



**BUDGET AND AUDIT COMMITTEE
REGULAR MEETING AGENDA**

**Wednesday, July 10, 2024
4:00 p.m.**

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

Committee Members

Kim Trupiano, Vice Mayor

Jeff Wan, Council Member

1. **Call to Order and Roll Call**
2. **UBA Financial Services (Interim City Manager)**
 - a. Discuss City's investments
3. **HdL Economic Solutions (Interim City Manager)**
 - a. Discuss City's economic forecast
4. **Review and provide feedback on proposed Scope of Work prior to the preparation of the Request for Proposal (RFP) for Right of Way Landscape Maintenance (City Engineer)**
[\(View\)](#)
5. **Review Proposal to amend the City Engineer's agreement to include Maintenance Division Oversight (Interim City Manager)**
6. **Review of the July 16, 2024, City Council Meeting Items (Financial Advisor)**
 - a. Appropriation Limit
 - b. Special Tax Levy – CFD 2006-01
 - c. Special Tax Levy – CFD 2007-01
7. **Future topics (Financial Advisor)**
 - a. Potential spend down of reserves:
 - b. Prefund OPEB liability
 - c. 5 Year Capital Improvement Plan
 - d. Level of deferred maintenance
 - e. New Vehicles
 - f. Office ergonomics and safety

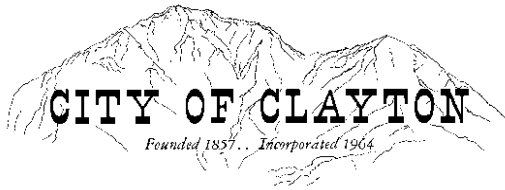
8. ADJOURNMENT

Please visit www.claytonca.gov for information on the next meeting of the Budget and Audit Committee.

Meeting Information and Access

- A complete packet of information containing staff reports and exhibits related to each public item is available for public review in City Hall located at 6000 Heritage Trail and on the City's website at www.claytonca.gov
- Agendas are posted at: 1) City Hall, 6000 Heritage Trail; 2) Library, 6125 Clayton Road; 3) Ohm's Bulletin Board, 1028 Diablo Street, Clayton; and 4) City Website at www.claytonca.gov
- Any writings or documents provided to a majority of the Budget and Audit Committee after distribution of the agenda packet and regarding any public item on this agenda will be made available for public inspection in the City Clerk's office located at 6000 Heritage Trail during normal business hours and is available for review on the City's website at www.claytonca.gov
- 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 matter shall have a set amount of time to speak as determined by the Chair.



STAFF REPORT

TO: Budget and Audit Committee Members

FROM: Larry Theis, City Engineer

DATE: July 10, 2024

SUBJECT: Request for Proposal for Right of Way Landscape Maintenance Services

RECOMMENDATION

Review and provide feedback on proposed Scope of Work prior to the preparation of the Request for Proposal (RFP) for Right of Way Landscape Maintenance.

BACKGROUND

On October 3, 2023, the City Council discussed the topic of preparing an RFP for Right of Way Landscaping in conjunction with a presentation by Ron Bernal on the current service hour deficit being approximately 5,500 to 6,000 hours of maintenance crew time to adequately perform the necessary duties within the City Limits. Prior City Manager Prebula presented to the Council to consider proceeding with an RFP for outside contracted landscape maintenance services to fill this gap which was estimated to be approximately \$400,000 which could be used from the Pandemic Relief Reserve (General Fund Reserve).

The Council gave direction to proceed with the RFP but did not a specific budget appropriation at this time. The Council would consider the authorization of funds after proposals are reviewed and recommended.

DISCUSSION

Within the last few months, the Public Works Superintendent began preparing an RFP and sought input from the City Engineer. The City Engineer's initial review of this effort is to be clear on the scope of work being sought, be specific on the length of the service contract, and model the contract to be a consistent monthly maintenance fee with a reserve for unanticipated extra work items.

In order for the City to benefit from the lowest maintenance fee, it is the City Engineer's recommendation that a very well-defined scope of services is identified for example:

1. Turf mowing once per week between March-November and monthly between December-February.
2. Maintain trees twice a year - vehicular clearance of 15 feet and 7 feet over sidewalks.
3. Place mulch and/or wood chips on medians once per year.
4. Shrubs and hedges are maintained year-round with citywide trimming twice a year.
5. Maintain and repair within 48 hours all irrigation lines from the mainline valve to emitter/sprinkler. Quarterly inspections.
6. Apply time release fertilizer – quarterly for turf, once a year for shrub/groundcover.
7. Apply pre-emergent weedkiller and pesticide in Spring and Fall. Must maintain a minimum of 85% of total area to be weed-free.
8. Assigned crew leader to report daily to Public Works Superintendent with an assigned crew as needed (minimum of 3 laborers)
9. Provide traffic control and lane closures.
10. Include all vehicles, equipment, supplies, and necessary parts for repairs.

Since the City is essentially requesting a landscape maintenance firm to provide a full-time crew assigned to Clayton, it is important that the City commits to a minimum of one year contract with a select number of yearly extensions. The bidder will want some assurances that their hiring and assignment of staff will be a dependable client. It is likely your monthly maintenance fee will be reduced if the proposed contract is longer duration.

The approach with this RFP is this is not an on-call contract or as-needed contract where you would be paying by the hour – which is the least cost effective. Therefore, this added outside landscape crew would allow your existing City maintenance staff to be focused on non-landscape maintenance and city parks.

FISCAL IMPACT

There will be a significant fiscal impact to address the unmet maintenance needs of the City. Either hiring more in-house maintenance workers or supplementing with contracted landscape maintenance firms will require an on-going allocation of between \$300,000 to \$400,000 depending on the bids/proposals received. The initial approach would be to fund the first year with reserve funds. In subsequent years an established on-going funding source needs to be secured. Currently the existing Landscape Maintenance District Fund 210, which specifically for right of way areas is operating with no surplus. A future increase to the assessment should be strongly considered with any extension beyond its current 2026 sunset.

CEQA IMPACT

None

ATTACHMENTS

None