

City of Clayton – Trails and Landscape Committee (TLC) – Annual Report of the Landscape Maintenance District
Fiscal Year 2017-2018

Reviewed and Approved by the TLC members at its Public Meeting on December 10, 2018

Howard Kaplan - Chair

Ted Sudderth - Vice Chair

Carin Kaplan

Doris Ward

Bill Wiggins

Dear Clayton City Council and Citizens,

One of the most significant things about the fiscal year 2017-2018 was hiring a new Maintenance Supervisor. 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.

Clayton Trails and Landscape Citizens Oversight Committee 12/18/18

2017-18 TLC Members

Citizens and their respective terms who served during the FY 2017-18 as members of the TLC:

Carol Herrington	December 2015 - December 2017
Dane Horton	December 2015 - December 2017
Carin Kaplan	December 2015 - December 2017
	December 2017 - December 2019
Howard Kaplan	December 2015 - December 2017
	December 2017 - December 2019
Nancy Morgan	December 2015 - December 2017
	December 2017 – July 2018 (resigned - moved from the area)
Maryann Carroll-Moser	December 2015 - December 2017
	December 2017 - December 2019
Ted Sudderth	March 2018 - December 2018
Doris Ward	March 2018 - December 2018
Bill Wiggins	March 2018 - December 2018

In addition the follow City Council Liaisons served during 2017-2018:

Ex Officio Keith Haydon (Vice Mayor) January 2017- December 2017

Ex-Officio David Shuey (Vice Mayor) January 2018- December 2018

Ex Officio Alternate Tuija Catalano (Council Member) January 2017- December 2017

January 2018- December 2018



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.**



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.



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.



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).

City of Clayton
Landscape Maintenance District Fund 210 (CFD 2007-1)
Budget

Account Number	Account Name	2016-17 Actual	2017-18 Adopted Budget	2017-18 Year End (June 30) Final	2018-19 Adopted Budget
7111	Salaries/Regular	164,465	202,000	182,771	211,000
7112	Temporary Help	126,766	149,000	126,722	46,000
7113	Overtime	474	1,000	575	1,000
7218	LTD/STD Insurance	1,588	3,500	2,034	2,400
7220	PERS Retirement - Normal Cost	20,683	23,300	21,034	25,200
7221	PERS Retirement - Unfunded Liability	21,777	24,300	24,124	28,290
7231	Workers Comp Insurance	11,934	12,700	12,175	11,600
7232	Unemployment Insurance	2,251	5,000	3,969	2,900
7233	FICA Taxes	4,337	10,500	4,595	6,600
7246	Benefit Insurance	33,875	44,700	38,425	43,400
7301	Recruitment/Pre-employment	-	1,000	393	1,000
7311	General Supplies	44,245	50,100	27,807	50,000
7316	Landscape Replacement Material	17,896	40,000	2,516	40,000
7335	Gas & Electric Serv.	29,072	30,000	26,981	29,600
7338	Water Service	139,832	130,000	161,261	157,000
7341	Buildings/Grounds Maintenance	10,304	20,000	8,921	20,000
7342	Machinery/Equipment Maint.	10,402	19,000	6,761	12,000
7343	Vehicle Maintenance	19,128	18,000	17,310	20,000
7344	Vehicle Gas, Oil, and Supplies	12,594	13,000	12,641	13,000
7381	Property Tax Admin Cost	3,735	4,000	3,735	4,000
7382	Election Services	-	-	-	-
7411	Professional Services Retainer (Legal)	1,996	2,000	-	2,000
7419	Other Prof. Services	5,829	6,560	5,670	7,000
7429	Animal/Pest Control Services	3,095	5,000	1,075	5,000
7435	Contract Seasonal Labor	-	-	-	100,000
7440	Tree Trimming Services	29,300	25,000	50,205	60,000
7445	Weed Abatement Services	106,560	122,000	119,088	128,100
7486	CERF Charges/Depreciation	14,500	14,500	14,500	20,070
7520	Project/Program costs	77,739	483,000	69,329	487,157
7615	Property Taxes	2,709	2,800	2,791	2,900
8101	Fund Admin - Transfer to GF	34,780	36,095	36,095	37,258
8111	Transfer to CIP Fund	-	-	-	-
8113	Transfer to Stormwater Fund	1,008	1,008	1,008	1,050
Total Expenditures		952,874	1,499,063	984,511	1,575,525
4604	Clayton LMD Special Parcel Tax	1,058,798	1,089,277	1,089,074	1,121,746
5601	Interest	14,454	12,000	18,836	15,000
5606	Unrealized Inv Gain/Loss	(11,061)	-	(16,247)	-
Total Revenue		1,062,191	1,101,277	1,091,663	1,136,746
Increase (Decrease) in Fund Balance		109,317	(397,786)	107,152	(438,779)
Beginning Fund Balance		986,766	1,111,621	1,096,083	1,231,798
Ending Fund Balance		1,096,083	713,835	1,203,235	793,019

City of Clayton
 Landscape Maintenance District Fund 210 (CFD 2007-1)
 Budget

Account Number	Account Name	2016-17	2017-18	2017-18	2018-19
		Actual	Adopted Budget	Year End (June 30) Final	Adopted Budget
7311	<u>General Supplies</u>				
	Bay Area Barricade	4,953	4,000	5,014	4,000
	Cole Supply	1,671	1,600	520	-
	Concord Garden Equipment	294	500	235	500
	Contra Costa Topsoil	1,775	-	1,310	1,500
	Crop production services	6,998	4,000	6,809	5,000
	Fertilizer	-	5,000	-	5,000
	Grainger	-	-	317	-
	Herbicides	-	8,000	-	8,000
	Ross Recreation	-	8,000	779	8,000
	Site One Landscape	19,558	8,000	7,491	8,000
	Zee Medical Supply	-	-	-	-
	Misc Supplies (Calcard - US Bank)	8,996	11,000	5,332	10,000
		44,245	50,100	27,807	50,000
		-	-	-	-
7341	<u>Building/Grounds Maintenance</u>				
	Martell Water Systems (Well pump repair)	-	5,000	-	5,000
	Pond M Solutions (\$650x12 water feature maintenance)	9,283	8,000	7,800	8,000
	Pond M Solutions (extra repairs)	-	5,000	-	5,000
	Spraytec Maintenance (wastewater)	979	2,000	1,121	2,000
	Supplies for maintenance	42	-	-	-
		10,304	20,000	8,921	20,000
		-	-	-	-
7342	<u>Machinery/Equipment Maintenance</u>				
	Concord Garden Equip/Supplies	6,803	7,000	3,635	5,000
	Concord Trailer World	1,935	5,000	800	2,000
	Contra Costa Tractor	-	5,000	687	2,000
	Site One Landscape	-	-	538	1,000
	US Bank (Calcard)	1,664	2,000	1,101	2,000
		10,402	19,000	6,761	12,000
		-	-	-	-
7419	<u>Other Professional Services</u>				
	CCC Fire Protection - Operation Permit	-	600	-	1,000
	EBRCSA-Radio Mtn PW radio's	1,300	1,500	1,300	1,500
	NBS Admin Fees+Del letters	4,269	4,200	4,370	4,500
	Misc	260	260	-	-
		5,829	6,560	5,670	7,000
		-	-	-	-
7445	<u>Weed Abatement Services</u>				
	Environtech Enterprises (non-native invasive weed abatement - Oakhurst Mitigation EIR)	57,560	62,000	64,088	65,100
	Warner Bros Svc 1 x per yr+2 x trails (Fire Protection)	49,000	60,000	55,000	63,000
		106,560	122,000	119,088	128,100
		-	-	-	-
7520	<u>Project/Program costs</u>				
	Upgrade irrigation controllers (annual until all complete)	-	20,000	27,514	20,000
	Sub Division/City Entry Signs (contingency)	-	2,000	-	2,000
	LMD2015-1 - Downtown Planters (\$35,000 increased to \$300,000)	19,069	270,000	774	280,157
	LMD2015-2 - Jeffrey Ranch Relandscaping (\$6,000)	-	6,000	3,374	-
	LMD2015-3 -Keller Ridge Tree rep. (B-\$46,000)	58,670	-	-	-
	LMD 2018-1 - Removal of 18 Eucalyptus trees in Open Space Hills (\$185,000)	-	185,000	9,333	185,000
	LMD 2018-2 - Cardinet Trail Repairs Behind Westwood (\$20,000)	-	-	28,334	-
		77,739	483,000	69,329	487,157

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Replacement Projects Landscape Maintenance District (Measure B 2007-08 through 2016-17; Measure H 2017-18 through 2026-27)	amount -apx.	year -apx
Completed:		
Landscaping:		
mediain 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)	\$ 160,000	2010-2018
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
Jeffrey Ranch/Caulfield Ct island replant/hardscape	\$ 6,000	2018
	subtotal \$800,681	
Trails:		
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	
Other:		
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
replace irrigation system central control field panel	\$ 20,000	2017
replace irrigation system central control field panel	\$ 20,000	2018
	subtotal \$ 192,500	
Adopt a Trail (from donations only), project suspended by TLC in July 2017	\$ 3,827	2009
trail sponsorship signs and plaques (incl posts/signs and installation)	\$ 4,400	2011/12
installation of new uplights and electrical at oak trees - cardinet trail east side of library		
	subtotal \$ 8,227	
To be done:		
Landscaping		
various subdivision entry redesign relandscape including hardscape	\$ 300,000	project postponed
downtown Main St planter boxes	\$ 20,000	2018
deferred Tree Trimming City Wide 2018-19 (\$20,000 annually)	\$ 20,000	2019
general various replacement planting	\$ 40,000	2018/19
	subtotal \$ 360,000	
Other:		
replace irrigation system central control field panel	\$ 20,000	2019
replace subdivision/city entry sign if needed (contingency)	\$ 2,000	
eucalyptus tree removal in various open space	\$ 185,000	2018
	subtotal \$ 207,000	
total reinvestment to Landscape Maintenance District through 6/30/18	\$ 1,295,208	
total additional reinvestment planned through 2017-18	\$ 567,000	
total est reinvestment through 6/30/19	\$ 1,862,208	



Agenda Date: 1-15-2019

Agenda Item: 5c

Approved:

Gary A. Napper, City Manager

STAFF REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: Laura Hoffmeister, Asst. to the City Manager 

MEETING DATE: January 15, 2019

SUBJECT: Receive the 2017-18 Annual Citizens Oversight Report by the Trails and Landscape Committee for Measure B, Citywide Landscape Maintenance District

REQUEST

Receive the Annual Report for 2017-18 from the Citizens Oversight Committee [Trails and Landscape Committee (TLC)] as stipulated in Measure H as approved by the voters for the Community Facilities District Funding of the City of Clayton roadway landscaping, trail and openspace maintenance (Landscape Maintenance District).

BACKGROUND

Measure B was passed by the voters of Clayton in June 2007 which established special district funding for the Citywide Landscape Maintenance District through June 31, 2017. Measure H passed by the voters in June 2016, extended the Citywide Landscape Maintenance District special tax through June 31, 2027. The measure called for the preparation of an Annual Report by a Citizens Oversight Committee to be prepared and submitted to the City Council. The Trails and Landscaping Committee (TLC) is the local name approved by the City Council to refer to the Citizens Oversight Committee called for in the measure.

The TLC has prepared the attached Annual Report. The report includes highlights of the Fiscal Year 17-18 Landscape Maintenance District activities, and FY 17-18 year end budget information on how the revenue received by the special tax (Measure H) was spent on Landscape Maintenance District activities as established by the voters. The TLC independently prepared the report and at its December 10, 2018 meeting, reviewed and unanimously approved the report to be forwarded to the City Council for its acceptance (vote 5-0).

The report provides information and highlights of the Fiscal Year 17-18 Landscape Maintenance District activities.

Attachments:

Citizens Oversight Committee FY 17-18 Annual Report for the Citywide Landscape Maintenance District