



AGENDA

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TRAILS AND LANDSCAPING COMMITTEE [CITIZENS OVERSIGHT COMMITTEE]

Special Meeting
Monday, May 16, 2022

6:30 p.m.
Hoyer Hall
Clayton Community Library

6125 Clayton Road
Clayton, CA 94517

COMMITTEE MEMBERS

Erin Bennett
Kate Happy
Patti Pratt
Allison Snow
Joyce Wells

Tom Brand
Craig Nuchols
Stephen Rossi
Nancy Topp

Vice Mayor Holly Tillman
(Ex-Officio)

Councilmember Jeff Wan
(Ex-Officio Alternate)

Staff:

Reina Schwartz, City Manager
Laura Hoffmeister, Asst. to the City Manager

- A complete packet of information containing staff reports and exhibits related to each public item is available for public review 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 City Council after distribution of the Agenda Packet and regarding any public item on this Agenda is available for review on the City's website at www.claytonca.gov
- 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) 673-7300.

*** TRAILS AND LANDSCAPING COMMITTEE ***

Special Meeting
May 16, 2022

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 **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.*

None

4. BUSINESS ITEMS

- (a) Review of the Landscape Maintenance District proposed budget, including CPI adjustment of 3% be applied to Landscape Maintenance District Levy revenue, for FY 2022/23, as the Citizens Oversight Committee for Measure H.
(Asst. to the City Manager Hoffmeister)

Recommended Action: Following discussion recommend approval for inclusion in the budget presented to the City Council for FY 2022/23 .

- (b) Status update and/or receive and review Landscape Maintenance District Annual Report for FY 2020/2021, as the Citizens Oversight Committee for Measure H.
(Presented by the Ad Hoc Committee)

Recommended Action: Receive information report; provide any comments or changes and if appropriate make motion to submit and file with the City Council.

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) 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)

- **May 16 2022 - TLC meeting** LMD review CPI increase and draft budget for FY 2022/23; for proposed draft Annual Report FY 2020/21 from the Subcommittee
- May 23, 2022 (tentative) - City Council Budget Subcommittee meeting
- June 7, 2022 - accept TLC prepared FY 2020/21 Annual Report (can be consent calendar or Action item if a TLC member wants to make a presentation) City Council meeting budget introduction, presentation public hearing;
- June 21, 2022 - City Council adoption of budget
- June 28, 2022 – Alternative optional budget adoption date if not done on June 15
- **Sept./Oct. 2022 - TLC meeting** for FY 2021/22 year-end review and select Committee Member(s) to prepare draft FY 2021/22 Annual Report
- **Nov./Dec. 2022 - TLC meeting** FY 2021/22 TLC prepared Annual Report review
- Jan. 2023 – City Council meeting accept of TLC prepared FY 2021/22 Annual Report (can be consent calendar or Action item if a TLC member wants to make a presentation)
- **Feb. 2023 – TLC meeting for mid-year FY 2022/23 budget review.**
- **May 8 2023 - TLC meeting** LMD review CPI increase and draft budget for FY 2023/24; for proposed draft Annual Report FY 2022/23 from the Subcommittee
- **May 15 2023 - TLC meeting** LMD review CPI increase and draft budget for FY 2023/24; for proposed draft Annual Report FY 2022/23 from the Subcommittee

- (b) Committee Member Communications/Announcements – general information not requiring any action by the TLC

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

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

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



Agenda Date: 5/16/22

Agenda Item: 4(a)

To: Trails and Landscape Committee
From: Laura Hoffmeister, Asst. to the City Manager
Date: May 16, 2022
Re: CPI Information for Landscape Maintenance District FY 2022/23 draft Budget

Pursuant to the terms of voter-approved Measure H, the special parcel tax rate may be modified annually by the change in the consumer price index (CPI) as published by the U.S. Bureau of Labor and Statistics from April to April for this geographic region (San Francisco-Oakland-Hayward, CA). In no event shall the special parcel tax rate be increased by more than three percent (3.0%) annually.

The CPI change released May 12 was 5.0% based on April-to-April figures of 5.2%. Staff recommended and the TLC concurred at its May 9th meeting to apply a 3% CPI increase, noting that increases fuel, plant nutrient and water costs are increasing above 3%. Applying the 3% CPI will help offset these cost increases.

Using a 3% CPI projected revenues are proposed to increase to a total of \$1,241,003 for FY 2022/23. This results in a modest increase to LMD special parcel tax revenues of approximately \$36,121 over the prior year's adopted budget. This information has been included in the proposed budget revenues.

The capped CPI growth adjustment will result in an increase of \$8.22 per residential parcel over the prior year rate. Last year's FY 2021/22 single-family rate was \$274.46; including the CPI adjustment factor the new single-family parcel rate will be \$282.68.

Recommendation: Confirm recommendation of 3% CPI being applied to the FY 2022/23 levy rate, for the proposed budget to City Council.

Landscape Maintenance District Levy History CFD 2007-1 (approved Measure B Nov 2007 for 10 yrs 2007/08-2016/17; renewed Measure H by voters for 2017/18-2026/27)																		
	Measure B										Measure H							
	close out of old CFD																	
	start new CFD												tax renewed					
Year	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	Proposed	Net pace with actual CPI
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	\$ 255.86	\$ 263.54	\$ 266.46	\$ 274.46	\$ 282.68		
actual cpi	n/a	2.88%	0.8%	1.72%	2.82%	2.08%	2.38%	2.78%	2.44%	2.70%	3.78%	3.22%	4.01%	1.1%	3.80%	5.00%		
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%	3.00%	3.00%	1.1%	3.00%	3.00%		
difference											-0.78%	-0.22%	-1.01%	-0.80%	-0.80%	-2.00%	-4.81%	
\$ amount increase	n/a	\$ 5.68	\$ 1.62	\$ 3.50	\$ 5.86	\$ 4.44	\$ 5.18	\$ 6.22	\$ 5.58	\$ 6.34	\$ 7.24	\$ 7.44	\$ 7.68	\$ 2.92	\$ 8.00	\$ 8.22		
note: levy limited to annual increase of CPI not to exceed 3%																		



U.S. BUREAU OF LABOR STATISTICS

CPI for All Urban Consumers (CPI-U) 12-Month Percent Change

Series Id: CUURS49BSA0
Not Seasonally Adjusted
Series Title: All items in San Francisco-Oakland-Hayward, CA, all urban consumers, not seasonally adjusted
Area: San Francisco-Oakland-Hayward, CA
Item: All items
Base Period: 1982-84=100
Years: 2012 to 2022

Year	Apr
2012	2.1
2013	2.4
2014	2.8
2015	2.4
2016	2.7
2017	3.8
2018	3.2
2019	4.0
2020	1.1
2021	3.8
2022	5.0



Agenda Date: 5/16/22

Agenda Item: 4(b)

To: Trails and Landscape Committee
From: Laura Hoffmeister, Asst. to the City Manager
Meeting Date: May 16, 2022
Re: Landscape Maintenance District FY 2022/23 proposed Budget

Staff has prepared a proposed budget with financial numbers for the Committee to review and make a recommendation to the City Council.

Given the anticipated reduction in water use likely to be mandated by Contra Costa Water District or the State, no new landscape or replacement planting is planned in the FY 2022/23 budget. Instead, the focus is on trimming and pruning operations especially of trees in areas that have not been done this year. Other items included are placing additional mulch/bark/compost in the planters to help retain moisture with the donated chips (no cost), enhanced funding for native wildflower plantings in open space areas to reduce impacts from non-native grasses, enhanced funding for non-native invasive plant management in open space areas, and funding to address weed growth in the planted medians and roadway areas. Funding is proposed for professional engineering services to assist in preparation of strategic/safety/sustainability plan related items for the LMD.

Due to insufficient funds and lower priority, staff has not included crack sealing of trails in the proposed FY 2022/23 budget. There are not any city street projects anticipated in FY 2022/23 that would have crack sealing so the ability to achieve a project at reasonable cost is not viable. This will be reevaluated in FY 2023/24 and a mircoseal/coatseal might be appropriate method to be done concurrently with a future street paving project.

The proposed budget is balanced and provides a limited fund balance of \$111,276 for cash flow and unexpected items.

Proposed Projects for FY 2022/23: \$655,000 (see attached for more detailed description)

Project Description

*Cardinet trail section repave [line 7306] (\$185,000)

*Decomposed gravel Trail reconstruction end of Peacock Ck [7306] \$100,000

~~*Crack Sealing (\$30,000)~~

Other Professional Services (Engineering) [line 7419] \$30,000

Enhanced Tree Trimming streets [line 7440] \$200,000

Weed Control rights-of-way /medians [line 7445] \$30,000

Enhanced Non native weed management [line 7520] \$35,000

Enhanced Trimming open space [line 7520] \$ 50,000

Native wildflower open space planting project [line 7520] \$25,000

Bark/compost/mulch landscape areas [line 7520] no cost - use donated chips

**projects that were planned for 2021/22, however postponed to FY 2022/23*

Recommendation: Discuss and provide recommendation of the proposed FY 2022/23 Landscape Maintenance District Budget [Fund 210], attached, for inclusion in the budget to be presented to City Council.

Project Descriptions FY 2022/23 proposed LMD Budget

Cardinet trail section repave [7306] (\$185,000)

This trail runs uphill from the near the dead end of the Mitchell Canyon Creek pedestrian bridge on the Cardinet Trail along the 11th fairway of the Golf Course up to Oakhurst Blvd approximately across from Yolanda Cir. It has not been repaved for over 20 years. (see attached map)

Decomposed gravel Trail reconstruction end of Peacock Ck [7306] \$100,000

This trail is located at the end of Torrey Pine Ct, and the end of Peacock Creek Dr./Pebble Beach. It involves the replacement of header boards and addition and compaction of decomposed granite (gravel) where needed. (see attached map)

Other Professional Services (Engineering) [line 7419] \$30,000

Funding is proposed for professional engineering services to assist in preparation of strategic/safety/sustainability plan related items for the LMD. The plan will take a longer-term view of the needs of the LMD, not day to day operations.

Enhanced Tree Trimming streets [line 7440] \$200,000

This is to continue some of the enhanced work that was done this FY. The locations will be determined by the Maintenance Supervisor in consultation with arborist.

Weed Control rights-of-way /medians [line 7445] \$30,000

This is to control various medians with non-glyphosate products and may use the assistance of outside contractors. The location will be determined by the outside contractor and city staff based upon field conditions and site access.

Enhanced Non-Native weed control in open space [line 7520] \$35,000

This work is in the various open space areas of Oakhurst as well as in areas near trail/creek ways. It targets with non-glyphosate products star thistle and artichoke heart plants. The City has an outside contractor that does this work. This will allow for 25-50 more acres to be covered. The location will be determined by the outside contractor and city staff based upon field conditions and site access.

Enhanced Trimming in open space [line 7520] \$ 50,000

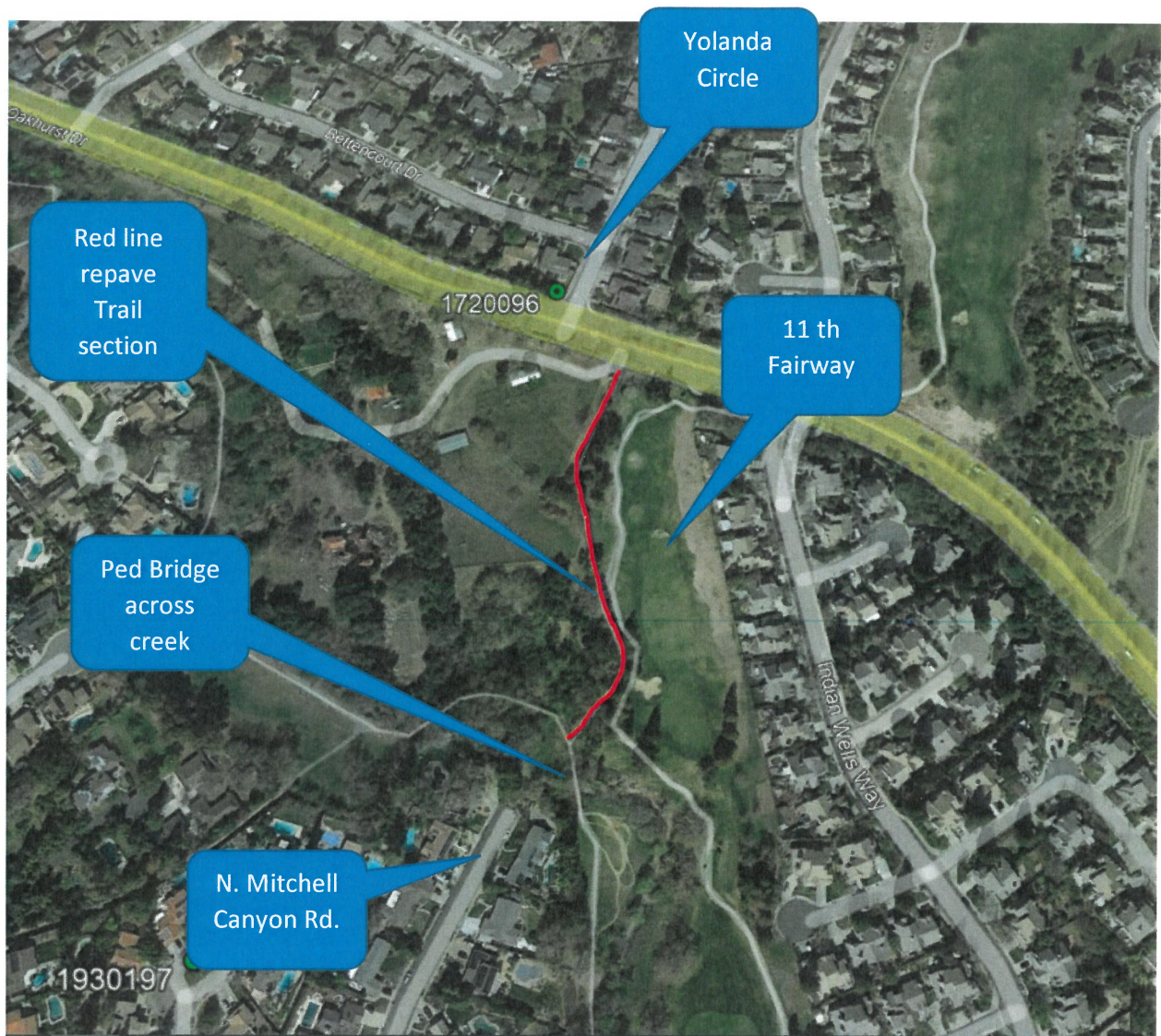
This will supplement the annual fire abatement work. Location to be determined it could be open space areas in hills and/or along creekside trail areas. Final locations to be determined by city staff and outside contractor.

Native wildflower open space planting project [line 7520] \$25,000

In FY 2021/22 there were 10 acres planted with poppy/lupine in the open space between the Clayton Community Park and the Contra Costa Water District Seminary Water Tank above Marsh Creek Road. (generally, to the right of Marsh Creek Road/Clayton Com Park entry drive). This was a pilot project to use native wildflowers to control for the non-native grasses in open space areas. For FY 2022/23 it is proposed that 20 more acres of native wildflower plantings be done in the open space areas. The location will be determined by the outside contractor based upon field conditions and site access.

Bark/compost/mulch landscape areas [line 7520] no cost - use donated chips

This will continue the efforts of the maintenance staff to spread donated chips from our tree trimming contractor in the medians to reduce weed growth and retain moisture. To date Clayton Road median has many sections completed. Additional work on Clayton Road will be done as well as work on Oakhurst Blvd. Future locations will be determined by the Maintenance Supervisor based on sufficient chips and staff resources.



Cardinet trail section repave [7306] (\$185,000)



Decomposed gravel Trail reconstruction end of Peacock Ck [7306] \$100,000

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

Account Number	Account Name	2020/2021 Actual	2021/2022 Adopted Budget	2021/2022 YTD 7/1/21-5/6/22	2021/2022 Projected 7/1/21-6/30/22	2022/2023 Proposed 7/1/22-6/30/23
Expenses						
7111	Salaries/Regular	243,827	237,756	221,114	265,336	238,989
7112	Temporary Help	6,987	20,665	-	0	0
7113	Overtime	1,907	2,000	467	2,000	2,000
7218	LTD/STD Insurance	2,382	2,061	1,589	2,061	4,254
7220	PERS Retirement - Normal Cost	23,147	21,966	18,753	2,400	23,439
7221	PERS Retirement - Unfunded Liability	26,422	29,540	27,832	36,000	33,031
7231	Workers Comp Insurance	10,484	9,587	8,677	8,677	10,223
7232	Unemployment Insurance	-	4,464	-	-	529
7233	FICA Taxes	4,258	5,057	3,211	3,818	3,815
7246	Benefit Insurance	43,315	43,013	43,421	57,895	47,291
7301	Recruitment/Pre-employment	-	250	-	0	250
7306	Trail Fixture Repairs/Replacement	178	320,000	-	0	290,000
7307	Irrigation Supplies and Materials	-	10,000	7,601	10,000	10,000
7308	Weed Abatement Supplies and Materials	-	20,000	95	10,000	15,000
7309	Plant Nutrition Supplies and Materials	-	10,000	398	10,000	12,500
7311	General Supplies	8,222	14,300	2,408	7,300	4,500
7316	Replacement Plants (Shrubs, Trees, etc.)	2,822	20,000	-	0	0
7335	Gas & Electric Service	26,995	50,000	20,357	28,000	30,000
7338	Water Service	223,936	240,000	166,191	225,000	230,000
7340	Traffic Safety Supplies	292	1,000	1,159	1,159	1,000
7341	Buildings/Grounds Maintenance	38,149	36,910	16,461	28,169	26,200
7342	Machinery/Equipment Maint.	13,793	21,050	4,073	10,750	26,550
7343	Vehicle Maintenance	9,482	15,000	20,005	22,000	20,000
7344	Vehicle Gas, Oil, and Supplies	12,374	14,000	12,729	14,000	14,000
7381	Property Tax Admin Cost	3,740	4,100	3,556	4,100	4,100
7382	Election Services	-	-	-	-	-
7389	Miscellaneous	-	-	-	-	-
7411	Professional Services (Legal)	-	-	-	-	-
7419	Other Prof. Services	6,198	7,100	7,559	7,685	37,500
7429	Animal/Pest Control Services	4,653	15,000	8,525	15,000	51,000
7435	Contract Seasonal Labor	98,742	160,000	98,255	121,975	125,000
7440	Tree Trimming Services	101,100	300,000	158,580	300,000	200,000
7445	Weed Abatement Services	120,990	201,230	65,000	141,230	212,000
7486	CERF Charges/Depreciation	30,000	30,000	30,000	30,000	30,000
7520	Project/Program costs	53,813	204,500	37,960	179,000	112,000
7615	Property Taxes	2,994	3,030	3,083	3,030	3,030
8101	Fund Admin - Transfer to GF	39,190	40,679	8,460	40,679	42,713
8111	Transfer to CIP Fund	-	-	-	-	-
8113	Transfer to Stormwater Fund	1,130	1,130	-	1130	1,164
Total Expenditures		1,161,519	2,115,389	997,519	1,588,394	1,862,077
Revenue						
4604	Clayton LMD Special Parcel Tax	1,169,764	1,204,857	1,144,638	1,204,857	1,241,003
5601	Interest	26,584	15,000	2,484	15,000	15,000
5606	Unrealized Inv Gain/Loss	(12,530)	-	-	-	-
5702	Donations/Contributions	-	-	-	-	-
Total Revenue		1,183,819	1,219,857	1,147,122	1,219,857	1,256,003
Increase (Decrease) in Fund Balance		22,300	(895,532)		(368,537)	(606,074)
Beginning Fund Balance		1,063,587	1,013,464		1,085,887	717,350
Ending Fund Balance		1,085,887	117,932		717,350	111,276

Account	Account	2020/2021	2021/2022	2021/2022	2021/2022	2022/2023
Number	Name	Actual	Adopted	YTD	Projected	Proposed
			Budget	7/1/21-5/6/22	7/1/21-6/30/22	7/1/22-6/30/23
Expense detail						
7306	Trail Fixture Repairs/Replacement					
	Bay Area Barricade - Trail Sign	178	0	-		
	Crack Sealing		30,000	-	0	-
	Repair/Redo trail behind end of Peacock Creek		100,000	-	0	100,000
	Trail- Cardinet along 11th fairway, Repave to Oakhurst Blvd		185,000	-	0	185,000
	Trail Repairs		5,000	-	0	5,000
Total 7306		178	320,000	-	0	290,000
7307	Irrigation Supplies & Materials					
	Nutrien AG - Irrigation Supplies		10,000		10,000	10,000
	Site One Landscape- Irrigation Parts & Control Repair			7,544		
	US Bank CalCard - Irrigation Supplies			57		
Total 7307		-	10,000	7,601	10,000	10,000
7308	Weed Abatement Supplies & Materials					
	Bay Area Barricade - Storage Area Sign					
	Nutrien AG		20,000		10,000	15,000
	US Bank CalCard			95		
Total 7308		-	20,000	95	10,000	15,000
7309	Plant Nutrition Supplies & Materials					
	Nutrien AG - Fertilizer		10,000	398	10,000	12,500
	Site One Landscape					
Total 7309		-	10,000	398	10,000	12,500
7311	General Supplies					
	Bay Area Barricade (Work signs, etc.)	46	1,500		1,500	1,500
	Cole Supply	55	500	385	500	500
	Concord Garden	-	-			
	Grainger (Work safety equipment)	-				
	Irrigation supplies (Calcard - US Bank)	2,903				
	Nutrien AG	1,724	2,300		2,300	2,500
	Plant Nutrients - Fertilizer	-				
	Plant Nutrients - Topsoil (Contra Costa Topsoil, etc.)	-				
	Ross Recreation (Trash receiptal/benches)	-				
	Site One Landscape (Irrigation)	-				
	Turf Star - Irrigation Supplies	-				
	US Bank CalCard/Misc	3,494	10,000	2,023	3,000	
	Weed Control (Nutrien AG, etc.)	-				
	Zee Medical Supply	-				
Total 7311		8,222	14,300	2,408	7,300	4,500
7341	Building/Grounds Maintenance					
	Bay Area Barricade			112		
	Contra Costa Tractor					
	Dillon Electric (Landscape lighting repairs)	855	2,000		-	2,000
	Evans & Son (Retaining wall cap repair)	1,970	2,000		-	0
	Irrigation control location services contractor		10,000		5,000	5,000
	Martell Water Systems (Well pump repairs)	250	5,000		2,500	5,000
	Mt. Diablo Landscape (Sand)	671	700	718	718	700
	Nutrien AG	12,212				
	Pond M Solutions (\$650x12 water feature maintenance)	9,100	8,210	5,200	7,800	8,000
	Pond M Solutions (extra repairs)	3,570	4,000	2,998	4,000	4,000
	Site One (Irrigation parts)	5,925		1,121	1,121	
	Site One Landscape (Nutrients)	86				
	Spraytec Maintenance (Wastewater)					
	Terracare (Planter box repair Center St)	650				
	US Bank CalCard, Misc	2,756	5,000	7,030	7,030	1,500
	Wally's Rental	104				
Total 7341		38,149	36,910	17,179	28,169	26,200

Account	Account	2020/2021 Actual	2021/2022 Adopted	2021/2022 YTD	2021/2022 Projected	2022/2023 Proposed
Number	Name		Budget	7/1/21-5/6/22	7/1/21-6/30/22	7/1/22-6/30/23
Expense detail						
7342	Machinery/Equipment Maintenance					
	Bay Area Barricade	304	-			
	Big O Tires (Flat Repair, tires)					
	Champion Spray	676	1,000		500	500
	Conc Garden Equip (Maintenance & Supplies)	502	4,000		2,000	2,000
	Concord Trailer World		1,000		500	500
	Contra Costa Tractor	2,426	2,000		1,000	1,000
	Dillon Electric	730	1,000			1,000
	LEHR (Install light bar skip loader)					
	Martell Water (Well Service)		1,200			1,200
	Mower Deck					17,000
	Performance Trailer	1,104	600			600
	Site One Landscape					
	Sonsray Marchine (Forklift/tractor parts)	1,106				
	Spraytec (Wash rack service/repairs)	2,513	250		250	250
	Swensons Mobile (Polaris repairs)	1,366				
	Swenson's Mobile Service (Lawnmower service)		3,000	1,500	1,500	1,500
	US Bank CalCard	3,066	7,000	4,291	5,000	1,000
Total 7342		13,793	21,050	4,073	10,750	26,550
7419	Other Professional Services					
	Cal Card US Bank					
	CCC Fire Protection (Operation Permit)	-	1,000			1,000
	EBRCSA-Radio Mtn PW radio's	1,306	1,400	1,400	1,400	1,500
	Engineering Services	190				30,000
	Other Professional Services					
	NBS Asment Dist Admin Fees+Del letters	4,702	4,700	4,574	4,700	5,000
	Other			85	85	
	Other			1,500	1,500	
Total 7419		6,198	7,100	7,559	7,685	37,500
7445	Weed Abatement Services					
	Environtech Enterprises (non-native invasive weed abatement - Oakhurst Mi	56,250	71,000	65,000	71,000	73,000
	Waraner Bros (V/Drainage Ditches)		30,000		0	35,000
	Waraner Bros Svc (1 x per yr+2 x trails (Fire Protection))	64,740	70,230		70,230	74,000
	Weed Abatement (Rows/Medians)		30,000			30,000
Total 7445		120,990	201,230	65,000	141,230	212,000
7520	Project/Program Costs					
	Bark/Mulch areas					
	Enhanced non native invasive weed mgmt open space					35,000
	Enhanced trimming open space					50,000
	Irrigation Computer Replacement		-			
	Native Wildflower Planting Project openspace grassland areas		12,500	12,500	12,500	25,000
	Sub Division/City Entry Signs (contingency)	1,517	2,000		-	2,000
	Lift/Trim Tree Canopies - Keller Rdg/Blue Oak		100,000	25,200	50,000	
	LMD 2018-1 - Removal of 18 Eucalyptus trees in Open Space Hills (\$185,000) completed		-			
	LMD 2018-2 - Cardinet Trail Repairs Behind Westwood (\$20,000) completed					
	LMD 2019-1 - Arterial Road Tree Trimming (\$100,000) completed					
	LMD 2019-2 - Marsh Creek Rd. Median Work (\$100,000) completed					
	LMD 2019-3 - Clearing trail dead brush (\$100,000) completed					
	LMD 2019-4 - Expanded irrigation controller replacement (\$50,000)	20,000	-			
	LMD 2019-5 - Clayton Rd. Median Improvement (\$75,000/4 Medians) hold due to drought		-			
	LMD 2020-1 - 2020 Irrigation Control Upgrade x2	9,130				
	LMD 2021-1 - 2020 Irrigation Control Upgrade					
	LMD 2021-22 - Irrigation Control upgrades - purchase 6 to complete all replacement		90,000	260	116,500	-
	LMD2015-1 - Downtown Planters (\$35,000 increased to \$300,000)	22,105	-		-	-
	LMD2015-2 - Jeffrey Ranch Re-landscaping (\$6,000) completed	-	-			
	US Bank CalCard	1,061	-	-	-	-
Total 7520		53,813	204,500	37,960	179,000	112,000

Replacement Projects/Major Maintenance Landscape Maintenance District (Measure B 2007-08 through 2016-17; Measure H 2017-18 through 2026-27)	amount -apx.	year -apx
Completed:		
<u>Landscaping</u>		
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
Marsh 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
Tree Trimming City Wide - Account 7440 (\$20,000 annually, 2010-2015; \$29,300 in FY 16/17; \$50,205 in 2017/18; \$27,995 in 2018/19; \$62,738 in 2019/20; \$100,000 in 2020/21)	\$ 390,238	2010-2020/21
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	\$ 3,273	2018
Replant and irrigation on Clayton Road median near Lydia Lane (Clayton Rd Median Improvment LMD 2019-5)	\$ 19,000	2018/19
General plant replating (Account 7316)	\$ 2,517	2017/18
general various replacement planting (Account 7316)	\$ 15,932	2018/19
general varoius replacement planting	\$ 3,000	2020/21
downtown Main St planter boxes	\$ 323,000	2019/20
Tree Trimming (Account 7440)	\$ 300,000	2021/22
subtotal \$1,691,641		
<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
Cardient asphalt Trail Repair Asphalt behind Westwood (LMD 2018-1)	\$ 28,334	2017/18
extra Clearing dead brush (LMD 2019-3)	\$ 10,000	2019/20
subtotal \$ 332,134		
<u>Other:</u>		
Purchase New Irrigation Control Vehicle (Capital Equipment and Replacment 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 (Account 7520)	\$ 27,514	2017/18
replace irrigation system central control field panel (Account 7520)	\$ 18,672	2018/19
Euclyptus tree removal in various open space	\$ 187,672	2018/19
replace irrigation system central control field panel (LMD 2019-4)	\$ 30,000	2018/19
replace irrigation system central control field panel (LMD 2020-1)	\$ 30,000	2020/21
replace Irrigation computer and upgrade to software	\$ 1,381	2020/21
Replace subdivision entry sign (Peacock Creek)	\$ 1,516	2020/21
Repair to maint equip. spray wash rack (33% from LMD)	\$ 2,513	2020/21
attachment forklift for tractor	\$ 1,106	2020/21
Replace six irrigation controllers	\$ 116,500	2021/22
Pilot native planting project in open space	\$ 12,500	2021/22
Lift Tree canopies in open space between Keller Ridge and Blue Oak	\$ 50,000	2021/22
subtotal \$ 651,874		
<u>Adopt a Trail (from donations only) project suspended by TLC in July 2017/other misc donations</u>		
trail sponsorship signs and plaques (incl posts/signs and installation)	\$ 3,827	2009
installation of new uplights and electrical at oak trees - cardinet trail east side of library	\$ 4,400	2011/12
installation of two new doggie mit/trash stations at trails El Molino/Marsh Creek and Cardinet Trail/Lydia (CBCA donation)	\$ 1,800	2019/20
subtotal \$ 10,027		
To Be done FY 22/23		
Trail repave from bridge by end of Mitchell Cyn up along 11th fairway to Oakhurst Blvd across from Yolanda	\$ 185,000	2021/22
Repair/ Redo Trail at end of Peacock Creek	\$ 100,000	2021/22
Stategic/Safety/Sustainability Plan for the LMD (longer term perspective)	\$ 30,000	2022/23
Enhanced Tree Trimming streets	\$ 200,000	2022/23
Weed control rights of way/medians non glosophyte	\$ 30,000	2022/23
Enhanced non native weed management	\$ 35,000	2022/23
Enhanced Trimming open space	\$ 50,000	2022/23
Native wildflower open space planting	\$ 25,000	2022/23
subtotal \$655,000		
replace subdivision/city entry sign if needed (contingency)		\$ 2,000
replant and redo irrigation 2 medians (4 island sections) on Clayton Road (estimate (2021) city/seasonal staff \$120,000)		future
various subdivision entry redesign relandscape including hardscape (est. \$300,000 in 2015 rev est. in 2017 over \$500,000 not incl field survey or const plans)	\$ -	future
repave/repair crack seal trails (\$30,000)		future
replace fencing along trail/path areas where needed (unknown areas and costs to be determined)		future
total reinvestment to Landscape Maintenance District through 6/30/22	\$ 2,685,676	
total additional reinvestment planned through 2022/23	\$ 655,000	
total est reinvestment through 6/30/2023	\$ 3,340,676	

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C. Citywide Landscape Maintenance District – Fund No. 210
Draft Budget Message for FY 22/23

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

Measure B, the 2007 ballot measure, expired June 30, 2017. Given this was the only source of funds for the maintenance and operation of the LMD, in order continue this sole funding a special parcel tax, “Measure H” was placed before the voters on the June 7, 2016 ballot needing two-thirds (66.67%) voter approval. In June 2016, the voters overwhelmingly elected (77.1% positive vote) to extend the LMD special parcel tax for an additional ten (10) years.

Maintenance of City parks is not included as an authorized expenditure 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 parcel tax levied on private properties throughout the City.* The LMD has now completed its fourth year of operation under Measure H. The LMD has a City Council-appointed Trails and Landscaping Citizens’ Oversight Committee (TLC) that meets periodically to ensure the these special-purpose tax revenues are used for their intended purpose as established under the previous ballot measure for the LMD. The TLC met on March 7, May 9 and May 16th 2022. The May meetings were for the review and input on the proposed LMD budget for City Council action in June.

Pursuant to the terms of voter-approved Measure H, the special parcel tax rate may be modified annually by the change in the consumer price index (CPI) as published by the U.S. Bureau of Labor and Statistics from April to April for this geographic region (San Francisco-Oakland-Hayward, CA). In no event shall the special parcel tax rate be increased by more than three percent (3.0%) annually. Given the local CPI change (from April 2020 to April 2021) 5%, the LMD’s projected revenues are recommended by the TLC and included in the proposed budget to be increased by 3.0% to a total of \$1,241,003 for FY 2022/23. This results in a modest increase to LMD special parcel tax revenues of apx. \$36,121 over the prior year’s adopted budget. The capped CPI growth adjustment will result in an increase of \$8.22 per residential parcel over the prior year rate (last year’s FY 21/22 single-family rate was \$274.46; including the CPI adjustment factor the new single-family parcel rate will be \$282.68).

Over the past fifteen years, from FY 2007/08 through FY 2020/21, it is estimated the LMD will have used approximately \$2.6 million of these special parcel tax funds for public landscape and irrigation and trail system improvements. When including additional LMD improvement projects planned for FY 2022/23, the LMD will have invested over \$3.3 million into various improvements in addition to more routine maintenance of landscaping.

For FY 2021/22, the LMD budgeted to fund the following landscape maintenance improvement projects:

<u>Project Description</u>	<u>Budget Amount</u>	<u>\$ used</u>	<u>Project ID</u>
*Cardinet trail section repave	185,000	0	7306 postponed to 22/23
*Trail reconstruct end of Peacock Ck	100,000	0	7306 postponed to 22/23
*Repave/Repair/Crack Seal Trails	30,000	0	7306 postponed to 23/24
Replace Irrigation Control (6 of them)	90,000	116,500	LMD 2021-2 in process
Native open space planting pilot project	12,500	12,500	7520 completed
Trim up trees btwn Blue Oak/Keller	100,000	50,000	LMD 2021-2 completed
Tree Trimming streets/trails	300,000	300,000	7440 in process
Total	817,500	479,000	

*projects that were planned for 21/22, however postponed

Due to staffing shortages and project scheduling issues the trail projects were not able to be completed during FY21/22.

For FY 2022/23, the LMD budgeted to fund the following landscape maintenance improvement projects:

<u>Project Description</u>	<u>Amount</u>	<u>Account ID</u>
*Cardinet trail section repave	185,000	7306
*Trail reconstruct end of Peacock Ck	100,000	7306
*Repave/Repair/Crack Seal Trails	30,000	7306
Native wildflower open space planting project	25,000	7520
Strategic/safety/sustainability plan	30,000	7419
Enhanced non native invasive weed management open space	35,000	7445
Trim trees open space areas	50,000	7520
Tree Trimming streets/trails	200,000	7440
Bark/compost/mulch landscape areas	0	7520
Weed control medians/right of ways non glysohate	30,000	7445
Total	655,000	

*projects that were planned for 21/22, however postponed to FY 22/23

Due to insufficient funds and lower priority, staff has not included crack sealing of trails in the proposed FY 2022/23 budget. There are not any city street projects anticipated in FY 2022/23 that would have crack sealing so the ability to achieve a project at reasonable cost is not viable. This will be reevaluated in FY 2023/24 and a microseal/coatseal might be appropriate method to be done concurrently with a future street paving project.

Due to drought conditions replanting projects are not proposed that would require additional water. Therefore it is planned to focus on trails maintenance, tree trimming, mulch/compost/barking landscape areas, weed management, enhanced native wildflower planting, and enhanced non native invasive plant management.

In addition during FY 22/23 funding in the amount of \$30,000 is proposed for the preparation of a strategic/safety/sustainability plan for the Landscape Maintenance District. This will greatly assist in future project planning, workload scheduling, etc. The City contract Engineer will be leading this effort and associated funds are included in other professional services [7419].

The proposed LMD budget is a balanced operational budget, responsibly utilizing fund balance to undertake non-recurring 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. Proposed appropriations of the budget are annually adjusted for anticipated water and electrical utility rate increases as well as for fuel, fertilizer, etc.

Over the past year the LMD has generated a modest reserve balance to allow the consideration of the aforementioned non-operational landscaping improvement projects to be undertaken. Although the proposed budget anticipates an ending fund balance reserve of \$111,276 by the close of FY 2022/23, staff is not proposing additional capital projects beyond those listed in order to allow time to complete these budgeted projects and to have sufficient funds for normal operational cash flow purposes.

An enormous impact on LMD operations from FY 2012/13 through FY 2016/17 was 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, resulting in a 45% mandatory water reduction order. With irrigation cutbacks of that magnitude, the City Council ordered the LMD to suspend irrigation water to turf and bushes, reserving restricted water supplies to irrigate public trees. This action plan negatively impacted some of the landscape however many shrubs and trees were sustained in the LMD. Capital improvement projects engaged during the extended drought timeframe were hardscape-only oriented. There has only been two sections of a Clayton Road median replanted since the prior drought.

Although the State of California and CCWD returned to unrestricted water conditions for a couple of years, we are now in the third year of a new drought cycle, and the State is still in drought conditions again, with many areas in or likely to be in Severe or Exceptional Drought, the highest category. CCWD has asked for 15% voluntary reductions, and may place a temporary drought surcharge on water bills of 15%. Additionally, it is forecasted that the dry conditions will likely continue into next year. Therefore, as with last year, no new replanting projects are being proposed, as it would require additional water to establish from irrigation and/or a normal “rainy” season. Water districts were required by case law to change billing rate structures to incorporate greater costs for service areas with greater water delivery demands (i.e. higher elevations requiring more energy for delivery). Clayton’s geographic location resulted in a rate tier increase by CCWD in January 2022 of apx. 6%. CCWD increases the tier rates annually in January and staff has used a 6% increase based on discussions with CCWD staff that it is likely to be similar due to increased costs in energy from PGE that is used to pump water throughout their system. The proposed budget for the LMD includes the increased water costs with the adjusted rate estimated expenditure of \$230,000.

Personnel services (permanent including benefits etc. and contract seasonal) for this labor-intensive work effort account for 26% of the LMD budget expenditures in FY 2022/23 (\$488,570). Whenever possible, less complex tasks within the LMD are assigned to contract temporary seasonal personnel, which allows full-time permanent City maintenance personnel to focus their efforts on tasks requiring journeyman-level experience (i.e. irrigation line and system repairs). The LMD has only one full time dedicated staff person of the six (6) permanent Maintenance Department personnel. During this past fiscal year (21/22) the continued pandemic had unexpected impacts to the LMD operations. The ability to use part-time/seasonal contract personnel was not fully possible due to many factors including the lack of personnel available from the staffing agencies. In addition there has been staff out for unexpected needs. Generally in a given week over the past year the staff levels have been three to four persons on average, and one or two seasonal. However, as noted previously, these staff spend only a portion of their time in the LMD, as they also maintain parks, grounds/buildings, street signs, some street lights. With limited resources staff continued to prioritize trimming to keep walks and paths clear, and irrigation repairs. Other trimming and weeding along rights of ways and medians were able to be partially done, and chips were placed in portions of the Clayton Road medians to help reduce weed growth and retain moisture. Staff is hopeful as the public health conditions continue to improve overall temporary seasonal workers will be available to assist in the LMD in the future.

As approved by Measure H voters, the LMD’S budget includes a recurring line item (account 7316) for the purchase of replacement plants, budgeted at \$20,000. However, with drought conditions this expenditure will not occur. The LMD further contributes an annual allocation to the City’s Capital Equipment Replacement Fund (CERF) for its shared cost of utilizing City Maintenance Department vehicles for LMD operations budgeted at \$30,000 in FY 2022/23. A relatively nominal amount of \$42,713 (3.4% of

annual LMD revenue) is transferred to the City's General Fund to help defray the LMD's share of administrative support and overhead incurred by the City (i.e. telephones, payroll processing, accounts payable, management, compliance, legal, etc.).

With all of these actions, the LMD's ending fund balance on June 30, 2023 is projected to be **\$111,276**. The LMD's reserve position is evidence the City does not siphon "surplus" monies into its General Fund but uses the special parcel tax revenues for its intended voter-approved purposes. Its monetary existence allows the LMD to re-evaluate priorities in the future to replace landscape lost (including adding in more hardscape treatments) from the water conservation measures resulting from drought conditions.