaned as needed. Pre-emergent was being applied and is targeted to be completed by mid-December. All major roadways have had landscape trimmed. Two new irrigation remote computer controllers were installed in the Oakhurst Keller Ridge area. Replanted and infilled bare areas on landscape berm between Marsh Creek Rd and Marsh Creek Circle as landscape area is required mitigation for road construction to homes to minimize car headlight glare to homes on Marsh Creek Circle. Raised canopy of oak trees along westbound Oakhurst Blvd.

6. **CORRESPONDENCE** – review of incoming and outgoing correspondence  
**Informational Discussion Only- No Action**  
None

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

- (a) *Assignment of Committee Report: to the City Council at its December 4 meeting:*

Asst. to the City Manager Hoffmeister noted that the meeting is reorganization meeting and there is not any report expected to be provided especially since the main purpose of this TLC meeting was for the members to discuss the format and items to be included in the Annual Report.

- (b) *Future Agenda Items: (all future agendas will include minutes; Maintenance staff Activity Report for the District; LMD Projects status report; Year to Date revenue and expenses of the LMD.*

Future tentative meeting dates: These dates may be adjusted due to timing of information and quorum availability.

- **Dec. 10, 2018 - TLC meeting:** FY 2017-18 TLC Ad-Hoc Committee prepared Annual Report review for review, input and/or acceptance by TLC.
- *Dec. 2018 /Jan. 2019 – City Council meeting: TLC Annual Report for FY 17-18.*
- **February 11, 2019 – TLC meeting:** FY 2018-19 mid-year LMD budget review.
- **May 20, 2019 – TLC meeting:** review of LMD FY 19-20 proposed budget. *(Introduction of draft budget to City Council June 4, 2019; City Council adoption of budget June 18, 2019).*

- (c) *Committee Member communications – general information not requiring any action by the TLC*  
None.

- (d) *Staff Communications/Announcements – general information not requiring any action by the TLC*  
None

## **8. ADJOURNMENT –**

Upon call by Chair H. Kaplan the meeting was adjourned at 4:50 pm

Minutes prepared by:

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Laura Hoffmeister, Asst. to the City Manager

APPROVED BY THE COMMITTEE

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Howard Kaplan, Chair



Agenda Date: 12/10/18

Agenda Item: 4c

## **TRAILS & LANDSCAPING MAINTENANCE DISTRICT**

### **ACTIVITY REPORT**

**5/22/2018 to 12/10/2018**

- Replanted and infilled bare areas on landscape berm between Marsh Creek Rd and Marsh Creek Circle with 16 Toyon shrubs and 6 purple fountain grass as landscape area is required mitigation for road construction to homes to minimize car headlight glare to homes on Marsh Creek Circle.
- Walked and inspected all creek beds and v-ditches and removed any debris as needed.
- Raised canopy of oak trees along westbound Oakhurst Blvd.
- Installed two new Rainmaster remote irrigation controllers (one Eagle Peak/Keller Ridge; the other at Keller Ridge/Hummingbird). These devices operate with our central irrigation computer control.
- Completed shrub trimming along Oakhurst Blvd, Clayton Road, Marsh Creek Road, old Marsh Creek Road.
- Began pre-emergent spraying landscape areas with target to complete mid- December.



## Memo

**To:** Trail and Landscape Committee  
**From:** Asst. to the City Manager  
**Date:** December 10, 2018  
**Re:** Landscape Maintenance District Project Updates

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The following is the status of Landscape District approve projects

- The downtown Planter Boxes are still in progress with the plan and documentation to review by the City Engineer. The City Engineer will be able to progress on this project in early 2019. This project will need to go through public bidding process.
- Staff has obtained three updated quotes for the removal of 17 Eucalyptus around the City located within the City Landscape District which will allow the it to be placed on upcoming December City Council agenda to award the contract to the company that provided lowest quote. Once contractor approved this project should begin in January, however some areas are weather dependent due to ground condition.
- Completed pilot replanting project of ½ of Clayton Road median east of Lydia Lane. Project included removal of any remaining dead manzanita shrubs and trees; replaced existing 6" irrigation heads with 12" heads, relocated irrigation 12" from back of curb; and planted 42 purple fountain grass plants; 110 red carpet roses, and 24 Armeria Maritima; and 2" plus of mulch top dressing. Remaining ½ of median will be scheduled to be done in early 2019 weather dependent.

# City of Clayton

## Budget-to-Actual

Current Year

July 1, 2018 - June 30, 2019

Agenda Date: 12/10/18 Page 1

Agenda Item: 5a

July 1 - Nov. 30  
2018  
Actual

Budget to Actual Expenses  
AS of Nov. 30, 2018

**210 - Landscape Maintenance CFD****Revenues**

|                                     |                        |                   |                       |                         |               |
|-------------------------------------|------------------------|-------------------|-----------------------|-------------------------|---------------|
| 210-4604-00                         | LMD Special Parcel Tax | \$0.00            | \$1,121,746.00        | (\$1,121,746.00)        | 0.00 %        |
| 210-5601-00                         | Interest               | \$5,525.79        | \$15,000.00           | (\$9,474.21)            | 36.84 %       |
| Totals for Department(s) 00 - City: |                        | \$5,525.79        | \$1,136,746.00        | (\$1,131,220.21)        | 0.49 %        |
| <b>Total Revenues</b>               |                        | <b>\$5,525.79</b> | <b>\$1,136,746.00</b> | <b>(\$1,131,220.21)</b> | <b>0.49 %</b> |

**Expenses**

|                                     |                                      |              |                |                |          |
|-------------------------------------|--------------------------------------|--------------|----------------|----------------|----------|
| 210-7111-00                         | Regular Salaries                     | \$85,225.52  | \$211,000.00   | \$125,774.48   | 40.39 %  |
| 210-7112-00                         | Temporary Salaries                   | \$2,879.37   | \$46,000.00    | \$43,120.63    | 6.26 %   |
| 210-7113-00                         | Overtime                             | \$604.73     | \$1,000.00     | \$395.27       | 60.47 %  |
| 210-7218-00                         | Long/Short Term Disability Insurance | \$526.20     | \$2,400.00     | \$1,873.80     | 21.93 %  |
| 210-7220-00                         | PERS Retirement                      | \$3,434.26   | \$25,200.00    | \$21,765.74    | 13.63 %  |
| 210-7221-00                         | PERS Retirement - Unfunded Liability | \$6,781.08   | \$28,290.00    | \$21,508.92    | 23.97 %  |
| 210-7231-00                         | Workers' Compensation                | \$14,256.52  | \$11,600.00    | (\$2,656.52)   | 122.90 % |
| 210-7232-00                         | Unemployment Compensation            | \$0.00       | \$2,900.00     | \$2,900.00     | 0.00 %   |
| 210-7233-00                         | FICA Taxes                           | \$1,215.60   | \$6,600.00     | \$5,384.40     | 18.42 %  |
| 210-7246-00                         | Benefit Insurance                    | \$10,177.55  | \$43,400.00    | \$33,222.45    | 23.45 %  |
| 210-7301-00                         | Recruitment/Pre-employment           | \$5.29       | \$1,000.00     | \$994.71       | 0.53 %   |
| 210-7311-00                         | General Supplies                     | \$20,720.27  | \$50,000.00    | \$29,279.73    | 41.44 %  |
| 210-7316-00                         | Landscape Replacement                | \$5,323.86   | \$40,000.00    | \$34,676.14    | 13.31 %  |
| 210-7335-00                         | Gas & Electricity                    | \$11,735.60  | \$29,600.00    | \$17,864.40    | 39.65 %  |
| 210-7338-00                         | Water Services                       | \$82,743.15  | \$157,000.00   | \$74,256.85    | 52.70 %  |
| 210-7341-00                         | Buildings/Grounds Maintenance        | \$2,600.00   | \$20,000.00    | \$17,400.00    | 13.00 %  |
| 210-7342-00                         | Machinery/Equipment Maintenance      | \$1,977.47   | \$12,000.00    | \$10,022.53    | 16.48 %  |
| 210-7343-00                         | Vehicle Maintenance                  | \$0.00       | \$20,000.00    | \$20,000.00    | 0.00 %   |
| 210-7344-00                         | Vehicle Gas, Oil, and Supplies       | \$2,640.68   | \$13,000.00    | \$10,359.32    | 20.31 %  |
| 210-7381-00                         | Property Tax Admin. Costs            | \$0.00       | \$4,000.00     | \$4,000.00     | 0.00 %   |
| 210-7411-00                         | Legal Services Retainer              | \$0.00       | \$2,000.00     | \$2,000.00     | 0.00 %   |
| 210-7419-00                         | Other Professional Services          | \$2,067.75   | \$7,000.00     | \$4,932.25     | 29.54 %  |
| 210-7429-00                         | Animal/Pest Control Services         | \$0.00       | \$5,000.00     | \$5,000.00     | 0.00 %   |
| 210-7435-00                         | Contract Seasonal Labor              | \$76,562.76  | \$100,000.00   | \$23,437.24    | 76.56 %  |
| 210-7440-00                         | Tree Trimming Services               | \$7,405.00   | \$60,000.00    | \$52,595.00    | 12.34 %  |
| 210-7445-00                         | Weed Abatement Services              | \$0.00       | \$128,100.00   | \$128,100.00   | 0.00 %   |
| 210-7486-00                         | CERF Charges/Depreciation            | \$20,070.00  | \$20,070.00    | \$0.00         | 100.00 % |
| 210-7520-00                         | Project Expenses                     | \$0.00       | \$487,157.00   | \$487,157.00   | 0.00 %   |
| 210-7615-00                         | CCC Property Tax                     | \$2,874.42   | \$2,900.00     | \$25.58        | 99.12 %  |
| 210-8101-00                         | Transfer To General Fund             | \$37,258.00  | \$37,258.00    | \$0.00         | 100.00 % |
| 210-8113-00                         | Transfer to Stormwater Fund          | \$1,050.00   | \$1,050.00     | \$0.00         | 100.00 % |
| Totals for Department(s) 00 - City: |                                      | \$400,135.08 | \$1,575,525.00 | \$1,175,389.92 | 25.40 %  |

**Total Expenses**

**\$400,135.08**      **\$1,575,525.00**      **\$1,175,389.92**      **25.40 %**



City of Clayton  
Budget-to-Actual  
Current Year

|                        | <u>Actual</u>       | <u>Adjusted Budget</u> | <u>Variance (\$)</u> | <u>Variance (%)</u> |
|------------------------|---------------------|------------------------|----------------------|---------------------|
| BEGINNING FUND BALANCE | \$1,203,233.92      | \$0.00                 | \$1,203,233.92       | 0.00 %              |
| NET SURPLUS/(DEFICIT)  | (\$394,609.29)      | \$0.00                 | (\$394,609.29)       | 0.00 %              |
| ENDING FUND BALANCE    | <u>\$808,624.63</u> | <u>\$0.00</u>          | <u>\$808,624.63</u>  | <u>0.00 %</u>       |

Agenda Date: 12/10/18

Agenda Item: 5b

Draft Annual Letter to Clayton Citizens and City Council, 12-7-18

One of the most significant things about the fiscal year 2017-2018 was hiring a new Maintenance Manager. We feel he is a good pick for the position, as he shows an understanding of managing people to help them get the work done efficiently. He recognizes trade-offs in spending our money and getting good results.

In the past year the TLC asked City Council to review our role as a Citizens Oversight Committee (COC) pursuant to Measure H (Trails and Landscape) passed in 2017 by Clayton City voters. The scope of duties that they provided was to simply confirm that all the monies collected by the Measure were used solely for the purpose of Landscape Maintenance of the trails, open space, and roadway medians in the City. We countered to City Council that we felt this was an audit function and none of us are auditors. The City Council asked staff to draft a more detailed description of the COC responsibilities, which they did, and that description was unanimously approved by City Council. The COC feels the approved description does not fully reflect a role for COC that the voting public had intended as "Oversight" when voting for the Measure.

Two Committee members met with the Finance Manager to review how Measure funds were being spent. The Audit Engagement Letter showed that the funds allotted the Measure were enough to warrant random detailed review. This detail provided us with a higher level of confidence on how the funds were being spent.

Landscape has been adequately maintained to meet current standards during the year. There are two capital expenditures that have been approved but not yet executed: 1) removal of 18 Eucalyptus trees that pose a threat to homes if they fall, and 2) the replacement of the planter boxes on Main Street downtown. We acknowledge that the multiple bid requirement, the relatively small scale of these projects, and the limited availability of those skilled in doing the work have contributed to these two activities not being completed over the two years since they were approved, and funding made available.

We on the COC would recommend City Council instruct staff to review/pursue the following in collaboration with this Oversight Committee:

- 1) the extent of fire suppression activities for adequacy,
- 2) the feasibility of installing some trash collection sites along the trails,
- 3) the possible installation of fencing along the trail between Mt. Diablo Elementary School and Clayton Road below,
- 4) use of water wise planting to ensure maximizing budgeted water use during times of drought to hopefully decrease the loss of plants and need for replanting,
- 5) the removal of trees on Main Street to facilitate reconstruction of the planter boxes based on the most effective use of capital improvement funds,
- 6) the more active control of ground squirrels along the trails in the riparian areas.

Agenda Date: 9-25-17

Agenda Item: 4b



## **TRAILS & LANDSCAPING MAINTENANCE DISTRICT ACTIVITY REPORT**

**6/15/2017 to 9/25/2017**

- Spot spray and pull weeds in the Landscape District Citywide on a continuing basis.
- Repairing irrigation system throughout the district from broken sprinkler heads, mainline breaks, to controller wiring.
- Continued with the Cities semi-annual trimming of the Landscape throughout the City.
- Safety trimmed numerous trees along Marsh Creek Road and Clayton Road. Trimmed Oak Trees in the downtown area, started to trim Ash Trees along Clayton Road outbound from Mitchell Canyon Rd. Trimmed Pears along Center Street, removed dead wood from Privet and Ash trees on Eagle Peak Dr. Removed a few dead trees in open space along trails and behind houses.
- The Maintenance Department over the last few months with the City Clerk/HR completed recruitment for two positions. One position is Senior Maintenance Worker (this position was formerly the second Maintenance Supervisor position where the city had a resignation in November 2016). The other is Maintenance Worker I position where a recent hire left the city. Both new employees just started on Monday September 18<sup>th</sup>. Another recent hire for a vacant position is off work due to an injury. That employee will not be able to return until the doctor clears. So overall current staff is short one full time permanent employee.

Agenda Date: 12/4/17

Agenda Item: 3b



## **TRAILS & LANDSCAPING MAINTENANCE DISTRICT ACTIVITY REPORT**

**9/25/2017 to 12/04/2017**

- Spot spray and pull weeds in the Landscape District Citywide on a continuing basis. Spray pre-emergent herbicide throughout the landscape within the District for control of winter weeds.
- Repairing irrigation system throughout the district from broken sprinkler heads, mainline breaks, to controller wiring.
- Continued with the semi-annual trimming of the landscape district: Keller Ridge Drive, Eagle Peak Drive, parts of Oakhurst Drive, and the Downtown area.
- Finished trimming the Ash Trees along Clayton Road outbound from Mitchell Canyon Road to Lydia Lane. Elevated Elm trees between Atchinson Stage Road and Mitchell Canyon Road inbound. Safety trimmed the Ash trees along Pine Hollow Road, other trees along Marsh Creek Road in front of the Stranahan subdivision, and the eucalyptus trees on Clayton Road before Mitchell Canyon Road. Removed two dead pine trees on Mitchell Canyon Road and Four Oaks Lane. Trimmed the trees in the Planter Box along Center Street. Elevated the trees along the pathway between Peacock Creek Drive and Marsh Creek Road.
- Contractor made repairs to Cardient asphalt trail in Westwood Park by patching areas uplifted from tree roots along the trail causing a tripping hazard.
- Fertilizer all the lawns within the district.



Agenda Date: 2/12/18

Agenda Item: 3b

## **TRAILS & LANDSCAPING MAINTENANCE DISTRICT**

### **ACTIVITY REPORT**

**12/04/2017 to 02/12/2018**

- With the recent lack of rains city maintenance staff is spot spraying and pulling weeds in the Landscape District Citywide on a continuing basis.
- Repairing irrigation system throughout the district from broken sprinkler heads, mainline breaks, to controller wiring issues.
- Continued with the Cities semi-annual trimming of the Landscape working on Clayton Road, Marsh Creek Road, and Eagle Peak Drive. Started the annual pruning of the Crape Myrtle trees and the Rose bushes on Main Street/Oak Street median island downtown.
- A large eucalyptus tree fell along the Cardinet Trail by Lydia Lane Park and another was removed because of immediate danger of falling.
- Installed signage along Peacock Creek Trail warning of the dangers of wildlife and their pets.
- Removed the dead Holiday/Christmas tree in the downtown lawn and replace with a new tree.



Agenda Date: May 21, 2018

Agenda Item: 4b

## **Landscape Maintenance District Staff Activity Report**

**2/12/2018 to 05/21/2018**

- Sprayed pre-emergent herbicide (brand name "Evade and Gallery") throughout the Landscape District and continue to spot spray (brand name "Round-Up") on existing weed foliage growth and pull larger weeds in the Landscape District Citywide on a continuing basis.
- Turning on all irrigation systems for the season and continue to repair irrigation system throughout the district from broken sprinkler heads, mainline breaks, to controller wiring issues. Note irrigation systems are turned off during rainy season.
- Continued with the cities semi-annual trimming of the Landscape areas on Clayton Road, Oakhurst Drive, Downtown area, and Eagle Peak Drive.
- Started the weed abatement with outside contractor (Warner Bros.) the work is forecasted to be completed by the end of May.
- Oriented the new Maintenance Supervisor on Citywide maintenance items including some overview of the Landscape Maintenance District.
- Canopy tree lifting and some side trimming by outside contractor (Warner Bros.) on Clayton Road (Sycamores) & old Marsh Creek Road (Bradford pears).