



AGENDA

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TRAILS AND LANDSCAPING COMMITTEE [CITIZENS OVERSIGHT COMMITTEE]

Monday, December 4, 2017

7:00 p.m.

Hoyer Hall

Clayton Community Library City Hall

*6125 Clayton Road
Clayton, CA 94517*

COMMITTEE MEMBERS

Maryann Carroll-Moser

Carol Herington

Carin Kaplan

Nancy Morgan

Dane Horton, Vice Chair

Howard Kaplan, Chair

Vice Mayor Keith Haydon

(Ex-Officio)

Councilmember Tuija Catalano

(Ex-Officio Alternate)

Staff: Laura Hoffmeister, Asst. to the City Manager
Mark Janney, Maintenance Supervisor

- 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 *

December 4, 2017

1. CALL TO ORDER & ROLL CALL – Chair

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 **are considered for approval by the Committee with one single motion.** Members of the Committee, Audience, or Staff wishing an item removed from the Consent Calendar for purpose of public comment, question or input may request so through the Chair.*

- (a) Minutes of the September 25, 2017 Trails and Landscape Committee meeting
- (b) Landscape Maintenance District Staff Activity Report for Sept. 25 – Dec 4, 2017

Recommended Action: Approve the Consent Calendar.

4. BUSINESS ITEMS

- (a) Review and consideration of the Landscape Maintenance District for Annual Report for FY 2016/2017 as the Citizens Oversight Committee (Chair Howard Kaplan)

Recommended Action: Receive report, provide comments and/or edits and take action to approve submittal to the City Council.

- (b) Review of the status of Landscape Maintenance District FY 17/18 expenses through November 27, 2017. (Asst. to the City Manager Hoffmeister)

Recommended Action: Information only - no action required.

- (c) Landscape Maintenance District Projects Update

Recommended Action: Information only - no action required.

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

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

- (a) Assignment of Committee Report to the City Council at its January 16th 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)
 - **February 12, 2018 – TLC meeting** for FY 2017-18 mid-year LMD budget review
 - **May 21, 2018 – TLC meeting** for proposed landscape District Budget for FY 2018-19
 - **Sept. 17, 2018 - TLC meeting** for FY 2017-18 actual year-end review and select Committee Member to prepare draft Annual Report for FY 17-18
 - **Nov./Dec .2018 - TLC meeting** FY 2017-18 TLC prepared Annual Report review
 - **Dec/Jan. 2019 – City Council meeting -TLC Annual Report FY 17-18** submittal
- (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 -

7. **ADJOURNMENT** – 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.

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Agenda Date: 12/4/17

Agenda Item: 3a

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

September 25, 2017

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

As there was no Chair or Vice Chair the meeting was called to order at 7:10 at Hoyer Hall 6125 Clayton Road, Clayton CA by the Assistant to the City Manager Hoffmeister.

Committee Members Present: Carol Herington, Dane Horton, Howard Kaplan, Carin Kaplan, Vice Mayor Keith Haydon – Ex-Officio

Committee Members Absent: Maryann Carroll- Moser, Nancy Morgan.

Staff Present: Assistant to the City Manager Hoffmeister, Maintenance Supervisor Mark Janney.

- 2. a) *Selection of Chair*** – Howard Kaplan volunteered to be Chair. Motion by Committee Member Horton to approve Howard Kaplan as Chair, seconded by Committee Member Herington. Motion passed 4-0.
- b) *Selection of Vice Chair*** – Dane Horton volunteered to be Vice Chair. Motion by Chair Kaplan to approve Dane Horton as Vice Chair, seconded by Carin Kaplan. Motion passed 4-0.

3. PUBLIC COMMENTS ON NON-AGENDA ITEMS

No public comments.

4. CONSENT CALENDAR

- (a) *Minutes of the June 15, 2017 Trails and Landscape Committee meeting.*
- (b) *Landscape Maintenance Staff Activity Report – Informational Only.*

Motion by Vice Chair Horton, to approve the consent calendar with the correction to the minutes misspelled first name of Carin Kaplan; seconded by Committee member Carin Kaplan. Motion passed 4-0.

5. **NEW BUSINESS**

- (a) *Receive and review the Landscape Maintenance District fiscal year end budget for FY 2016/2017 as the Citizens Oversight Committee for Measure H.*

Assistant to the City Manager Hoffmeister and Maintenance Supervisor Janney reviewed the data and responded to Committee questions. This was the most recent data for the District prepared by the Finance Manager, however does not include all the detail behind the line items. Staff is still working on that component and will provide it at the next meeting and could be included in the Annual Report. In response to Committee questions it was clarified by staff that the City Council in Jan/Feb does a mid-year review of the city budget including the Landscape Maintenance District and adjustments are proposed or made as appropriate. It was clarified that the temporary worker costs were higher than budgeted due to the increased need for due to staff illnesses and injuries. At mid-year the budget was adjusted to include the new full time dedicate maintained worker for the District a new position, which took time to hire so final expenses came in less than budgeted. Overall the actual revenue received was close to the budget however expenses were \$356,576 (or 26.67%) less than budgeted. The other notable items that came in higher than budgeted was electrical and water costs as the rates increased after the budget was adopted.

No action taken as this was informational item only.

- (b) *Review of the status of the Landscape Maintenance District FY 17/18 expenses through September 19, 2017.*

The Assistant to the City Manager Hoffmeister and Maintenance Supervisor Janney provided an overview of the data, noting that these reports can be prepared by finance at any point in time during the fiscal year, however given the water and electrical bill and payment timing they are typically done quarterly. The data with this type of report is not as detailed as the adopted budget, mid-year and year end, due to the large amount of time it takes for staff to prepare the line detail that makes up some of the line item accounts. Maintenance Supervisor Janney stated that the District expenditures are not a straight line, as there are many seasonal fluctuations with water bills, electrical bills, when plants, supplies purchased and use of temporary workers.

No action taken as this was informational item only.

- (c) *Consider Committee Members to serve on ad-hoc subcommittees*

Staff clarified that since the agenda materials went out there are now only 5 committee members a maximum of two could participate however it is likely that the Committee could be down to 4 members which would not allow only one member to do. Staff suggested that if there is one person interested that would be okay and if the committee increased in size another person could be on the Ad Hoc. Committee members generally indicated that the group currently was too small to establish Ad Hoc committees and to focus on what was essential to be done.

Staff clarified that the only legal requirement is for the Committee to prepare and submit to the City Council the Annual Report of the District for the last FY (FY 16/17). There is not any required deadline to prepare and submit. The document is prepared by the Committee, usually the Chair. Staff clarified the items in the Annual Report have been template that prior committee has used, however it can be done in however the Committee chooses. The purpose of the Annual Report is a Citizens Committee to verify the funds collected by the special tax approved by the voters have been expended in Landscape Maintenance District pursuant to the ballot measure.

i. Annual Report for FY 16/17:

Committee members deferred to the Chair, who agreed, to prepare the Annual Report draft which the Committee will review at their next meeting.

ii. Adopt a Trail:

By Consensus of the committee it was determined that the Committee members were not interested in pursuing at this time and to suspend the Adopt a Trail program.

iii. Communication – i.e.: Clayton Pioneer Article(s)

By Consensus of the committee it was determined that Committee members were not interested in pursuing at this time.

6. CONTINUED/OLD BUSINESS

- None.

**7. CORRESPONDENCE – review of incoming and outgoing correspondence
*Informational Discussion Only- No Action***

Allison Snow: July 16, 2017

Howard Glazier: July 11, 2017; July 24, 2017, August 8, 2017, August 29, 2017

Howard Kaplan: June 12, 2017

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

(a) Assignment of Committee Report: to the City Council at its October 3, 2017 meeting

No Committee member was interested or available to report. Vice Mayor Haydon indicated that he could pass along the items discussed at the meeting. Asst. to the City Manager Hoffmeister also indicated that she would be at the council meeting as well.

(b) Future Agenda Items: (all future agendas will include minutes; Maintenance staff Activity Report for the District; LMD Projects status report; ad-hoc subcommittee status reports: Adopt a Trail, Communication, Annual Report.

Staff noted that with the suspending of the Ad Hoc Committees those items will be removed from future agendas until re-established.

- **Nov/Dec. 2017 - TLC meeting** FY 2016-17 TLC prepared Annual Report review
- **February 2018 – TLC meeting** FY 2017-18 mid-year LMD budget review
April 2018 Clayton Cleans Up - Community Event Education/Outreach Opportunity
April 28-29 2018-Annual Art and Wine-Community Event Education/Outreach Opportunity
- **May/June 2018 – TLC meeting** proposed landscape District Budget for FY 2018-19
- **Sept./Oct. 2018 - TLC meeting** FY 2017-18 TLC prepared Annual Report review

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

Chair Kaplan asked for a future agenda item to review the Downtown Planter Boxes project scope and plans. It was clarified by Maintenance Supervisor Janney the project was originally established in 2015 as repairs to the planter boxes and a budget amount of \$35,000 was approved. However the planters were re- evaluated and determined that they were in need of replacement and enlargement where possible. It was also noted by Maintenance Supervisor Janney that the Chinese Pistache trees are not suitable for the planter boxes and Crape Myrtle which is in a couple of the planters would be the replacement tree species. Irrigation would also be provided to each planter. The project also had electrical added to each planter since irrigation was being done the incremental cost of adding in electrical conduit and wiring was small and appropriate to do all at one time. This was the scope of the project that the City Council approved the budget increase to \$300,000 as part of the FY 17/18 budget adoption process. Assistant to the City Manager Hoffmeister stated that the Committee received that information as part of their review of the draft budget at its June 15, 2017 meeting prior to the Council budget adoption. At that meeting no concerns were expressed by the Committee regarding the proposed budget. This information was conveyed to the City Council in a memo to the Finance Manager which stated: *“The TLC reviewed the proposed budget using numbers that Finance Manager had presented at the City Councils June 6th meeting. The TLC did not propose any changes to the proposed Landscape Maintenance District budget for FY 17-18.”*

Chair Kaplan requested that the plans and scope be brought back to the committee before going to bid. Maintenance Supervisor Janney stated that the former City Engineer had prepared plans and staff was in process of locating, however plans and specifications would then go out to bid as the budget already authorized the project. The lowest responsible bid would then be recommended to the City Council for awarding the contract.

Chair Kaplan indicated the committee should be the body to review and determine recommendations to the City Council on the plans and specifications prior to going to bid, and possible review the recommended low bid before it goes to City Council. He further clarified he believed these activities would be within the meaning of the word ‘oversight’ of the Landscape Maintenance District

committee function. Assistant to the City Manager Hoffmeister indicated that staff disagreed in this interpretation and it also is not the direction by the City Council. There are details of all aspects of city work that is carried out by staff, not the elected or appointed advisory bodies.

Assistant to the City Manager Hoffmeister noted that the City Council does not see plans and specifications before going to bid, that is not their nor the Committees role, it is staff implementation work. The Council sets policy and projects with the budget and the TLC recommends expenditure items related to the Landscape District to City Council which is done at the budget time and ensures the special tax funds are being spent in the District. In general the Committee is higher level than looking at plans and specifications. The committee could indicate they would like to see more funding for repaving trails, or for replanting in medians, trimming etc. or a specific project such as redoing the landscaping at the subdivision entries. It is not the TLC role for bid cost review it is the City Council role to receive staff recommendation on awarding a bid.

Staff would provide an update on the Planter Box project at the next meeting.

Committee members were informed that Vice Chair Horton requested the TLC informational brochure be updated which staff has done and copies available to the Committee to hand out. Committee member Carin Kaplan noted that her first name was misspelled – staff would correct and send out electronically.

Maintenance Supervisor Janney reminded the Committee that they also need to make sure residents contact the city with any concerns or issues promptly so we can investigate, determine if it is City/District responsibility or if not whose responsibility, and if City/District to assess and to follow up as needed and coordinated with other priorities.

- (d) *Staff Communications/Announcements – general information not requiring any action by the TLC -*
- i. TLC application information
 - ii. TLC updated informational brochure
 - iii. TLC updated Roster

Committee member Carin Kaplan noted that her first name was misspelled – staff would correct and send out electronically.

9. ADJOURNMENT –

Upon call by Chair Kaplan the meeting was adjourned at 8:25 pm

Minutes prepared by:

Laura Hoffmeister, Asst. to the City Manager

APPROVED BY THE COMMITTEE

Howard Kaplan, Chair

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.

City of Clayton

Agenda Date: 12/4/17

Agenda Item: 4a



Trails & Landscape Committee ***Draft Annual Report*** **FY 2016-2017**

Trails and Landscape Committee Annual Report FY 16-17

Index:

- Message from the Committee Chair
- TLC Members FY 2016-17
- Landscape Maintenance District Budget Fund 210 for FY 16-17
- Final FY 16 -17 LMD Budget and Adopted LMD FY 17- 18
- LMD Capital Project Status FY Summary
- LMD Maintenance Activity Reports
- Updated TLC Brochure

Draft Report to Clayton City Council from the Trails and Landscape Citizens Oversight Committee

In 2016, the citizens of Clayton approved Measure “H” for renewal of the Landscape Maintenance District to collect tax revenues providing funds for the maintenance of landscaped road medians, trails, and open space. The approved measure stipulates that the expenditures are to be overseen by volunteer Clayton citizens via the Clayton Trails and Landscape Oversight Committee. This report is being provided in partial fulfillment of Committee duties.

Not much occurred during the period of July 2016 – June 2017. The Committee met only once during the period. The activities of the year were mainly maintenance of irrigation systems and trails, pruning and trimming trees and shrubs, and keeping weeds and brush low around open space borders with residential areas for fire risk suppression as needed. The wetter winter caused an increase in grass growth. Greater water availability also allowed more irrigation than in the previous drought years resulting in a 30% increase in water costs. The Keller Ridge tree and shrub replanting was the only capital expenditure completed during the year. The Committee recognizes that the City is short staffed following the departure of Maintenance Supervisor John Johnston and needing an additional Maintenance Worker position.

In August 2016, City Council approved one new full time dedicated Landscape Maintenance Worker bringing up to 6 full time maintenance workers; five are shared with other responsibilities of the city. The City was not at 100% full time maintenance staffing for the entire year due to the timing of some hires and injury/illness of full time staff in the department. Seasonal workers were used to offset and to augment full time staff shortages.

The Committee met again in September 2017 to review the expenditures for the July 2016- June 2017 period and finds that all expenditures are appropriate for the Trails and Landscape District in accordance with the law. Approved capital expenditures for the repair/replacement of the planter boxes on Main Street has not yet gone out for bid.

We find that the review and oversight process needs to be improved. All materials from staff in preparation for meetings should be made available to all Committee members at least two weeks prior to the meeting for ample time to review and clarify. In addition, we believe that as part of the oversight responsibilities, the Committee needs to be involved with and approve any capital improvement scope of work. Greater transparency in capital expenditure scope of work would allow oversight of financial efficiency.

There are two capital expenditure items to be implemented this year. One is a newly identified need for the removal of 18 large Eucalyptus trees that pose a threat to structures. The Committee agrees that the Eucalyptus trees should be removed and the bid process is ongoing. The other is to complete delayed implementation to repair and/or replace of the planter boxes on Main Street. The Committee has asked to be included in defining the scope of work before it goes out for bid.

We recommend that the Council suspend approval of this work until the TLC can review the scope of work which we expect will be forthcoming soon.

Finally, I would like to recognize the time and effort of Clayton citizens serving on the TLC fulfilling the requirements of the law to provide Oversight on the Landscape Maintenance District. I believe all members agree they love living in this town.

2015-2016 and 2016-2017 TLC Members

Citizens and their respective terms who served during the FY 2016-17 as members of the TLC:

Anthony Chippero	December 2015 - July 2017
Carol Herrington	December 2015 - December 2017
Dane Horton	December 2015 - December 2017
Carin Kaplan	December 2015 - December 2017
Howard Kaplan	December 2015 - December 2017
Nancy Morgan	December 2015 - December 2017
Maryann Carroll-Moser	December 2015 - December 2017

In addition the follow City Council Liaisons served during 2016-2017:

Ex-Officio Jim Diaz (Vice Mayor) – June 2016- December 2016
Ex-Officio Alternate Keith Haydon (Council Member) June 2016- December 2016
Ex Officio Keith Haydon (Vice Mayor) January 2017- June 2017
Ex Officio Alternate Tuija Catalano (Council Member) January 2017-June 2017

B. Citywide Landscape Maintenance District – Fund No. 210 FY 2016-17 Adopted Budget

In June 2007, Clayton voters approved a replacement real property special tax to continue funding the operation and maintenance of their citywide public landscaped areas. This voter action created the City of Clayton Landscape Maintenance Community Facility District 2007-1 (LMD). This annual tax is restricted to costs associated with: arterial and specified roadway medians and parkways, the trails system, the annual open space non-native invasive weed abatement in city-owned open space of the area hills, the annual open space and trails weed abatement for fire and public safety, landscape and turf irrigation and the monthly maintenance and special occasion/holiday operation of the “Clayton Fountain”.

Maintenance of City Parks *is not* included as an authorized expense under the LMD Act; park maintenance obligations fall to the City’s General Fund. *Citywide public landscaping services have always been funded by a special revenue tax levied on private properties throughout the City.* The LMD completed its 9th year of a 10 year approved operation (Measure B), and its trails and landscaping citizens’ oversight committee (TLC) meets periodically to ensure the promised maintenance standards and efficiencies are achieved and reviews the budget ensuring these special-purpose tax revenues are used for their intended purpose.

Pursuant to the terms of voter-approved Measure B, the special tax rate may be modified annually by the change in the CPI from April to April. In no event shall the tax rate be increased by more than 3% each year. The CPI change (from April 2015 to April 2016) posted at 2.70%.

Since 2008, the LMD has used \$878,711 of these special tax funds for public landscape and irrigation and trail system capital improvements. When including an additional \$407,000 of prior-approved projects rolled forward into FY 2016-17, the LMD will have invested over \$1.2 million into landscape related capital improvements in addition to maintaining current landscaping.

For FY 2016-17, the LMD has budgeted to fund the following prior approved landscape improvement projects (*Note the prior approved Cardinet Trail repair was completed in FY 2015-16*):

Entry-Ways Re-landscaping Project	\$ 300,000
Keller Ridge Tree Replacement Project	46,000
Downtown Planters Replacement Project	35,000
Replace Irrigation System Centra Control Field Panel	20,000
Jeffrey Ranch Median Island Re-landscaping Project	6,000
Subtotal	<u>407,000</u>
Subdivision/City Entry Sign Replacement Contingency	<u>2,000</u>
Grand Total	<u><u>\$ 409,000</u></u>

The proposed LMD budget is a balanced operational budget, utilizing fund balance to undertake non-annual capital improvement projects. This practice is consistent with prior year budgets as the LMD is pay-as-you-go for such improvements, responsibly drawing on fund balance as needed. The budget expenses are primarily adjusted for increased costs from outside agencies as well as for fuel, fertilizer, etc.

The LMD'S projected revenues have been increased by the 2.70% CPI to a total of \$1,057,550 for FY 2016-17. Measure B, approved by the voters, authorized an annual increase to the levy by the CPI, with not to exceed ceiling rate of 3.0%. This results in a modest increase to LMD revenues of \$27,799 over the prior year adopted budget. The CPI adjustment will result in an increase of \$6.34 per residential parcel over the prior year rate (last year's single family rate was \$234.84; including the CPI the new rate will be \$241.18).

Over the past year the LMD has generated a sufficient reserve balance to allow the consideration of new landscaping projects to be undertaken. Although ending fund balance of \$961,970 is projected, staff is not proposing additional capital projects in FY 2016-17 in order to allow sufficient time to complete prior approved projects.

The planned installation and commencement of these significant landscape restoration and improvement projects demonstrates the LMD's success in managing the voter's preference for a "pay-as-you-go" ballot tax measure of capital improvements. The defeated Measure "O" (2005) would have issued a revenue bond in its initial year to address the public improvements sooner but conservative Clayton voters frowned on the higher annual assessment and bonded indebtedness to be shouldered by the LMD. Entering the District's 10th year of operation still allows the accumulation of modest reserves to accomplish many of the planned objectives.

Measure B is set to expire in June 2017. This is the only source of funds for the maintenance and operation of the LMD. To continue this sole funding a special parcel tax (Measure H) has been placed before the voters on June 7, 2016 ballot and needs to receive two-thirds (66.67%) voter approval. At this time funds are not budgeted for a November election, should the upcoming June 2016 ballot measure not pass. Should this occur staff will undertake a new measure process and recommend budget changes at that time to cover election costs (approx. \$10,000).

As new landscaping improvements are installed, each is accompanied by irrigation system upgrades with greater efficiencies in water application, which temper this expense allocation and cause operational savings. An enormous impact on LMD operations over the past five fiscal years has been the declared drought conditions and the severe water conservation reductions imposed by Contra Costa Water District (CCWD) as directed by the Governor's Executive Order Emergency declaration. While homeowners were placed under a 25% reduction plan, city and commercial irrigation water consumers were set at a massive 45% mandatory water reduction order. With irrigation cutbacks of that magnitude the LMD suspended the operation of the Clayton Fountain (even though it is a recirculating fountain) and reduced outside watering to two days per week. This has impacted some of the water intensive landscape in order to sustain the more valuable

plants and mature signature trees in the LMD. Capital improvement projects engaged during the drought have been hardscape-only oriented.

Although CCWD announced a relaxation of the water restrictions, allowing more additional outdoor water irrigation uses than in the prior year, there are still reductions that will occur to balance against water cost increases. The proposed budget for LMD water irrigation supply service incorporates a slight projected water cost increase, or about \$2,000 over last year's, bringing the total budgeted water supply expenditure to \$105,100. As this is below pre-drought historical costs, it is possible that CCWD's recent modification to water-use restrictions will result in actual water irrigation costs being higher than projected.

Personnel services for this labor-intensive work effort account for 28.65% of the LMD budget in FY 2016-17 (\$353,100). This is higher than the prior year's labor requirements ratio of 23.72% arising from increased labor demands connected with the installation of new landscaping and irrigation systems. Whenever possible, tasks within the LMD are assigned to temporary seasonal personnel that are less expensive labor (e.g. trimming), allowing full-time permanent City maintenance personnel (typically four) to focus on tasks requiring journeyman-level experience (e.g. irrigation line and system repairs).

As approved by Measure B voters, the LMD'S budget includes an annual expense of \$20,000 (Account 7316) for the purchase of replacement plants. The LMD further contributes an annual allocation to the City's Capital Equipment Replacement Fund (CERF) of \$14,500, from which maintenance vehicles and equipment are purchased for use in LMD operations. An expense of \$34,780 (3.27% of annual LMD revenue) is transferred to the City's General Fund to pay for administrative and overhead activities of the City (e.g. telephones; payroll processing; accounts payable; management) attributable to administering the LMD's annual operations.

With all of these actions, the LMD's ending fund balance on June 30, 2017 is projected to be \$793,268. The LMD's healthy reserve status is evidence the City does not siphon "surplus" monies into its General Fund but uses the special tax revenues for its intended voter purposes. Its monetary existence will be crucial once the drought is over and the LMD examines priorities to replace landscape lost (including adding in more hardscape treatments) from the extreme water conservation measures. The TLC held a meeting on May 23, 2016 to review the proposed LMD budget for FY 2016-17. After discussion and analysis with City staff, the TLC approved both the proposed CPI adjustment (2.70%) and the budget by a vote of 8-0.

City of Clayton
Landscape Mfn District CFD 2007-1 Fund 210
Adopted Budget 17-18

Account Number	Account Name	2015-16	2016-17	2016-17	2016-17	2017-18
		Actual	Original City Council Adopted Budget	Adopted with city council approved amendments	Actual Final	Adopted Budget
7111	Salaries /Regular	131,190	160,000	209,000	164,465	202,000
7112	Temporary Help	71,218	87,000	87,000	126,766	149,000
7113	Overtime	460	1,000	1,000	474	1,000
7218	LTD Insurance	1,147	1,600	1,600	1,588	3,500
7220	PERS Retirement	48,288	24,680	24,680	20,683	23,300
7221	PERS Retirement - Unfunded Liability	-	18,320	18,320	21,777	24,300
7231	Workers Comp Insurance	10,931	13,300	13,300	11,934	12,700
7232	Unemployment Insurance	2,562	4,200	4,200	2,251	5,000
7233	FICA Taxes	4,814	9,000	9,000	4,337	10,500
7246	Benefit Insurance	23,608	34,000	34,000	33,875	44,700
7301	Recruitment/Pre-employment	1,193	1,000	1,000	-	1,000
7311	General Supplies	31,901	49,100	49,100	44,245	50,100
7316	Landscape Replacement Material	1,127	20,000	20,000	17,896	40,000
7335	Gas & Electric Serv.	17,281	22,700	22,700	19,072	30,000
7338	Water Service	98,283	105,100	105,100	139,832	130,000
7341	Buildings/Grounds Maintenance	-	19,800	19,800	10,304	20,000
7342	Machinery/Equipment Maint.	11,199	21,900	21,900	10,402	19,000
7343	Vehicle Maintenance	13,424	17,400	17,400	19,128	18,000
7344	Vehicle Gas, Oil, and Supplies	10,140	11,300	11,300	12,594	13,000
7381	Property Tax Admin Cost	3,735	3,900	3,900	3,735	4,000
7382	Election Services	13,910	-	-	-	-
7389	Misc Expense	3,419	-	-	-	-
7411	Professional Services Retainer (Legal)	4,702	1,500	1,500	1,996	2,000
7419	Other Prof. Services	124,460	6,360	6,360	5,829	6,560
7429	Animal/Pest Control Services	-	5,000	5,000	3,095	5,000
7440	Tree Trimming Services	-	25,000	25,000	29,300	25,000
7445	Weed Abatement Services	-	107,000	107,000	106,560	122,000
7486	CERF Charges/Depreciation	13,500	14,500	14,500	14,500	14,500
7520	Project/Program costs	197,753	409,000	427,200	77,739	483,000
7615	Property Taxes	2,638	2,900	2,900	2,709	2,800
8101	LMD Admin - Transfer to GF	33,863	34,780	34,780	34,780	36,095
8111	Transfer to CIP Fund	891	-	-	-	-
8113	Transfer to Stormwater Fund	912	912	912	1,008	1,008
Total Expenditures		878,549	1,232,252	1,299,452	952,874	1,499,063
4604	Clayton LMD Special Parcel Tax	1,029,544	1,057,550	1,057,550	1,058,798	1,089,277
5601	Interest	11,533	6,000	6,000	14,454	12,000
5606	Unrealized Inv Gain/Loss	8,038	-	-	(11,061)	-
Total Revenue		1,049,115	1,063,550		1,062,191	1,101,277
Increase (Decrease) in Fund Balance		170,566	(168,702)	(168,702)	109,317	(397,786)
Beginning Fund Balance		816,202	961,970	961,970	986,768	1,096,085
Ending Fund Balance		986,768	793,268	793,268	1,096,085	698,299

one new dedicated LMD maintenance worker position added but not at full staff due to injuries, illness and vacancies due to injuries and departures and hiring time line more temporary worker hours used

\$460,000 total labor and benefits of LMD as % of total budget 31.75%

See breakdown below

See breakdown below

See breakdown below

Move Adopt-a-trail to 601 project

Legal services contract review & ballot measure

See breakdown below

New from 7419

New from 7419

See breakdown below

Per CERF allocation spreadsheet

See breakdown below

% of budget for admin cost to manage the LMD 3.278%

LMD biplanter annual inspections

General Supplies					
Alpine Awards	-	-	400	-	outgoing LMD members plaques/bench replacement donor/memory plaques
Bay Area Barricade	4,479	4,000	4,000	4,953	4,000
Cole Supply	1,821	1,600	1,600	1,671	1,600
Concord Garden Equipment	421	500	500	294	500
Contra Costa Topsoil	-	-	-	1,775	-
Crop production services	4,068	4,000	4,000	6,998	4,000
Fertilizer	3,496	5,000	5,000	-	5,000
Graybar	-	-	-	-	-
Herbicides	-	8,000	8,000	-	8,000
Irrigation	-	8,000	8,000	-	8,000
Site One Landscape	2,882	8,000	8,000	19,558	8,000
Zee Medical Supply	-	-	-	-	-
Misc Supplies (Calcard - US Bank)	14,734	10,000	10,000	8,596	11,000
	31,901	49,100	49,100	44,245	50,100
Building/Grounds Maintenance					
Martell Water Systems (Well pump repairs)	-	5,000	5,000	-	5,000
Pond M Solutions (\$650x12 water feature maintenance)	-	7,800	7,800	7,800	8,000
Pond M Solutions (extra repairs)	-	5,000	5,000	1,354	5,000
Spraytec Maintenance (wastewater)	-	2,000	2,000	979	2,000
Misc. Supplies (Calcard, etc.)	-	-	-	171	-
	-	19,800	19,800	10,304	20,000
Machinery/Equipment Maintenance					
Concord Garden Equip/Supplies	3,958	5,200	5,200	6,803	7,000
Concord Trailer World	-	-	-	1,648	5,000
Contra Costa Tractor	4,214	14,600	14,600	287	5,000
Site One Landscape	-	-	-	532	-
Spraytec - pump repairs/maintenance	1,488	-	-	-	-
US Bank (Calcard)	1,539	2,100	2,100	1,132	2,000
	11,199	21,900	21,900	10,402	19,000
Other Professional Services					
CCC Fire Protection - Operation Permit	-	600	600	-	600
Advertising for TBMP Labor/Live Scans	-	-	-	-	-
CalPERS GASB 68 Actuary (share)	-	260	260	260	260
EBRCSA-Radio Mtn PW radio's	1,300	1,500	1,500	1,300	1,500
Envirotech Enterprises (non-native invasive weed abatement)	51,020	-	-	-	-
Martell Water Systems (Well pump repairs)	2,915	-	-	-	-
NBS Admin Fees+Del letters	4,066	4,000	4,000	4,259	4,200
PMT Pest Control - Rodent Control	-	-	-	-	-
Rock & Waterfall Water Feature \$650x12 (maintenance)	2,600	-	-	-	-
Rock & Waterfall-Water Feature Extra + repair conting	-	-	-	-	-
Spraytec - maint- waste water treatment	1,496	-	-	-	-
Warner Bros Svc 1 x per yr+2 x trails	38,413	-	-	-	-
Warner Brothers -Tree trimming	20,250	-	-	-	-
Misc. Services (Calcard, etc.)	2,400	-	-	10	-
	124,460	6,360	6,360	5,829	6,560
Weed Abatement Services					
Envirotech Enterprises (non-native invasive weed abatement - Oakhurst Mitigation EIR)	-	62,000	62,000	57,560	62,000
Warner Bros Svc 1 x per yr+2 x trails (Fire Protection)	-	45,000	45,000	49,000	60,000
	-	107,000	107,000	106,560	122,000
Project/Program costs					
Upgrade irrigation controllers (annual until all complete)	29,679	20,000	20,000	-	20,000
Sub Division/City Entry Signs (contingency)	-	2,000	2,000	-	2,000
Adopt-a-Trail Expense - 4003	(6,945)	-	-	-	-
Warner Bros. - Extra Open Space Fire Prevention	-	-	-	-	-
LMD2015-1 - Downtown Planters	-	35,000	35,000	19,069	270,000
LMD2015-2 - Jeffrey Ranch Relandscaping	-	6,000	6,000	-	6,000
LMD2015-3 -Keller Ridge Tree replanting	1,891	46,000	64,000	58,670	-
LMD2015-4 bridge renovation project (trails)	81,355	-	-	-	-
LMD2016-1 - Entry Ways Re-Landscaping Project	-	300,000	-	-	-
LMD2016-2 - Lower Easley trail repaving	71,973	-	-	-	-
LMD2016-3 - Mt. Diablo elem Hillside trail repaving	19,800	-	-	-	-
LMD 2018-1 - Removal of 18 Eucalyptus trees in Open Space	-	-	-	-	185,000
	197,793	409,000	64,000	77,739	483,000

Notes:

Extra to run pump for fountain
10 events (31 days @ \$160=\$4960.)
Art n Wine, Memorial Day, 4th of July, Halloween Parade/Ghost Walk, Veterans Day, Xmas Tree Lighting,
Presidents Day, Thanksgiving, Garden Tours, Oktoberfest
2014: note Halloween/Ghost walk no longer done

Landscaping Maintenance District Levy History CFD 2007-1 (approved Nov 2007 for 10 yrs 2007/08-2016/17; renewed by voters for 2017/18-2026/27)

Year	close out of old CFD	start new CFD	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	tax renewed 2017/18
levy amount (per res parcel and non res per acre or fraction thereof)		\$ 196.76	\$ 202.44	\$ 204.06	\$ 207.56	\$ 213.42	\$ 217.86	\$ 223.04	\$ 229.29	\$ 234.84	\$ 241.18	\$ 248.42
actual cpi		n/a	2.88%	0.8%	1.72%	2.82%	2.08%	2.38%	2.78%	2.44%	2.70%	3.78%
cpi amount increase		n/a	2.88%	0.8%	1.72%	2.82%	2.08%	2.38%	2.78%	2.44%	2.70%	3.00%
\$ amount increase		n/a	\$ 5.68	\$ 1.62	\$ 3.50	\$ 5.86	\$ 4.44	\$ 5.18	\$ 6.22	\$ 5.58	\$ 6.34	\$ 7.24
note: levy limited to annual increase of CPI not to exceed 3%												

	amount -apx.	year -apx
Replacement Projects Landscape Maintenance District (Measure B 2007-08 through 2016-17; Measure H 2017-18 through 2026-27)		
Completed:		
<u>Landscaping</u>		
median tree replacement clayton road mitchell cyn to Atchinson stage (14 sycamore trees) donations paid for these	\$ 2,500	2008
Oakhurst Drive decorative pavers in narrow median noses, redo irrigation and replanting	\$ 70,000	2010
Clayton Water Feature replanting/redo irrigation	\$ 114,000	2010
March Creek Circle landscape berm mitigation irrigation upgrades replanting	\$ 19,400	2011
Clayton Road median (Oakhurst to Mitchell Cyn) and retaining wall from CVS to Daffodil Hill Irrigation installation and new landscaping	\$ 328,011	2012
Daffodil Hill new irrigation and new planting (\$27,500 donated by CBCA)	\$ 29,000	2012
Deferred Tree Trimming City Wide (\$20,000 annually)	\$ 140,000	2010-2017
Peacock Creek Dr. Median Tree replacement (partial cost of LMD remainder from traffic accident/insurance recovery fund)	\$ 2,000	2016
Keller Ridge Drive street tree replacements	\$ 58,670	2016
Peacock Creek entry sign replanting project	\$ 11,100	2016
	subtotal \$774,681	
<u>Trails:</u>		
Peacock Creek install new headboards, apply new 1/4 x dust gravel and compact, install waterboard weir drainage	\$ 20,000	2008
Upper Easley - Bruce Lee - Trail from old Marsh Ck to Center Street ; and Lower Easley - El Molino- from old Marsh Ck rd to Weatherly_	\$ 60,000	2013
trail crack sealing/repair	\$ 10,000	2013
Lower Easley old Marsh Ck to Village Oaks	\$ 30,000	2015
Mt Diablo Elem School Hill Trail	\$ 19,800	2015
pedestrial Trail Bridge surface replacement	\$ 79,000	2015
Cardinet Trail erosion repair	\$ 75,000	2016
	subtotal \$ 293,800	
<u>Other:</u>		
Purchase New Irrigation Control Vehicle (Capital Equipment and Replacement Fund)	\$ 35,000	2007/08
open space tree canopy trim and lifting	\$ 30,000	2012/13-15
Purchase new Tractor \$75,000 with 50% from LMD	\$ 37,500	2016
Master Remote Computer Controller for all Irrigation Systems	\$ 30,000	2012/13
replace irrigation system central control field panel	\$ 20,000	2016
	subtotal \$ 152,500	
<u>Adopt a Trail (from donations only) project suspended by TLC in July 2017</u>		
trail sponsorship signs and plaques (incl posts/signs and installation)	\$ 3,827	2009
installation of new uprights and electrical at oak trees - cardinet trail east side of library	\$ 4,400	2011/12
	subtotal \$ 8,227	
To be done:		
<u>Landscaping</u>		
Jeffrey Ranch/Caulfield Ct island replant/hardscape	\$ 6,000	2018
various subdivision entry redesign relandscape including hardscape	\$ -	project postponed
downtown Main St planter boxes	\$ 300,000	2018
deferred Tree Trimming City Wide 2018 (\$20,000 annually)	\$ 20,000	2018
general various replacement planting	\$ 40,000	2018
	subtotal \$ 366,000	
<u>Other:</u>		
replace irrigation system central control field panel	\$ 20,000	2018
replace subdivision/city entry sign if needed (contingency)	\$ 2,000	
eucalyptus tree removal in various open space	\$ 185,000	2018
	subtotal \$ 205,000	
total reinvestment to Landscape Maintenance District through 6/30/17	\$ 1,229,208	
total additional reinvestment planned through 2017-18	\$ 571,000	
total est reinvestment through 6/30/18	\$ 1,800,208	

Memo



To: Trails and Landscaping Committee
From: Maintenance Department
Meeting Date: June 15, 2017
Re: Landscape Maintenance District Project Updates

This is an update for the following projects within the Clayton Landscape District;

Subdivision Entry Landscape

1. City Staff has drawn up some design concepts for review of the Subdivision Entry Landscape Project. This project had been recommended and approved by the Trails and Landscape Committee in a previous meeting to be the next landscape improvement project within the District. The City Council approved the design concepts; now the formal plans and specification need to be drawn up for project bidding. Due need to field identify all underground utilities and irrigation in order to prepare construction plans and lack of availability of landscape architects to undertake this project in the near term, this project has been postponed and funding reassigned for FY 17-18 Budget for unanticipated needed removal of Eucalyptus trees near Regency/EI Molino and along path behind Rachel Ranch Ct.

Downtown Planter Boxes

2. City Engineer has prepared the specifications for the needed repairs to the downtown planter boxes and will be putting them out to bid in the next two months. The new specifications include power and irrigation to each reconstructed planter box located on Main Street.

Keller Ridge Drive Tree Re-Planting

3. The Keller Ridge Tree Re-Plant Project has been completed with 54 new trees planted by the contractor Diablo Lawnscape. Maintenance staff upgraded all the irrigation control valves along the tree replant area, made repairs to the sprinklers, planted over 240 five gallon shrubs within the bare planters running along Keller Ridge Drive, and then bark the newly planted areas.

Jeffry Ranch Place and Caulfield Court cul-de-sac replanting

4. The two Jeffry Ranch Pl and Caulfield Ct., center cul-de-sac median planters with lawns are now in the process of getting the irrigation upgraded by Maintenance Staff; this includes moving the heads in from the pavement and installing 12 inch pop up heads instead of the existing 4 inch sprinkler heads. Maintenance will then plant the area with shrubs. Since this area is classified as a median under the state water conservation law the area cannot have lawn irrigated; only shrubs. The completion is forecasted by the end of June.



WORK UPDATE

TRAILS & LANDSCAPING

5/23/2016 to 6/15/2017

- Spot spray and pull weeds in the Landscape District Citywide on a continuing basis.
- Turn on Irrigation Systems City wide and making repairs to systems as needed.
- Continued with the Cities semi-annual trimming of the Landscape throughout the City.
- The annual weed abatement for fire protection that is contracted out each year was just completed for the season.
- Safety trimmed numerous trees along Marsh Creek Road, Clayton Road, and Oakhurst Drive. Removed 13 dead trees in the landscaping that had died from the drought conditions. Removed numerous tree branches and trees along the Clayton Trails and open space during the fall. During the storms over the past year the City held up well until the April 6 storm that blew over 12 trees and too many to count branches that broke off in the high winds from trees all over the City.



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 18th. 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.

WHAT IS YOUR TRAILS AND LANDSCAPE COMMITTEE?

The TLC (Trails and Landscape Committee) consists of up to 11 volunteers, your neighbors & friends - all residents of Clayton. The TLC was formed by the Clayton City Council in August 2007 to help the City implement the voter-approved funds to manage the current and future needs of the City-wide Landscape Maintenance District (the CCLMD).

The TLC serves as the financial oversight committee and provides guidance to the City Staff and City Council regarding the spending of the special voter approved funds that can only be used for spending within and for the Landscape Maintenance District.

The Landscape Maintenance District consists of the roadway edge and roadway median landscaping, trail maintenance and fire abatement on trails and open space. City parks & the running of the Clayton Fountain are not included in the District.

The TLC in Action!

The Trails and Landscape Committee meets twice a year and on an as needed basis, usually on a 3rd Monday evening of a month (7pm) at the City Library (Hoyer Hall Meeting Room) 6125 Clayton Road. Residents of Clayton are encouraged to attend these meetings to hear status reports and to provide input and get their questions answered, or send questions or concerns via email through the City web site.

Meeting agendas are posted on: City web site: www.ci.clayton.ca.us
City Hall, 6000 Heritage Trail;
Clayton Library, 6125 Clayton Road; Ohm's Bulletin Board, 1028 Diablo St

Please direct any questions or concerns to the City of Clayton via the website address above, or contact City Offices at 673-7300.

Your Trails and Landscape Committee Members

Maryann Carroll-Moser
Carol Herington
Dane Horton
Carin Kaplan
Howard Kaplan
Nancy Morgan

IMPORTANT INFORMATION

FROM YOUR

CLAYTON TRAILS and LANDSCAPE COMMITTEE

WHAT are the STANDARDS and PRIORITIES of the District and the TLC?

- Firebreaks are Mandatory.
- Weeds are cut along major trails and creeks twice yearly.
- Trees are trimmed for safety purposes first.
- Irrigation breaks are repaired as needed.
- Public roadway landscaping is trimmed twice yearly.
- Landscape areas are fertilized one time a year as needed.
- Limited funds for targeted improvements or replanting of \$20,000 each year.

TLC'S STRATEGIC FOCUS

- Take Care of what we have before planting something new
- Remove unwanted expenditures and control costs with strict oversight.
- Create Equity in the District.
- Implement Cost-Effective measures to improve irrigation and infrastructure and functions.
- Invest in improved equipment as a means to increase maintenance efficiency and effectiveness.
- Implement Seasonal and situational based labor to minimize costs.



2017

HOW IS THE DISTRICT FUNDED ?

The District is funded by a 10-year special parcel tax "Measure H" passed by 77% of the Clayton voters in June 2016 that is currently \$ 248.42 per year that appears on your property tax bill. This assessment can only be increased for inflation with a maximum annual increase cap of 3% per year. This is the only source of funding for the Landscape District supplies, electricity, irrigation, water, and labor. All funds are kept separate and only used for the voter approved Landscape District expenses. *(The operation of the Clayton Fountain Water Feature beyond the few special event dates was not approved by voters to be included in the District).*



HISTORY OF THE DISTRICT

In 1997, Clayton residents realized that the City's modest General Fund budget was unable to adequately provide for our public landscaping, trails and open space maintenance. Recognizing their importance in how it defines our community, a Community Facilities District was established, known as the Trails and Landscape Maintenance District, to provide for maintenance costs for the trails, open space and roadside landscaping. A 10-year special parcel tax was approved by the voters to establish a reliable funding source for this District.

In 2007, as the special parcel tax neared its end, Clayton residents approved a 10 year extension of the special parcel tax along with the establishment of a citizens advisory committee, known as the Trails and Landscape Committee. In June 2016 the Clayton voters approved another 10-year extension of the special parcel tax, with the continuation of the advisory Trails and Landscape Committee.

QUICK FACTS of Your Landscape Maintenance DISTRICT Your "FRONT YARD"

- The District landscape covers over 2,000,000 sq. ft.
- There are 40,700 sq. ft. of lawns and flowerbeds.
- There are over 2,871 trees in the City.
- There is 515 acres of open space.
- There are 7 miles of creek side trails and 20 miles of open space trails.
- There are about 50 street islands and medians.
- The District uses equivalent of only three full time staff and includes the use of some seasonal and volunteer workers as needed.
- During 2008-2009 the Contra Costa Water District had mandatory water reductions of 45% for the Landscape District. The District priorities were to preserve trees, then shrubs and to eliminate watering of lawns and groundcovers to stay within the limits and to avoid financial penalties through even higher water costs.

SOME COMPLETED PROJECTS FUNDED BY THE DISTRICT

- Redesign of the Clayton Fountain Water Feature with new irrigation and drought tolerant plants.
- Clayton Towne Center sign entry way landscaping with joint funding by the Clayton Business and Community Association (CBCA).
- Redesign and replanted medians on Clayton and Oakhurst Roads.
- Replaced all seven pedestrian trail bridge surfaces.
- Repaved all previously paved trails.
- Constructed a trail connection from downtown to CVS along Clayton Rd
- Drainage and trail repaving on the Mt Diablo Elementary School hill.



City of Clayton
Budget-to-Actual - FY 17/18
Current Year July 1 - Nov. 27, 2017

Agenda Date: 12/4/17

Agenda Item: 4b

	Actual	Budget	Adjusted Budget	Variance (\$)	Variance (%)
210 - Landscape Maintenance CFD					
Revenues					
210-4604-00	\$0.00	\$1,089,277.00	\$1,089,277.00	(\$1,089,277.00)	0.00 %
210-5601-00	\$3,544.42	\$12,000.00	\$12,000.00	(\$8,455.58)	29.54 %
Totals for Department(s) 00 - City:	\$3,544.42	\$1,101,277.00	\$1,101,277.00	(\$1,097,732.58)	0.32 %
Total Revenues	\$3,544.42	\$1,101,277.00	\$1,101,277.00	(\$1,097,732.58)	0.32 %
Expenses					
210-7111-00	\$58,039.78	\$202,000.00	\$202,000.00	\$143,960.22	28.73 %
210-7112-00	\$42,138.92	\$149,000.00	\$149,000.00	\$106,861.08	28.28 %
210-7113-00	\$315.06	\$1,000.00	\$1,000.00	\$684.94	31.51 %
210-7218-00	\$420.04	\$3,500.00	\$3,500.00	\$3,079.96	12.00 %
210-7220-00	\$3,509.88	\$23,300.00	\$23,300.00	\$19,790.12	15.06 %
210-7221-00	\$6,704.74	\$24,300.00	\$24,300.00	\$17,595.26	27.59 %
210-7231-00	\$12,175.09	\$12,700.00	\$12,700.00	\$524.91	95.87 %
210-7232-00	\$0.00	\$5,000.00	\$5,000.00	\$5,000.00	0.00 %
210-7233-00	\$2,035.72	\$10,500.00	\$10,500.00	\$8,464.28	19.39 %
210-7246-00	\$7,764.49	\$44,700.00	\$44,700.00	\$36,935.51	17.37 %
210-7301-00	\$223.31	\$1,000.00	\$1,000.00	\$776.69	22.33 %
210-7311-00	\$8,704.97	\$50,100.00	\$50,100.00	\$41,395.03	17.38 %
210-7316-00	\$600.00	\$40,000.00	\$40,000.00	\$39,400.00	1.50 %
210-7335-00	\$10,785.89	\$30,000.00	\$30,000.00	\$19,214.11	35.95 %
210-7338-00	\$68,606.31	\$130,000.00	\$130,000.00	\$61,393.69	52.77 %
210-7341-00	\$3,250.00	\$20,000.00	\$20,000.00	\$16,750.00	16.25 %
210-7342-00	\$2,511.67	\$19,000.00	\$19,000.00	\$16,488.33	13.22 %
210-7343-00	\$4,589.27	\$18,000.00	\$18,000.00	\$13,410.73	25.50 %
210-7344-00	\$2,301.72	\$13,000.00	\$13,000.00	\$10,698.28	17.71 %
210-7381-00	\$0.00	\$4,000.00	\$4,000.00	\$4,000.00	0.00 %
210-7411-00	\$0.00	\$2,000.00	\$2,000.00	\$2,000.00	0.00 %
210-7419-00	\$2,009.33	\$6,560.00	\$6,560.00	\$4,550.67	30.63 %

City of Clayton Budget-to-Actual Current Year

	Actual	Budget	Adjusted Budget	Variance (\$)	Variance (%)
210-7429-00 Animal/Pest Control Services	\$175.00	\$5,000.00	\$5,000.00	\$4,825.00	3.50 %
210-7440-00 Tree Trimming Services	\$18,480.00	\$25,000.00	\$25,000.00	\$6,520.00	73.92 %
210-7445-00 Weed Abatement Services	\$0.00	\$122,000.00	\$122,000.00	\$122,000.00	0.00 %
210-7486-00 CERF Charges/Depreciation	\$0.00	\$14,500.00	\$14,500.00	\$14,500.00	0.00 %
210-7520-00 Project Expenses	\$774.13	\$483,000.00	\$483,000.00	\$482,225.87	0.16 %
210-7615-00 CCC Property Tax	\$2,790.68	\$2,800.00	\$2,800.00	\$9.32	99.67 %
210-8101-00 Transfer To General Fund	\$0.00	\$36,095.00	\$36,095.00	\$36,095.00	0.00 %
210-8113-00 Transfer to Stormwater Fund	\$0.00	\$1,008.00	\$1,008.00	\$1,008.00	0.00 %
Totals for Department(s) 00 - City:	\$258,906.00	\$1,499,063.00	\$1,499,063.00	\$1,240,157.00	17.27 %
Total Expenses	\$258,906.00	\$1,499,063.00	\$1,499,063.00	\$1,240,157.00	17.27 %
BEGINNING FUND BALANCE	\$1,096,082.78	\$0.00	\$0.00	\$1,096,082.78	0.00 %
NET SURPLUS/(DEFICIT)	(\$255,361.58)	\$0.00	\$0.00	(\$255,361.58)	0.00 %
ENDING FUND BALANCE	\$840,721.20	\$0.00	\$0.00	\$840,721.20	0.00 %



Agenda Date: 12/4/17

Agenda Item: 4c

Memo

To: Trails and Landscaping Committee
From: Maintenance Department
Meeting Date: December 4, 2017
Re: Landscape Maintenance District Project Updates

This is an update for the following projects within the Clayton Landscape District;

Subdivision Entry Landscape

Pursuant to City Council action with the budget adoption this project has been put on hold and the funds that had been allocated in the FY (\$300,000) returned to the fund balance and reallocated to other projects. It became evident that the costs for the project were going to be much greater than \$300,000 estimated. The reason was that the subdivision entry way project only had concept plans prepared. The next step would be to prepare the formal plans and specifications need to be drawn up for project bidding. Due to the need to field identify all underground utilities and irrigation in order to prepare construction plans and lack of availability of landscape architects to undertake this project in the near term, this project was postponed and funding reassigned for FY 17-18 for unanticipated needed removal of Eucalyptus trees near Regency/El Molino and along path behind Rachel Ranch Ct. and downtown Main Street Planter Boxes replacement.

Downtown Main Street Planter Boxes Replacement

The project scope includes removal and replace/enlarge where possible the exiting Main Street planter boxes in the same style/materials, change tree species from the Chinese Pistache (which grow too large for the planters) to crape myrtles, provide irrigation and power to each reconstructed planter box; and repair of Center Street planter boxes where needed. The adopted FY 16-17 project had \$35,000 approved to repair the Main Street planters. Further field review determined the planters and tree species needed replacement, increasing planter box sizes where possible, adding irrigation and electrical and the amount was increased to \$300,000 by the City Council FY 17-18 budget action. To date \$19,842 has been spent on plan preparation by the former City Engineer, therefore \$280,000 is available to finalize plans and construct. This is a priority project for the City Council. The City Engineer will be reviewing the recently located plans from the former City Engineer, finalizing the construction documents and specifications for going to bid. After bids are received the bid costs will be presented to City Council to award to the lowest responsible bidder.

Eucalyptus Tree Removal

This project is subject to bidding process and received two bids where three are required. Maintenance Supervisor Janney is awaiting a third bid anticipated in December/January, then will go to City Council to award bid.

Jeffrey Ranch Court and Caulfield Court cul-de-sac replanting

The two Jeffrey Ranch PI and Caulfield Ct., center cul-de-sac median planters with lawns are in the process of getting the irrigation upgraded by Maintenance Staff; this includes moving the heads in from the back of curb inward and installing 12 inch low emitter pop up heads instead of the existing standard 4 inch sprinkler heads. Maintenance will then plant the area with shrubs. Since this area is classified as a median under the state water conservation law the area cannot have irrigated lawn; only shrubs. Completion is anticipated by the end of January.