



AGENDA

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TRAILS AND LANDSCAPING COMMITTEE [CITIZENS OVERSIGHT COMMITTEE]

Monday, April 12, 2021

6:30 p.m.

***** NEW LOCATION*****

This meeting is being held in accordance with the Brown Act as currently in effect under the State Emergency Services Act, the Governor's Emergency Declaration related to COVID-19 and the Governor's Executive Orders N-25-20 and N-29-20 that allow members of the Trails and Landscape Committee, City staff and the public to participate and conduct a meeting by teleconference, videoconference or both. In order to comply with public health orders, the requirement to provide a physical location for members of the public to participate in the meeting has been suspended.

COMMITTEE MEMBERS

Suzanne Brennan
Karen Case
Scott Feuer

Trisha Brown
Justin Cesarin
William Wiggins

*Vice Mayor Peter Cloven
(Ex-Officio)*

*Councilmember Jeff Wan
(Ex-Officio Alternate)*

Staff: Laura Hoffmeister, Asst. to the City Manager
Jim Warburton, Maintenance Supervisor

- 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.ci.clayton.ca.us
- 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.ci.clayton.ca.us
- 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.ci.clayton.ca.us
- 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.

Instructions for Virtual Trails and Landscape Committee Meeting – April 12, 2021

To protect our residents, officials, and staff, and aligned with the Governor's executive order to Shelter-at-Home, this meeting is being conducted utilizing teleconferencing means consistent with State order that that allows the public to address the local legislative body electronically.

To follow or participate in the meeting:

E-mail Public Comments: If preferred, please e-mail public comments to the Asst. to the City Manager, Laura Hoffmeister, at LHoffmeister@ci.clayton.ca.us by 5 PM on the day of the Trails and Landscape Committee meeting. All E-mail Public Comments will be forwarded to the entire Trails and Landscape Committee and will be included in the public record.

For those who choose to attend the meeting via videoconferencing or telephone and wish to make comment, shall have 3 minutes for public comments for matters not listed on the agenda and for listed agenda items will have 3 minutes for each listed agenda item.

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/87064689327>

Or One tap mobile :

US: +16699009128,,87064689327# or +13462487799,,87064689327#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 9128 or +1 346 248 7799 or +1 253 215 8782 or +1 301 715 8592 or +1 312 626 6799 or +1 646 558 8656 or 888 475 4499 (Toll Free) or 877 853 5257 (Toll Free)

Webinar ID: 870 6468 9327

International numbers available: <https://us02web.zoom.us/j/87064689327>

*** TRAILS AND LANDSCAPING COMMITTEE ***

April 12, 2021

1. CALL TO ORDER & ROLL CALL – Chair Cesarin

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), each speaker is limited to 3 minutes, enforced at the Chair's discretion. 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.

6. CONSENT CALENDAR

*Consent Calendar items are typically routine in nature and **all items are considered together for approval by the Committee with one single motion.** Members of the Committee, Audience, or Staff may remove an item from the Consent Calendar for purpose of public comment; question or input may request so through the Chair. After discussion of the item the entire Consent Calendar can be approved together in one single motion.*

- (a) Minutes of the February 8, 2021([View Here](#))
- (b) Landscape Maintenance District Staff Activity Report for February 1, 2021 to April 2, 2021. ([View Here](#))
- (c) Status of Landscape Maintenance District Projects. ([View Here](#))
- (d) Status of Landscape Maintenance District revenue and expenses from July 1, 2020 through March 31, 2021. ([View Here](#))

Recommended Action: Approve all items on the Consent Calendar.

7. ACTION ITEMS

- (a) Receive and review Landscape Maintenance District Annual Report for FY 2018-2019, as the Citizens Oversight Committee for Measure H.

(Presented by the Ad Hoc Committee) ([View Here](#))

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

- (b) Receive and review Landscape Maintenance District Annual Report for FY 2019-2020, as the Citizens Oversight Committee for Measure H.

(Presented by the Ad Hoc Committee) ([View Here](#))

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

- (c) Selection of Committee member to Report to the City Council at its April 20th 2021 meeting. If no member is available to report the Council Liaison can provide update to the City Council.

Recommended Action: Select a committee member.

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

- (a) April 8, 2021 email regarding downtown planter box ([View Here](#))
(b) April 7, 2021 email regarding City well water use ([View Here](#))

9. **COMMITTEE ITEMS** – limited to suggestions/topics for future meetings:

- (a) Future Agenda Items and target dates: (all future agendas will include minutes; Maintenance staff Activity Report for the District; LMD Projects status report as applicable; latest FY to date general budget expenses)

- May 2021 - **TLC meeting** for proposed LMD budget for FY 21-22
- May 2021 - City Council Budget Subcommittee meeting
- June 1, 2021 - City Council budget introduction, presentation public hearing
- June 15, 2021 - City Council adoption of budget
- June 29, 2021 – Alternative optional budget adoption date if not done on June 15
- **Sept. 2021 - TLC meeting** for FY 2020-21 year-end review and select Committee Member(s) to prepare draft FY 20-21 Annual Report
- **Nov./Dec. 2021 - TLC meeting** FY 2020-21 TLC prepared Annual Report review
- Jan. 2022 – City Council meeting accept of TLC prepared Annual Report (can be consent calendar or Action item if a TLC member wants to make a presentation)
- **December 2021 – TLC appointments expire for members:** Brown, Cesarin, Case, and Feuer. Re-application would be needed for consideration by the City Council to continue for two-year period from Dec.2021-Dec. 2023- City Clerk will notify when application filing open.
- **January/Feb. 2022 – TLC meeting for mid-year FY 20-21 budget review.**

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

- (c) Staff communications – general information not requiring any action by the TLC

10. **ADJOURNMENT** – Upon call by the Chair the meeting shall be adjourned.
The Committee's next regularly-scheduled meeting will be called as needed.
Please contact the City Clerk at 673-7300 to verify actual date/and location.

Agenda Date: April 12, 2021

Agenda Item: 69



Monday, February 8, 2021

Minutes

* * *

TRAILS AND LANDSCAPING COMMITTEE **[CITIZENS OVERSIGHT COMMITTEE]**

This meeting was held in accordance with the Brown Act as currently in effect under the State Emergency Services Act, the Governor's Emergency Declaration related to COVID-19 and the Governor's Executive Orders N-25-20 and N-29-20 that allow members of the Trails and Landscape Committee, City staff and the public to participate and conduct a meeting by teleconference, videoconference or both. In order to comply with public health orders, the requirement to provide a physical location for members of the public to participate in the meeting has been suspended.

1. CALL TO ORDER & ROLL CALL –

The meeting was held via Zoom video conference and since there was not a current or vice chair the meeting was called to order by Laura Hoffmeister, Assistant to the City Manager Laura Hoffmeister at 6:10 pm.

Committee members present:

Suzanne Brennan

Karen Case

Scott Feuer

Trisha Brown

Justin Cesarin

William Wiggins

*Vice Mayor Peter Cloven
(Ex-Officio)*

Staff Present:

Reina Schwartz, City Manager

Laura Hoffmeister, Asst. to the City Manager

Jim Warburton, Maintenance Supervisor

2. SELF INTRODUCTIONS

City staff and Committee members made self-introductions.

3. ORIENTATION AND BACKGROUND –

Asst. to the City Manager provided an overview of the following materials and staff answered any questions of the Committee members. – There was no public comment on this item.

- (a) Brown Act Overview
- (b) Landscape Maintenance District (LMD) Boundary Map
- (c) What LMD does (and does not do)
- (d) History and Factoids of the LMD
- (e) LMD Standards
- (f) Drought Water Management Plan
- (g) Fountain (water feature at Oakhurst Blvd/Clayton Road) operation policy
- (h) Approved Tree List for Public Property & Rights- of -Way
- (i) TLC role and responsibilities as adopted by City Council
- (j) Questions/Answers

4. (a) Selection of Chair –

Committee members selected Justin Cesarin as Chair.

(b) Selection of Vice Chair –

Chair Cesarin conducted the rest of the meeting and called for nominees or volunteer for Vice Chair. Committee member _____ was selected as Vice Chair.

5. PUBLIC COMMENTS ON NON-AGENDA ITEMS

None.

6. CONSENT CALENDAR

- (a) Landscape Maintenance District Staff Activity Report for November 1 2020 to January 31, 2021.
- (b) Status of Landscape Maintenance District Projects.

The Committee unanimously approved the Consent Calendar.

7. ACTION ITEMS

- (a) Mid-year review of the status of Landscape Maintenance District FY 20/21 budget expenses/revenues for July 1, 2020 – December 31, 2020.

The Asst. to the City Manager Hoffmeister and Maintenance Supervisor Warburton provided an overview of the mid-year budget information and answered clarifying and background information questions asked by various committee members.

Committee members asked if new projects could be added at this time. Supervisor Warburton indicated that there was insufficient staff to undertake new

projects mid-year as staff was trying to keep up with basic maintenance as cannot have typical additional seasonal or temporary workers due to Covid restrictions. Staff is working on basics of keeping the paths and sidewalks passable and addressing immediate safety related items.

Asst. to the City Manager indicated that at the new budget year review for FY 21-22 staff will bring the proposed draft budget to the Committee for review and input, that is expected to be in May, and would be the appropriate time to discuss new projects.

- (b) Receive and review the Landscape Maintenance District draft fiscal year end budget for FY 2019-2020, as the Citizens Oversight Committee for Measure H.

Asst. to the City Manager Hoffmeister and Maintenance Supervisor Warburton presented the information for committee review, and responded to questions. This information will be available for the Committee to prepare the Annual FY 19-20 Report. No action was required or taken.

- (c) Select up to two Committee member(s), to prepare draft FY 18-19 and FY 19-20 Annual Reports as the Citizens Oversight Committee for Measure H.

Committee members Brennan and ____ volunteered to prepare the FY 18-19 Annual Report.

Committee members Wiggins and ____ volunteered to prepare the FY 19-20 Annual Report.

These reports will be sent to city staff and once received staff will work with the Committee to calendar a meeting of the entire Committee to review. Once the entire Committee is satisfied with the documents the Committee will vote to accept and file with the City Council.

- (d) Selection of Committee member to Report to the City Council at its February 16th 2021 meeting. If no member is available to report the Council Liaison can provide update to the City Council.

Chair Cesarin volunteered to report to the City Council meeting.

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

- 9. COMMITTEE ITEMS – limited to suggestions/topics for future meetings:
None.

- (a) Future Agenda Items and target dates: (all future agendas will include minutes; Maintenance staff Activity Report for the District; LMD Projects status report as applicable; latest FY to date general budget expenses)

- February 2021 – City Council mid-year budget Review for FY 2020-21.

- May 2021 - **TLC meeting** for proposed LMD budget for FY 21-22
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- **December 2021 – TLC appointments expire for members:** Brown, Cesarin, Case, and Feuer. Re-application would be needed for consideration by the City Council to continue for two-year period from Dec.2021-Dec. 2023- City Clerk will notify when application filing open.
- **January/Feb. 2022 – TLC meeting for mid-year FY 20-21 budget review.**

- (b) Committee Member communications – general information not requiring any action by the TLC – Committee member Case inquired about community events if small gatherings could be organized for clean ups. Staff indicated that the County and State health orders do not currently allow. If an individual or some committee members wanted to put out through social media to encourage individuals to clean up on their own such as virtual event but everyone does individually a committee member could undertake, and if information provided to staff we could help with placing information on city website and facebook.
- (c) Staff communications – general information not requiring any action by the TLC
 - Updated TLC Roster was presented to the Committee members

10. **ADJOURNMENT** – Upon call by the Chair the meeting shall be adjourned at ____pm.

The Committee's next regularly-scheduled meeting will be called as needed. Please contact the City Clerk at 673-7300 to verify actual date/and location.



Agenda Date: April 12, 2021

Agenda Item: 6b

TRAILS & LANDSCAPING MAINTENANCE DISTRICT

ACTIVITY REPORT

2/1/2020 to 4/2/2021

- Street trees have been trimmed for the 15' street clearance on Oakhurst Drive, Clayton Road and Marsh Creek Road.
- Shrub trimming has been completed on Oakhurst Drive by the contractor Terra Care & associates.
- Shrub trimming has been completed on Keller Ridge Drive.
- Shrub trimming has been completed on old Marsh Creek Road.
- Shrub trimming was completed on Atchinson Stage Road north and south sides.
- Shrub trimming was completed on Peacock Creek Drive
- Weeds have been sprayed on Clayton Road, Oakhurst Drive, Marsh Creek Road, Old Marsh Creek Road, Eagle Peak Drive and Keller Ridge Drive.
- Pre- emergent has been applied to all planter beds in right of ways as well as the medians.
- A large California pepper tree unexpectedly fell on the corner of Clayton Road and Mitchel Canyon Road causing damage to a homeowner's fence and section of roof overhang of garage and small portion of house. The tree was removed by Waraner Brothers Tree Service.
- A tree branch unexpectedly broke and fell from a Pine Tree on Clayton Road causing damage to two small (8 foot sections) of two adjacent homeowners fence. The downed limbs were removed and the trees were trimmed by Waraner Brothers Tree service.
- Irrigation mainline repairs were made on the corner of Indian wells and Oakhurst Drive, Eagle Peak Drive and Oakhurst Drive.
- The Clayton fountain vault flooded due to an irrigation mainline break. The fountain was pumped out and repairs were made.



Agenda Date: April 12, 2021

Agenda Item: 6C

Memo

To: Trail and Landscape Committee
From: Maintenance Supervisor, Jim Warburton
Date: April 12, 2021
Re: Landscape Maintenance District Project Updates

- The Main Street Downtown Planter Box Project work has been completed and closed out.
- The trees on the major arterials are continue to be side trimmed, thinned and raised to 15 feet for City standards by outside contractor.
- The Peacock Creek Trail repairs/ renovation is pending project and delayed due to limited staff availability.
- Repaving of trail from Cardinet Trail up adjacent to Golf Course to Oakhurst Blvd. and miscellaneous crack sealing of asphalt paths-- this will be coordinated by City Engineer with street repaving project expected by fall.
- Clayton Road Median improvements (three islands replace irrigation and replant) has been delayed due to staffing limitations.
- Temporary repair was made to trail at Westwood Park area and permanent repair will be coordinated by City Engineer with street repaving project expected by fall.

Agenda Date: April 12, 2021

Agenda Item: 6d

4/7/2021 01:06:57 PM

City of Clayton
Income Statement
 March 31, 2021

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		2020-21 Budget	Current Month	Actual YTD	Budget YTD	Variance \$	Variance %
210 - Landscape Maintenance CFD							
Revenues							
210-4604-00	LMD Special Parcel Tax	\$1,168,107.00	\$0.00	\$643,370.39	\$876,080.25	(\$232,709.86)	73.44 %
210-5601-00	Interest	\$24,000.00	\$0.00	\$8,131.06	\$18,000.00	(\$9,868.94)	45.17 %
Total Revenues		\$1,192,107.00	\$0.00	\$651,501.45	\$894,080.25	(\$242,578.80)	72.87 %
Expenses							
City Non Dept							
210-7111-00	Regular Salaries	\$228,746.00	\$18,233.90	\$181,629.72	\$171,559.50	(\$10,070.22)	105.87 %
210-7112-00	Temporary Salaries	\$22,793.00	\$0.00	\$6,987.00	\$17,094.75	\$10,107.75	40.87 %
210-7113-00	Overtime	\$2,000.00	\$79.83	\$1,885.77	\$1,500.00	(\$385.77)	125.72 %
210-7218-00	Long/Short Term Disability Insurance	\$2,292.00	\$0.00	\$1,277.85	\$1,719.00	\$441.15	74.34 %
210-7220-00	PERS Retirement-Normal Cost	\$21,486.00	\$0.00	\$11,371.77	\$16,114.50	\$4,742.73	70.57 %
210-7221-00	PERS Retirement - Unfunded Liability	\$22,418.00	\$0.00	\$12,233.44	\$16,813.50	\$4,580.06	72.76 %
210-7231-00	Workers' Compensation	\$12,199.00	\$0.00	\$10,484.26	\$9,149.25	(\$1,335.01)	114.59 %
210-7232-00	Unemployment Compensation	\$2,090.00	\$0.00	\$0.00	\$1,567.50	\$1,567.50	0.00 %
210-7233-00	FICA Taxes	\$5,089.00	\$262.27	\$3,343.07	\$3,816.75	\$473.68	87.59 %
210-7246-00	Benefit Insurance	\$41,588.00	\$0.00	\$25,470.94	\$31,191.00	\$5,720.06	81.66 %
210-7306-00	Trail Fixture Repairs/Replacement	\$175,000.00	\$178.24	\$178.24	\$131,250.00	\$131,071.76	0.14 %
210-7311-00	General Supplies	\$45,000.00	\$119.73	\$7,552.02	\$33,750.00	\$26,197.98	22.38 %
210-7316-00	Landscape Replacement Plants (Shrubs, Trees, Etc.)	\$20,000.00	\$0.00	\$2,821.77	\$15,000.00	\$12,178.23	18.81 %
210-7335-00	Gas & Electric Services	\$34,400.00	\$805.78	\$19,357.29	\$25,800.00	\$6,442.71	75.03 %
210-7338-00	Water Services	\$242,800.00	\$6,134.83	\$156,474.55	\$182,100.00	\$25,625.45	85.93 %
210-7340-00	Traffic Safety Supplies	\$0.00	\$0.00	\$292.48	\$0.00	(\$292.48)	0.00 %
210-7341-00	Buildings/Grounds Maintenance	\$17,000.00	\$0.00	\$25,760.83	\$12,750.00	(\$13,010.83)	202.05 %
210-7342-00	Machinery/Equipment Maintenance	\$17,000.00	\$2,729.61	\$11,267.92	\$12,750.00	\$1,482.08	88.38 %
210-7343-00	Vehicle Maintenance	\$24,000.00	\$346.83	\$5,288.92	\$18,000.00	\$12,711.08	29.38 %
210-7344-00	Vehicle Gas, Oil, and Supplies	\$18,000.00	\$0.00	\$6,430.21	\$13,500.00	\$7,069.79	47.63 %
210-7381-00	Property Tax Admin. Costs	\$4,000.00	\$0.00	\$2,057.06	\$3,000.00	\$942.94	68.57 %
210-7419-00	Other Professional Services	\$7,000.00	\$1,110.11	\$5,887.75	\$5,250.00	(\$637.75)	112.15 %
210-7429-00	Animal/Pest Control Services	\$5,000.00	\$0.00	\$202.57	\$3,750.00	\$3,547.43	5.40 %
210-7435-00	Contract Seasonal Labor	\$160,000.00	\$7,918.85	\$79,525.13	\$120,000.00	\$40,474.87	66.27 %
210-7440-00	Tree Trimming Services	\$100,000.00	\$28,050.00	\$61,125.00	\$75,000.00	\$13,875.00	81.50 %
210-7445-00	Weed Abatement Services	\$166,586.00	\$0.00	\$26,300.00	\$124,939.50	\$98,639.50	21.05 %
210-7486-00	CERF Charges/Depreciation	\$30,000.00	\$0.00	\$30,000.00	\$22,500.00	(\$7,500.00)	133.33 %
210-7520-00	Project Program Costs	\$222,000.00	\$0.00	\$36,695.05	\$166,500.00	\$129,804.95	22.04 %
210-7615-00	CCC Property Tax	\$3,000.00	\$0.00	\$2,993.50	\$2,250.00	(\$743.50)	133.04 %
210-8101-00	Transfer To General Fund	\$39,190.00	\$0.00	\$39,190.00	\$29,392.50	(\$9,797.50)	133.33 %
210-8113-00	Transfer to Stormwater Fund	\$1,130.00	\$0.00	\$1,130.00	\$847.50	(\$282.50)	133.33 %
Total City Non Dept		\$1,691,807.00	\$65,969.98	\$775,214.11	\$1,268,855.25	\$493,641.14	61.10 %
Total Expenses		\$1,691,807.00	\$65,969.98	\$775,214.11	\$1,268,855.25	\$493,641.14	61.10 %
NET SURPLUS/(DEFICIT)							
		(\$499,700.00)	(\$65,969.98)	(\$123,712.66)	(\$374,775.00)	\$251,062.34	33.01 %

Trails and Landscaping Committee Annual Report 2018 - 2019

We are all emerging from the turmoil of 2020 and the Trails and Landscaping Committee is no exception. The current committee was all appointed at the end of 2019 and beginning of 2020 with the exception of William Wiggins, who is returning as a committee member. There were no meetings in 2020 and no reports written for the 2019 -2020 or 2018-2019 activity. It is only now that we are all getting together and sorting out our duties and responsibilities. Part of the work we need to do is to review the planned expenditures retroactively for those years and to determine if the funds were spent as outlined in the plans.

Our new committee consists of six members who offer a range of talents and lots of enthusiasm for continuing the work of keeping the Clayton outdoor space beautiful. The new committee members are: Justin Cesarin, Chair; William Wiggins, Vice Chair; Suzanne Brennan; Trisha Brown; Karen Case; Scott Feuer.

The following Annual Report is for the 2018 -2019 fiscal year. This report contains a detailed account of the expenditures of revenues collected by Measure B. All revenue collected by this measure is used on the Landscape Maintenance District (LMD). Measure B required the formation of a Citizen Oversight Board to assure that the Measure B funds are being utilized for their intended purpose. The Citizen Oversight Committee, now known as the Trails and Landscape Committee (TLC) is made up of citizens of Clayton who are appointed by the City Council to serve a two year term. The committee will advise the council on LMD projects and review maintenance reports and submit recommendations on future budgets. Committee will also prepare an annual report for use by the Council and the citizens of Clayton.

The major expenditures planned for 2018 -2019 were replacing the downtown planter boxes, removing 18 hazardous Eucalyptus trees, replacing the irrigation central control, and replacing a City entry sign. These projects totaled \$487,157.00 Details are shown in the following documents. To the best of our ability it appears that all projects were completed as planned or the funds were carried forward to a future year because the project was delayed. All necessary information seems to be provided.

Sincerely,

The 2020-2021 Landscaping and Trails Committee

2018-19 TLC Members

Citizens and their respective terms who served during the FY 2018-19 as members of the TLC:

(July 1, 2018- June 30, 2019)

Carin Kaplan	December 2017 - December 2019
Howard Kaplan	December 2017 - December 2019
Nancy Morgan	December 2017 – July 2018 (resigned - moved from the area)
Maryann Carroll-Moser	December 2017 - December 2019
Ted Sudderth	March 2018 - December 2020
Doris Ward	March 2018 - December 2020
Bill Wiggins	March 2018 - December 2020

In addition the follow City Council Liaisons served during 2018-2019:

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

Ex Officio Alternate Tuija Catalano (Council Member) January 2018- December 2018

Ex-Officio Julie Pierce (Vice Mayor) January 2019- December 2020

Ex Officio Alternate Tuija Catalano (Council Member) January 2019- December 2020

**City of Clayton Budget Message
Adopted FY 18-19 Budget
Special Revenue Funds**

A. Citywide Landscape Maintenance District – Fund No. 210

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 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 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 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 first 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 promised maintenance standards and efficiencies are achieved and reviews the budget ensuring these special- purpose tax revenues are used for their intended purpose as established under the previous ballot measure for the LMD.

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 US Bureau of Labor and Statistics from April to April for this geographic region (San Francisco-Oakland-Hayward, CA). In no event shall the parcel tax rate be increased by more than 3.0% annually. Given the CPI change (from April 2017 to April 2018) posted at 3.22%, the special parcel tax growth factor must be capped at 3.0% for FY 2018-19. Accordingly, the LMD’S projected revenues are proposed to be increased by 3.0% to a total of \$1,121,746 for FY 2018-19. This results in a modest increase to LMD special parcel

tax revenues of \$32,469 over the prior year adopted budget. The capped CPI growth adjustment will result in an increase of \$7.44 per residential parcel over the prior year rate (last year's single family rate was \$248.42; including the capped CPI adjustment factor the new single-family parcel rate will be \$255.86).

Since 2008, the LMD has used approximately \$1,295,208 of these special tax funds for public landscape and irrigation and trail system improvements. When including an additional \$567,000 of prior-approved projects rolled forward into FY 2018-19, the LMD will have invested over \$1.8 million into landscape related capital improvements in addition to maintaining current landscaping.

For FY 2018-19, the LMD has budgeted to fund the following prior-approved landscape improvement projects:

Downtown Planters Replacement Project	\$ 280,157
Removal of 18 Eucalyptus Trees in Open Space Hills	185,000
Replace Irrigation System Centra Control Field Panel	<u>20,000</u>
Subtotal	485,157
Subdivision/City Entry Sign Replacement Contingency	<u>2,000</u>
Grand Total	\$ 487,157

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, water, etc.

Prior year's City Council adopted budget included the Downtown Planters (Main Street) replacement project at an estimated \$300,000. Of this amount \$30,000 for plans/specs, and \$270,000 estimated for construction). By the close of FY 2017-18, it is projected \$19,843 has been spent on plan preparation and specifications (\$19,069 in FY 2016-17, and \$774 in FY 2017-18). This leaves a remaining amount that rolls forward of \$280,157. The estimated construction costs are currently \$270,000 and were approved by the City Council in the FY 2017-18 LMD budget. The new City Engineer has been working on street repair and repaving projects and the timing of this project has been delayed, therefore the funding will roll forward to allow this project to move forward in FY 2018-19. The next steps in the process are administrative staff functions which include the City Engineer to review and finalize construction bid documents, and put the project out to bid. The lowest responsive and responsible bidder would then be recommended directly to the City Council for action.

In FY 2017-18 staff identified the need to remove 18 large Eucalyptus trees (\$185,000) in the open space near Regency Drive/El Molino and along a portion of the Cardinet Trail behind the homes on Rachel Ranch, and two remaining trees on Lydia Lane near the park entry. To-date only one of these trees has been removed. The remaining trees are planned for removal early next year with the appropriations being rolled forward to FY 2018-19 proposed budget.

Two years ago the adopted budget included a city-wide subdivision entry re-landscaping project at \$300,000. Although concept plans were approved, outside landscape architect services were needed to survey all utilities/irrigation and prepare construction level plans and specifications for public bidding. Staff has not been able to locate a qualified landscape architect that has the time or inclination to provide a proposal for this work. Therefore last year (FY 2017-18) the City Council put a hold on the project and directed the allocated funds to be returned to LMD reserves in FY 2017-18. There are no plans to move forward with this project at this time.

The proposed budget is a balanced budget, with the use of the LMD fund balance, which has been done in the past in order to undertake certain replacement or repair projects as the LMD is a pay as you go system drawing on the fund balance as needed. The budgeted expenditures are primarily adjusted for increased costs from outside agencies as well as for fuel, fertilizer etc. The District over the past year has generated a sufficient reserve balance to allow the consideration of new landscaping projects to be undertaken. Although an ending fund balance of \$793,019 is projected, staff is not proposing additional capital project beyond that described above in FY 2018-19, in order to allow sufficient time to complete prior City Council approved projects.

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. 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 irrigation water to turf and bushes, reserving restricted water supplies to irrigate public trees. The LMD also halted all operation of the Clayton Fountain (even though it is a recirculating fountain) and reduced outside watering to two days per week. This action plan 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 were hardscape-only oriented.

Although the State of California and CCWD relaxed water restrictions, allowing more additional outdoor water irrigation uses than in the prior year, there are still reductions needed to balance against water cost increases. The proposed budget for LMD water irrigation supply service incorporates a large projected water cost increase of \$27,000 over

the prior year adopted budget, bringing the total budgeted water supply expenditure to \$157,000. The irrigation cost hikes over the last two years incorporates a normalization of water irrigation costs back to pre-drought periods, as well as the 6% water rate increase recently approved by the CCWD Board of Directors.

Personnel services, including contracted seasonal labor, account for \$478,390 (30.36%) of the proposed FY 2018-19 LMD budget, which is reasonably consistent with the prior year (\$476,000). Whenever possible, tasks within the LMD are assigned to temporary seasonal personnel that are less expensive labor (e.g. trimming), allowing the City's full-time permanent maintenance employees to focus on tasks requiring journeyman-level experience (e.g. irrigation line and system repairs).

As approved by Measure H voters, the LMD's proposed budget includes a recurring line item (account 7316) for the purchase of replacement plants, budgeted at \$40,000 in FY 2018-19. 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 \$20,070 in FY 2018-19. An expenditure of \$37,258 (only 3.28% of total LMD revenues) is transferred to the City's General Fund to pay for the LMD's share of administrative support provided by the City (i.e. telephones, payroll processing, accounts payable, management, insurance, etc.).

With all of these actions, the LMD's ending reserve is projected to be **\$793,019** by the close of FY 2018-19. The LMD's healthy 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 will be crucial in these post-drought conditions is over and the LMD re-examines priorities to replace landscape lost (including adding in more hardscape treatments) from the extreme water conservation measures.

The Trails and Landscape Committee (TLC) reviewed the proposed LMD budget at their public meeting on May 21, 2018, which conveyed the current year CPI rate of 3.22%. After its review, the TLC recommended [vote: 4-0 (3 absent)] that the special parcel tax levy for the LMD be increased by the CPI cap of 3.0% pursuant to the voter approved Measure H specifying a maximum annual increase of 3.0%). The TLC further recommended approval of the proposed LMD budget for FY 2018-19 as presented, including the carrying forward for FY 2018-19 projects totaling \$487,157 [vote: 4-0 (3 absent)].

City of Clayton

Landscape Maintenance District Fund 210 (CFD 2007-1)

FY 18-19

Account Number	Account Name	2017-18 Actual	2018-19 Adopted Budget	2018-19 Actual	2019-20 Adopted Budget
7111	Salaries/Regular	182,771	211,000	217,296	220,000
7112	Temporary Help	126,722	46,000	3,104	-
7113	Overtime	575	1,000	2,583	2,000
7218	LTD/STD Insurance	2,034	2,400	2,452	2,500
7220	PERS Retirement - Normal Cost	21,304	25,200	22,541	23,000
7221	PERS Retirement - Unfunded Liability	24,124	28,290	27,089	32,000
7231	Workers Comp Insurance	12,175	11,600	14,257	12,000
7232	Unemployment Insurance	3,969	2,900	1,293	2,000
7233	FICA Taxes	4,595	6,600	3,442	3,200
7246	Benefit Insurance	38,425	43,400	43,709	44,000
7301	Recruitment/Pre-employment	393	1,000	5	500
7306	Trail Fixture Repairs/Replacement			-	5,000
7307	Irrigation Supplies and Materials (moved to 7311 in FY 20 21)			-	15,000
7308	Weed Abatement Supplies and Materials (moved to 7311 in FY 20 21)			-	10,000
7309	Plant Nutrition Supplies and Materials (moved to 7311 in FY 20 21)			-	15,000
7311	General Supplies	27,807	50,000	31,881	5,000
7316	Replacement Plants (Shrubs, Trees, etc.)	2,516	40,000	15,932	20,000
7335	Gas & Electric Service	26,981	29,600	28,784	34,400
7338	Water Service	161,261	157,000	169,889	202,300
7340	Traffic Safety Supplies			-	-
7341	Buildings/Grounds Maintenance	8,921	20,000	13,906	17,000
7342	Machinery/Equipment Maint.	6,761	12,000	7,975	12,000
7343	Vehicle Maintenance	17,310	20,000	13,308	20,000
7344	Vehicle Gas, Oil, and Supplies	12,641	13,000	17,514	17,000
7381	Property Tax Admin Cost	3,735	4,000	3,740	4,000
7382	Election Services (as need for measure expire/renewal)	-	-	-	-
7411	Professional Services (Legal- City Attorney)	-	2,000	-	-
7419	Other Prof. Services	5,670	7,000	5,822	7,000
7429	Animal/Pest Control Services (beginning FY 17-18 some work done by city staff and included in salaries above line 7111)	1,075	5,000	-	5,000
7435	Contract Seasonal Labor	-	100,000	117,444	160,000
7440	Tree Trimming Services	50,205	60,000	27,955	60,000
7445	Weed Abatement Services	119,088	128,100	69,198	134,600
7486	CERF Charges/Depreciation	14,500	20,070	20,070	30,000
7520	Project/Program costs	69,329	487,157	218,076	363,157
7615	Property Taxes	2,791	2,900	2,874	3,000
8101	Fund Admin - Transfer to GF	36,095	37,258	37,258	38,760
8113	Transfer to Stormwater Fund	1,008	1,050	1,050	1,090
Total Expenditures		984,511	1,575,525	1,140,447	1,520,507
4604	Clayton LMD Special Parcel Tax	1,089,074	1,121,746	1,121,738	1,155,398
5601	Interest	18,836	15,000	24,284	20,000
5606	Unrealized Inv Gain/ Loss	(16,247)		17,827	-
5702	Donations/Contributions (FY 19/20 CBCA donation for 2 pet waste stations at Cardinet/Lydia and El Molino/old Marsh Creek trail locations)			-	
Total Revenue		1,091,663	1,136,746	1,163,849	1,175,398
Increase (Decrease) in Fund Balance		107,152	(438,779)	23,402	(345,109)
Beginning Fund Balance		1,096,083	1,231,798	1,203,234	794,539
Ending Fund Balance		1,203,235	793,019	1,226,636	449,430

City of Clayton

Landscape Maintenance District Fund 210 (CFD 2007-1)

FY 18-19

Account Number	Account Name	2017-18 Actual	2018-19 Adopted Budget	2018-19 Actual	2019-20 Adopted Budget
7311	General Supplies				
	Bay Area Barricade (Work signs, etc.)	5,014	4,000	1,098	1,000
	Trash Liners Cole Supply	520		454	1,000
	Concord Garden	235	500	674	
	Mt Diablo Landscape decomposed granite for trail repairs			261	
	Plant Nutrients - Topsoil (Contra Costa Topsoil, etc.)	1,310	1,500		
	Plant Nutrients - Fertilizer	6,809	5,000		
	Herbicides		8,000		
	Grainier (Work safety equipment)	317			500
	Weed Control (Nutrien AG, etc.)		5,000	7,061	
	Irrigation supplies (Calcard - US Bank)				
	Ross Recreation (Trash receiptal/benches)	779	8,000		
	Turf Star - Irrigation Supplies			107	
	Site One Landscape (Irrigation)	7,419	8,000	7,727	
	Zee Medical Supply			414	500
	Misc Supplies (Calcard - US Bank)	5,332	10,000	14,085	2,000
	Total 7311	27,807	50,000	31,881	5,000

7341	Building/Grounds Maintenance				
	East Bay Masonary ret wall repairs - Hummingbird			2,050	
	Martell Water Systems (Well pump repairs)		5,000	1,996	5,000
	Misc Supplies (Calcard - US Bank)			1,417	
	Pond M Solutions (\$650x12 water feature maintenance)	7,800	8,000	6,500	8,000
	Pond M Solutions (extra repairs)		5,000	866	2,000
	Spraytec Maintenance (wastewater)	1,121	2,000	747	2,000
	Trugreen & Acti Lawn Service			330	
	Bay Area Barric				
	Contra Costa Tractor				
	Dillon Elec - Landscape Lighting Repairs				
	Site One Landscape				
	Nutrien Ag - Landscape Chemicals				
	Cole Supply				
	Concord Garden				
	Mt. Diablo Lands - Sand				
	Terracare				
	Evans & Son				
	Wally's Rental				
	Total 7341	8,921	20,000	13,906	17,000

7342	Machinery/Equipment Maintenance				
	Garden Equip Maintenance & Supplies		5,000		4,000
	Concord Garden	3,635		177	
	Concord Trailer World	800	2,000		1,000
	Contra Costa Tractor	687	2,000	2,827	2,000
	LEHR install light bar skip loader				
	Site One Landscape	538			
	Swenson's Mobile Service - Lawnmower service			1,248	3,000
	US Bank (Calcard) - Machinery/Equipment Maint.	1,101	2,000	3,723	2,000
	Big O - Flat Repair				
	Bay Area Barricade				
	Champion Spray				
	Dillon Electric				
	Martell Water Service				
	Performance Tra				
	Turf Star		1,000		
	Total 7342	6,761	12,000	7,975	12,000

City of Clayton

Landscape Maintenance District Fund 210 (CFD 2007-1)

FY 18-19

Account Number	Account Name	2017-18 Actual	2018-19 Adopted Budget	2018-19 Actual	2019-20 Adopted Budget
7419	Other Professional Services				
	CCC Fire Protection - Operation Permit		1,000		1,000
	EBRCSA-Radio Mtn PW radio's	1,300	1,500	1,450	1,400
	NBS Admin Fees+Del letters	4,370	4,500	4,372	4,600
	Cal Card				
	HercRentals - Truck Rentals for COVID				
	Transferred to CARES/Covid Grant Fd				
	Total 7419	5,670	7,000	5,822	7,000

7445	Weed Abatement Services				
	Apex Grading In - Weed Abatement			42,300	
	Environtech Enterprises (non-native invasive weed abatement - Oakhurst Mitigation EIR)	64,088	65,100	22,809	68,400
	Nutrien Ag Solu - Landscape Materials			4,089	
	Warner Bros - Peacock Cr Drainage Ditches				
	Weed Abatement - Rows /Medians				
	Warner Bros Svc 1 x per yr+2 x trails (Fire Protection)	55,000	63,000		66,200
	Total 7445	119,088	128,100	69,198	134,600

7520	Project/Program costs				
	Upgrade irrigation controllers (annual until all complete)	27,514	20,000	18,672	
	Sub Division/City Entry Signs (contingency)		2,000		2,000
	LMD2015-1 - Downtown Planters (\$35,000 increased to \$300,000)	774	280,157	20,725	245,157
	LMD2015-2 - Jeffrey Ranch Relandscaping (\$6,000)	3,374			
	LMD 2018-1 - Removal of 18 Eucalyptus trees in Open Space Hills (\$185,000)	9,333	185,000	177,867	
	LMD 2018-2 - Cardinet Trail Repairs Behind Westwood (\$20,000)	28,334			
	LMD 2019-1 - Arterial Road Tree Trimming (\$100,000)			473	
	LMD 2019-2 - Marsh Creek Rd. Median Work (\$100,000)				
	LMD 2019-3 - Clearing trail dead brush (\$100,000)				10,000
	LMD 2019-4 - Expanded irrigation controller replacement (\$50,000)				20,000
	LMD 2019-5 - Clayton Rd. Median Improvement (\$75,000/4 Medians)				56,000
	LMD 2020-1 (2020 Irrigation Controller Upgrade x2)				30,000
	US Bank (Calcard) - Pet waste containers trails			339	
	Unknown difference between proj & gl - ask Jenn				
	LMD 2021-1 (2020 Irrigation Control Upgrade controllers				
	Total 7520	69,329	487,157	218,076	363,157

Notes:

Fountain to run pursuant to dates approved by City Council Policy August 21, 2018 : The Clayton Fountain (with geysers) at the intersection of Oakhurst Boulevard, Clayton Road, and Center Street will operate on the following selected days to recognize City-sponsored events or functions and Federal holidays as established by law (5 U.S.C. 6103):

Martin Luther King Jr Birthday, Presidents Day Weekend, Annual Garden Tour Weekend, Annual Art & Wine Weekend, Memorial Day Weekend, 4th of July, BBQ Cook Off, Labor Day Weekend, Oktoberfest, Columbus Day, Thanksgiving weekend, Tree lighting and sing along, Christmas Day, New Years Eve and Day

Landscape 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)													
	close out of old CFD	Measure B start new CFD 2007/08	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	Measure H tax renewed 2017/18	2018/19
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
actual cpi		n/a	2.88%	0.8%	1.72%	2.82%	2.08%	2.36%	2.78%	2.44%	2.70%	3.78%	3.22%
cpi amount increase		n/a	2.88%	0.8%	1.72%	2.82%	2.08%	2.36%	2.78%	2.44%	2.70%	3.00%	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	\$ 7.44
note: levy limited to annual increase of CPI not to exceed 3%													

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					
mainline tree replacement dayton road mitchell cym 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
Dayton 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
Peacock Creek 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 \$800,684		
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
IM Diablo Elem School Hill Trail				\$ 19,800	2015
pedestrian Trail Bridge surface replacement				\$ 79,000	2015
Cardinet Trail erosion repair				\$ 75,000	2016
			subtotal \$ 499,800		
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 \$ 197,500		
Adopt a Trail (from donations only), project suspended by TLC in July 2017					
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
			subtotal \$ 8,227		
To be done:					
Landscaping					
various subdivision entry redesign relandscape including hardscape				\$ -	project postponed
downtown Main St planter boxes				\$ 300,000	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					
total additional reinvestment planned through 2017-18				\$ 1,295,208	
total est reinvestment through 6/30/19				\$ 567,000	
				\$ 1,862,208	



Agenda Date: 12/10/18

Agenda Item: 4c

TRAILS & LANDSCAPING MAINTENANCE DISTRICT

ACTIVITY REPORT

5/22/2018 to 12/10/2018

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

Memo



Agenda Date: 12/10/18

Agenda Item: 4d

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

The following is the status of Landscape District approve projects

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



Agenda Date: Jan 28, 2019

Agenda Item: 3 (b)

TRAILS & LANDSCAPING MAINTENANCE DISTRICT

ACTIVITY REPORT

12/11/2018 to 1/28/2019

- Leaves throughout the city removed where could cause drainage obstructions or slippage issues
- Completed pre-emergent spraying
- Outside contractor - Pond Solutions - replaced the pump motor on filter pump on the Clayton fountain water feature
- Along sections of the Cardinet trail east of Lydia Park bicycle jumps removed
- Trimmed shrubs on Peacock Creek and on Clayton Road between Library and City Hall
- Installed 2 new replacement irrigation controllers at the base of Eagle Peak Drive
- Administered the contract of Eucalyptus trees removal project (Lydia, Cardinet Trail at end of and El Portal / Regency Drive.
- Removed a large fallen branch from a California Pepper tree that fell into the road way due to the storm on 12/16; and removed dead tree that fell into creek along El Portal near Malibu Ct.
- Trimming was performed on Daffodil Hill and on the trail between Easley Drive and Marsh Creek Road.
- Working on upgrading irrigation controller program with the cities IT consultant

Memo



Agenda Date: Jan. 28, 2019

Agenda Item: 3(c)

To: Trail and Landscape Committee
From: Asst. to the City Manager
Date: January 28, 2019
Re: Landscape Maintenance District Project Updates

The following is the status of Landscape District approve projects

- The Eucalyptus trees removal project is wrapping up with only 3 or 4 trees to have limbs removed. Two still need to have trunks sectioned. Upon removal it was found that many of the trees had brown rot inside the trunk, some root rot, longitudinal stress cracks on branches and roots, and beetles. All trees on Lydia Lane have been removed; all but three trees along El Portal Drive and Regency have been removed; and two trees remaining to be removed at Black Point Ct. The remaining trees will be removed the last week of January followed by stump grinding where possible.



- The downtown Planter Boxes are still in progress with the plan and documentation to be reviewed by the City Engineer, and additional plans/documents needed for complete bid package will be prepared. The City Engineer anticipates plan evaluation being completed by late February. This project will need to go through public bidding process.
- The second phase of the Clayton Road median east of Lydia Lane replanting has been delayed due to weather. To date the irrigation heads have been changed from 6 inch pop ups to 12 inch and have been moved from the edge of the curb to 12 inches form back of curb. The plant count and planting should be completed by the end of February. The plants will continue with the same general types that were used in the first phase: purple fountain grass plants; red carpet roses, and Armeria Maritima; and 2" plus of mulch top dressing.



Agenda Date: 4-15-19

Agenda Item: 3b

TRAILS & LANDSCAPING MAINTENANCE DISTRICT

ACTIVITY REPORT

1/29/2019 to 4/15/2019

- Weeds on edges of trails are being cut back apx. 24 inches on both sides
- Glyphosate spraying is ongoing throughout the city with signage as appropriate depending on areas being applied
- Storm drains and catch basins throughout the City have been cleaned
- Along sections of the Cardinet trail east of Lydia Park bicycle jumps removed
- There was a small mud slide on Clayton Road next to the large Eucalyptus tree across from city Hall. City staff had the tree inspected by certified arborist McNeil Arboriculture Consultants LLC and found the tree to be in good health with minimal risk of falling
- A small slide was reported in the creek on the Cardinet Trail near the golf course maintenance yard. The cause was determined to be excess water running off the asphalt on the golf course property. City staff reported this to the golf course Superintendent and he was quick to correct the issue.
- Several trees were removed during the storm season due to high winds and soggy soils causing them to fail.
- Our creeks were constantly monitored for blockage and several inlet pipes were cleared from obstruction to keep them flowing during major storms.
- City staff received bids (2) for annual weed abatement for fire breaks in open space and the contract to award to Apex Grading and Disking is going to the City Council at their April 16th meeting. Three other companies declined to submit proposals due to work load. The contract is for a three year period with an option to renew if mutually agreed to for another three years. This will allow the City to have work scheduled to comply with Fire District requirements – as yet the Fire District has not advised as to the time frame to do as the weather has just started to dry out. We will keep monitoring the District Web site where they post this information usually posted by May 10th but then subject to change (dates pushed out) if wet weather returns.
- A report to award bid to Envirotech Environmental to continue with the annual non-native invasive weeds (start thistle and wild artichoke) is also on the City Council April 16th agenda for a three year contract with option for three one year extensions.

Memo



Agenda Date: 4-15-19

Agenda Item: 3c

To: Trail and Landscape Committee
From: Maintenance Supervisor, Jim Warburton
Date: April 15, 2019
Re: Landscape Maintenance District Project Updates

The following is the status of Landscape District approve projects

- The Eucalyptus trees removal project is has been completed.
- The downtown Planter Boxes are still in progress the construction plans are being updated by the City Engineer for putting out to bid end of this month or early May, bids are planned to be due in May. The construction will be timed to occur after 4th of July parade and complete prior to Oktoberfest. So construction would be in July/August/September.
- The second phase of the Clayton Road median east of Lydia Lane replanting has been delayed due to weather and other priorities and need to hire up seasonal workers. The plants will continue with the same general types that were used in the first phase: purple fountain grass; red carpet roses, and Armeria Maritima; and 2" of mulch top dressing.
- The trees on the major arterial have been inspected and are scheduled to be thinned and raised to 15 feet for City standards in April and May, depending on contracting procedure and timing related thereto for bidding, etc.
- A pet waste station donation is being worked on by CBCA president for one of the already city council approved locations. After receipt of the funds it will be ordered and installed. CBCA president has indicated that they would likely purchase a second one later on.
- Deodar Cedar trees on the Corner of Mitchel Canyon and Clayton Rd. were raised to elevate large trucks from hitting lower branches and causing damage to trucks and the trees. These trees were trimmed in cooperation with the property owners. It was determined the trees are half City and half homeowners trees. The city paid half and the home owners also paid half for the trimming.
- The irrigation system central controller will have the new Laguna software installed within the month of April to upgrade the systems capabilities.

Agenda Date: April 12, 2021

Agenda Item: 7b

**City of Clayton – Trails and Landscape Committee (TLC) – Annual Report of the
Landscape Maintenance District Fiscal Year 2019-2020**

Suzanne Brennan	March 2020 – December 2021
Trisha Brown	March 2020 – December 2021
Karen Case	March 2020 – December 2021
Justin Cesarin	March 2020 – December 2021
Scott Feuer	December 2017 – December 2019
Carin Kaplan	December 2017 – December 2019
Howard Kaplan	December 2017 – December 2019
Maryann Carroll-Moser	December 2017 – December 2019
Bill Wiggins	January 2019 – December 2020

In addition, the following City Council Liaisons served during 2019-2020:

Ex-Officio Julie Pierce (Mayor) January 2019 – December 2019

Ex-Officio Alternate Tuija Catalano (Council Member) January 2019 – December 2019

Ex-Officio Julie Pierce (Mayor) January 2020 – December 2020

Ex-Officio Alternate Tuija Catalano (Council Member) January 2020 – December 2020

March 8, 2021

Dear Clayton City Council and Citizens,

The Trail and Landscape Committee (TLC) saw a number of changes in fiscal year 2019-2020. There was a significant change over in the roster of committee members at the end of December 2019. Four of the five TLC members (myself, Bill Wiggins, being the exclusion) opted not to re-apply to be reinstated on the committee at the expiration of their terms in December 2019. Five new Clayton citizens volunteered to serve and in March 2020 began their term on the TLC. Due to this time gap while the committee roster was in transition and then the ensuing disruptions caused by the COVID pandemic from March and throughout the remainder of FY 2020, the TLC only held one meeting (in September 2019) during FY 2019-2020. We are just now able and beginning to meet again to resume our normal role as a citizen oversight committee for the Clayton Landscape Maintenance District (LMD) and Fund No. 210.

Attached to this annual report by TLC for LMD Fiscal Year 2019-2020 is another report titled "City of Clayton Budget Message and Adopted F.Y. 2019-2020 Budget." This report, among other things, discusses what the scope of actions and planned activities were for the LMD and Maintenance Team for FY 2019-2020. Also included in this report are the Maintenance District Activity Reports up until September 2019 as well as the City Staff Report dated October 2019 recommending the discontinuation of Glyphosate ("Round Up") for use in the treatment for weed abatement within the LMD. The last addition to this report is the LMD Fund-210 Financials showing the proposed/adopted budget figures and actual revenue and expense figures pertaining to the FY 2019-2020 LMD budget.

For this Annual Report, I would suggest the primary highlights of 2019-2020 FY were as follows:

1. The commencement and completion of the downtown planter and tree replacement project.
2. The completed scheduled replacement of two DX3 irrigation controls as part of the ongoing irrigation upgrade project.
3. The changes in CCWD water service rates and the substantial impact on the LMD from this increase on expenses in the 2019-2020 budget.
4. Impact from the city staff recommendations to put a moratorium on the use of glyphosate by maintenance crews for weed abatement on trails and medians within the LMD initiated in October 2019.
5. Prohibitive impact of COVID pandemic on staff's use of outside seasonal contract workers for maintenance work from March-June 30 FY 2020.

A review of the 2019-2020 FY Financial Report which the TLC was furnished and is included in this report shows that the actual revenues and expenditures were mostly in line with the proposed/adopted budget the TLC approved. The downtown planter replacement project (Acct Item 7520) was completed at close to the projected budget estimate figure. There was a noteworthy but not unexpected increase in water services expense (Acct Item 7338) during FY 2019-2020 from FY 2018-2019. Weed abatement expenditures (Acct Item 7445) was also somewhat higher than projected. Much of these increases were offset by lower than expected expenditures in other areas like seasonal contract labor (Acct Item 7435) also the Clayton road median project which was planned to be done in FY 2019-2020 was shelved to a later date post COVID beyond the 2019-2020 FY.

All in all the LMD financials show no inappropriate use of District funds and a year-end financial position that remains healthy and in order going into FY 2020-2021.

**City of Clayton Budget Message
Adopted FY 19-20 Budget
Special Revenue Funds**

A. Citywide Landscape Maintenance District – Fund No. 210

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 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 second 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 promised maintenance standards and efficiencies are achieved and reviews the budget ensuring these special-purpose tax revenues are used for their intended purpose as established under the previous ballot measure for the LMD.

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 2018 to April 2019) was 4.01% the special parcel tax growth factor must be capped at 3.0% for FY 2019-20. Accordingly, the LMD’S projected revenues are proposed to be increased by 3.0% to a total of \$1,155,398 for FY 2019-20. This results in a modest increase to LMD special parcel tax revenues of \$33,652 over the prior year’s adopted budget. The capped CPI growth adjustment will result in an increase of \$7.68 per residential parcel over the prior year rate (last year’s single family rate was \$255.86; including the capped CPI adjustment factor the new single-family parcel rate will be \$263.54).

Over the past ten years, from FY 2007-08 through FY 2018-19, it is estimated the LMD will have used approximately \$1.7 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 2019-20, the LMD will have invested over \$2 million into landscape-related capital improvements in addition to maintaining current landscaping. For FY 2019-20, the LMD has budgeted to fund the following landscape improvement projects already reviewed and approved by the City Council-appointed TLC during their review of the FY 2019-20 draft budget:

<u>Project Description</u>	<u>Amount</u>	<u>Project ID</u>
Downtown Planters Replacement Project	\$ 245,157	LMD2015-1
Clearing Trail Dead Brush	10,000	LMD2019-3
Wireless Irrigation Controller Replacement (ongoing)	20,000	LMD2019-4
Clayton Rd. Median Improvements	56,000	LMD2019-5
Replace Irrigation System Central Control Panel	30,000	LMD2020-1
Subtotal	361,157	
Subdivision/City Entry Sign Replacement Contingency	2,000	
Grand Total	\$ 363,157	

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, water, etc.

The prior year's City Council adopted budget included the Downtown Planters (Main Street) replacement project at an estimated total cost of \$300,000. By the close of FY 2018-19, it is estimated \$55,413 will have been incurred to-date for plan preparation and specifications (\$19,069 in FY 2016-17; \$1,344 FY 2017-18; \$35,000 projected for FY 2018-19). For FY 2019-20 a budget estimate of \$245,157 is being set aside for construction and completion of this project. The City Engineer is undertaking plan and specification updates and anticipates going out to bid by the close of FY 2018-19. The lowest responsive bidder would then be recommended directly to the City Council for direction. The work for this project is anticipated to be completed between July and September of 2019. If the project bid comes in higher than budgeted, the City Council would need to authorize additional appropriations for this project from either the reserve or re-allocations of appropriations included in the FY 2019-20 proposed budget. This project has been delayed due to other pressing work items requiring attention of the contract City Engineer including street repair and repaving projects and the El Molino Drive Sanitary Sewer Improvement Project. As such, the proposed budget plans to roll unspent appropriations for this project into FY 2019-20 anticipating its completion by the end of the fiscal year.

During FY 2018-19, the previously approved project to remove 18 large eucalyptus trees in the specified open space areas was completed within the budgeted cost of \$185,000. Trees in the scope of this project identified as hazardous and requiring removal were located on Regency Dr. and El Molino Dr. as well as along a portion of the Cardinet Trail adjacent the Rachel Ranch subdivision.

Two years ago the adopted budget included a city-wide subdivision entry re-landscaping project estimated to cost \$300,000. Although concept plans were approved, outside Landscape Architect services were needed to survey all utilities and irrigation as well as prepare construction level plans and specifications for public bidding. Despite much effort, staff was unable to locate a qualified Landscape Architect with the time or interest to undertake this project and submit a proposal for this work. Therefore last year (FY 2017-18) the City Council put a hold on the project, and the allocated funds were returned to the fund reserves in FY 2017-18. There are still no plans to move forward with this project at this time, and the fund balance is insufficient to undertake the magnitude of this project.

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 \$449,430 by the close of FY 2019-20, staff is not proposing additional capital projects in order to allow time to complete prior approved 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. 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 City Council ordered the LMD to suspend irrigation water to turf and bushes, reserving restricted water supplies to irrigate public trees. The LMD also halted all operation of the Clayton Fountain (even though it is a recirculating fountain) and reduced outside watering to two days per week. This action plan negatively impacted much 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 extended drought timeframe were hardscape-only oriented.

Although the State of California and CCWD relaxed water restrictions, allowing additional outdoor water irrigation uses than in the recent years, there are still reductions needed to balance against recent water rate increases. For example, new case law has now mandated water districts re-engineer their 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 2019 of over 6%. The proposed budget for LMD water irrigation supply service incorporates a large projected water cost increase of \$45,300 over the prior year budgeted figure, bringing the total budgeted water supply expenditure to \$202,300. In addition to rate increases, the growth in the water services line item over the last two years also reflects the normalization of water irrigation costs back to pre-drought periods.

Personnel services for this labor-intensive work effort account for 32.98% of the LMD budget in FY 2019-20 (\$500,700). Whenever possible, less complex tasks within the LMD are assigned to in-house part-time or 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.

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. 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 2019-20. A relatively nominal amount of \$38,760 (3.30% 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, 2020 is projected to be **\$449,430**. The LMD's healthy 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 is now crucial with the LMD re-examining priorities to replace landscape lost (including adding in more hardscape treatments) from the necessary extreme water conservation measures during recent drought conditions.

The TLC reviewed the FY 2019-20 proposed budget at its public meeting on April 15, 2019. After review, the TLC recommended the special parcel tax levy for the LMD be increased by the inflationary cap of 3.0% pursuant to the voter-approved Measure H. The TLC further recommended approval of the proposed LMD budget for FY 2019-20 as presented, including the specific landscape improvement projects outlined previously.



Agenda Date: Sept. 30, 2019

Agenda Item: 3(a)

TRAILS & LANDSCAPING MAINTENANCE DISTRICT ACTIVITY REPORT 4/16/19 to 9/15/19

- City staff landscaped the second half of the median on Clayton Road at Lydia Lane
- Management acquired three bids for the City's annual fire weed abatement along open space, awarded the contract and administered the contract through its completion in mid-June.
- City staff conducted annual fire weed abatement by cutting/flailing the weeds along the Cardinet Trail and other major paved trails throughout the City in compliance with Contra Costa County Fire District regulations
- Trimmed the shrubs in the outbound direction of Clayton Road.
- Trimmed the shrubs in the inbound and outbound directions of Oakhurst Blvd.
- Trimmed shrubs on Keller Ridge Drive between back of curb and sidewalk as well as the corners of side streets.
- Maintenance had the irrigation controller on Marsh Creek Road at the Black Diamond Trail repaired
- City Maintenance staff repaired the mainline on Peacock Creek Drive, repaired several irrigation valves and also repaired many sprinkler heads
- City Staff repaired the irrigation mainline on Oakhurst Blvd. at Indian Wells Drive.
- City crews are in the process of cleaning debris from the creeks, when finished with the creeks we will start cleaning V-ditches
- Two new dog waste dispenser's and trash receptacles were installed by donation from CBCA through the City-wide community donor program (copy attached). Pursuant to the City Council per approved locations in the program, one was installed near the trail at El Molino Dr. at old Marsh Creek Rd., the other at Lydia Lane Park near the Cardinet Trail entrance.
- A Large stone pine was removed when it fell into the open space next to 314 Meredith Ct.

- Elm trees on Clayton Road near the south side of Lydia Lane Drive were thinned and raised due to the safety concerns.
- A large Stone Pine tree in the open space behind West Myrick Ct. dropped a large branch into the yard at 320 West Myrick Ct. The branch was removed from the tree and the tree was safety pruned.
- Trees on Clayton road were side pruned for sight clearance of the traffic lights at Diablo View Middle School in both the East and West bound directions.
- An Oak Tree on Clayton Road between Center Street and old Marsh Creek Road had to be removed due to the splitting of the trunk of the tree. Unfortunately this tree could not be saved. The tree next to it was thinned to prevent damage to it.
- The large Pepper tree on Clayton Road at Mitchel Canyon was side pruned for sight clearance of the traffic signal light.



Agenda Date: Sept. 30, 2019

Agenda Item: 3(b)

Memo

To: Trail and Landscape Committee
From: Maintenance Supervisor, Jim Warburton
Date: Sept 30, 2019
Re: Landscape Maintenance District Project Updates

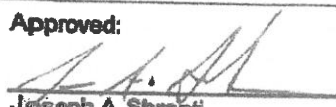
- The Downtown Planter Box Project contract was unanimously approved for award of construction contract at its August 20, 2019 meeting (the Aug. 20, 2019 City Council Resolution, minutes, staff report and power point presentation for this item are attached as information). The signed contract, bonds and insurance has been submitted by the contractor. The City Engineer is working on the construction schedule with the Contractor, with construction targeted to begin sometime in October, after Oktoberfest.
- The trees on the major arterial have been inspected and are scheduled to be thinned and raised to 15 feet for City standards in November, December depending on outside contractor availability and priorities.
- Two new Rain Master DX3 irrigation controllers will be installed in the upcoming months: One on Oakhurst at Eagle Peak west and one at the corner of Oakhurst and Clayton Road. Both of these new controllers will operate with the updated oases computer program for the central irrigation system.
- Stump removal is tentatively planned to on Clayton Road this fall in preparation for replanting targeted for this fall/winter.
- The Peacock Creek Trail is planned to have some repair/ be renovated after this winter rains are over.



Agenda Date: 10-15-2019

Agenda Item: 9b

STAFF REPORT

Approved:

Joseph A. Sbranti
Interim City Manager

TO: HONORABLE MAYOR AND COUNCILMEMBERS
FROM: Joe Sbranti, Interim City Manager
DATE: October 15, 2019
SUBJECT: Consideration of a Moratorium on the use of Glyphosate (Round Up)

RECOMMENDATION

Within the past year, a growing number of government agencies have reduced or eliminated the use of Glyphosate as a weed prevention tool. Although, the health effects/risks associated with the use of Glyphosate are still unclear, Staff is recommending a moratorium on the use of Glyphosate until spring of 2021. At that time, staff can bring back a consideration item to the City Council to evaluate the status of Clayton landscaping. Over the next 18+ months, staff will utilize a variety of alternative methods in an effort to effectively manage weeds.

BACKGROUND

Glyphosate is the active ingredient in the herbicide Roundup and other weed prevention products. Its use originated in Agriculture, but it is now commonly used in both commercial and residential landscape maintenance.

Worldwide, there are currently thousands of lawsuits pending regarding the health implications of Glyphosate. To date, the City of Clayton has no record of any health impacts stemming from the use of this product.

On February 5, 2019 the Clayton City Council discussed the use of Glyphosate. At that time, Clayton staff made it clear that this product is only utilized by certified pesticide/herbicide applicators wearing the appropriate safety equipment.

For the past several months, the use of Glyphosate for weed prevention purposes in Clayton has been limited to areas where pedestrians are unlikely to be found. The City staff has ceased use of this product in parks, along trails, and adjacent to sidewalks. However, the product has continued to be used on steep hillsides adjacent to roadways and in roadway median areas.

DISCUSSION

The City of Clayton is generally faced with the following three (3) choices related to the use of Glyphosate:

- Revert to the past practice use of Glyphosate as a weed management tool in all areas of the City.
- Continue with the current practice of allowing the use of Glyphosate as a weed management tool in limited to areas where pedestrians are unlikely to be found.
- Prohibit the use of Glyphosate and utilize other alternate methods to manage weeds in Clayton.

If Glyphosate is prohibited, the City of Clayton Maintenance Department will be limited in the number of alternative weed prevention methods available. Those alternatives methods include:

- Hand Pulling Weeds,
- Weed Cutting at ground level,
- Use of pre-emergent to reduce the growth of weeds,
- Use of organic weed and grass killers (such as BurnOut) that kill the above ground weeds but unfortunately do not prevent regrowth,
- Use of free mulch from local tree trimming companies that can be spread in various areas in an attempt to reduce the growth of weeds.

FISCAL IMPACT

The fiscal impact of a prohibition of the use of Glyphosate is initially estimated to be \$25,000 per year. This amount is an initial estimate of costs related to the implementation of the alternatives weed prevention methods listed above.

In addition to cost impacts, it is anticipated that the alternative methods of weed control may be less effective and result in more unsightly weeds in public areas. The actual impacts would be more easily quantifiable after a period of time when staff has had one or more grow seasons to experience maintenance without the use of Glyphosate.

City of Clayton

Landscape Maintenance District Fund 210 (CFD 2007-1)

FY 18-19

Account Number	Account Name	2018-19 Actual	2019-20 Adopted Budget	2019-20 Actual	2020-21 Adopted Budget
7111	Salaries/Regular	217,296	220,000	218,753	228,746
7112	Temporary Help	3,104	-	3,757	22,793
7113	Overtime	2,583	2,000	1,075	2,000
7218	LTD/STD Insurance	2,452	2,500	2,379	2,292
7220	PERS Retirement - Normal Cost	22,541	23,000	19,565	21,486
7221	PERS Retirement - Unfunded Liability	27,089	32,000	32,190	22,418
7231	Workers Comp Insurance	14,257	12,000	15,715	12,199
7232	Unemployment Insurance	1,293	2,000	1,291	2,090
7233	FICA Taxes	3,442	3,200	3,694	5,089
7246	Benefit Insurance	43,709	44,000	33,613	41,588
7301	Recruitment/Pre-employment	5	500	-	-
7306	Trail Fixture Repairs/Replacement	-	5,000	54	175,000
7307	Irrigation Supplies and Materials (moved to 7311 in FY 20 21)	-	15,000	10,869	-
7308	Weed Abatement Supplies and Materials (moved to 7311 in FY 20 21)	-	10,000	10,003	-
7309	Plant Nutrition Supplies and Materials (moved to 7311 in FY 20 21)	-	15,000	1,177	-
7311	General Supplies	31,881	5,000	5,808	45,000
7316	Replacement Plants (Shrubs, Trees, etc.)	15,932	20,000	-	20,000
7335	Gas & Electric Service	28,784	34,400	28,672	34,400
7338	Water Service	169,889	202,300	233,372	242,800
7340	Traffic Safety Supplies	-	-	2,817	-
7341	Buildings/Grounds Maintenance	13,906	17,000	13,243	17,000
7342	Machinery/Equipment Maint.	7,975	12,000	7,867	17,000
7343	Vehicle Maintenance	13,308	20,000	16,480	24,000
7344	Vehicle Gas, Oil, and Supplies	17,514	17,000	7,957	18,000
7381	Property Tax Admin Cost	3,740	4,000	3,740	4,000
7382	Election Services (as need for measure expire/renewal)	-	-	-	-
7411	Professional Services (Legal- City Attorney)	-	-	-	-
7419	Other Prof. Services	5,822	7,000	5,934	7,000
7429	Animal/Pest Control Services (beginning FY 17-18 some work done by city staff and included in salaries above line 7111)	-	5,000	608	5,000
7435	Contract Seasonal Labor	117,444	160,000	85,413	160,000
7440	Tree Trimming Services	27,955	60,000	62,738	100,000
7445	Weed Abatement Services	69,198	134,600	172,429	166,586
7486	CERF Charges/Depreciation	20,070	30,000	30,000	30,000
7520	Project/Program costs	218,076	363,157	291,958	222,000
7615	Property Taxes	2,874	3,000	2,961	3,000
8101	Fund Admin - Transfer to GF	37,258	38,760	38,760	39,190
8113	Transfer to Stormwater Fund	1,050	1,090	1,090	1,130
Total Expenditures		1,140,447	1,520,507	1,365,982	1,691,807
4604	Clayton LMD Special Parcel Tax	1,121,738	1,155,398	1,156,944	1,168,107
5601	Interest	24,284	20,000	22,510	24,000
5606	Unrealized Inv Gain/ Loss	17,827	-	21,675	-
5702	Donations/Contributions (FY 19/20 CECA donation for 2 pet waste stations at Cardinet/Lydia and El Molino/old Marsh Creek trail locations)	-	-	1,804	-
Total Revenue		1,163,849	1,175,398	1,202,933	1,192,107
Increase (Decrease) in Fund Balance		23,402	(345,109)	(163,049)	(499,700)
Beginning Fund Balance		1,203,234	794,539	1,226,636	1,056,841
Ending Fund Balance		1,226,636	449,430	1,063,587	557,141

City of Clayton

Landscape Maintenance District Fund 210 (CFD 2007-1)

FY 18-19

Account Number	Account Name	2018-19 Actual	2019-20 Adopted Budget	2019-20 Actual	2020-21 Adopted Budget
7306	Trail Fixture Repairs/Replacement				
	Bay Area Barric - Danger Trail Sign			54	
	Trail Repairs				5,000
	Repave to Oakhurst Blvd				150,000
	Crack Sealing Trails				20,000
	Total 7306			54	175,000

7307	Irrigation Supplies & Materials				moved to 7311
	Nutrien Ag Solu - Irrigation Supplies			949	
	Site One Landsc - Irrigation Parts & Control Repair			3,700	
	US Bank Cal Card - Irrigation Supplies			6,220	
					-
	Total 7307			10,869	-

7308	Weed Abatement Supplies & Materials				moved to 7311
	Nutrien Ag Solutions - Landscape Chemicals			9,921	
	Bay Area Barric - Danger Poison Storage Area Sign			82	
	Total 7308			10,003	-

7309	Plant Nutrition Supplies & Materials				moved to 7311
	Nutrien Ag Solu - Fertilizer			831	
	Site One Landscape			346	
	Total 7309			1,177	-

7311	General Supplies				
	Bay Area Barricade (Work signs, etc.)	1,098	1,000	119	
	Trash Liners Cole Supply	454	1,000	454	
	Concord Garden	674		104	
	Mt Diablo Landscape decomposed granite for trail repairs	261			
	Plant Nutrients - Topsoil (Contra Costa Topsoil, etc.)				
	Plant Nutrients - Fertilizer				
	Herbicides				
	Grainger (Work safety equipment)		500		
	Weed Control (Nutrien AG, etc.)	7,061		208	
	Irrigation supplies (Calcard - US Bank)				
	Ross Recreation (Trash receptal/benches)				
	Turf Star - Irrigation Supplies	107			
	Site One Landscape (Irrigation)	7,727		231	
	Zee Medical Supply	414	500		
	Misc Supplies (Calcard - US Bank)	14,085	2,000	4,692	45,000
	Total 7311	31,881	5,000	5,808	45,000

7341	Building/Grounds Maintenance				
	East Bay Masonary ret wall repairs - Hummingbird	2,050			
	Martell Water Systems (Well pump repairs)	1,996	5,000	250	5,000
	Misc Supplies (Calcard - US Bank)	1,417		1,587	-
	Pond M Solutions (\$650x12 water feature maintenance)	6,500	8,000	7,150	8,000
	Pond M Solutions (extra repairs)	866	2,000	2,036	2,000
	Spraytec Maintenance (wastewater)	747	2,000		2,000
	Trugreen & Acti Lawn Service	330			
	Bay Area Barric			49	
	Contra Costa Tractor			275	
	Dillon Elec - Landscape Lighting Repairs			1,378	
	Site One Landscape			220	
	Nutrien Ag - Landscape Chemicals			298	
	Cole Supply				
	Concord Garden				
	Mt. Diablo Lands - Sand				
	Terracare				
	Evans & Son				
	Wally's Rental				
	Total 7341	13,906	17,000	13,243	17,000

City of Clayton

Landscape Maintenance District Fund 210 (CFD 2007-1)

FY 18-19

Account Number	Account Name	2018-19 Actual	2019-20 Adopted Budget	2019-20 Actual	2020-21 Adopted Budget
7342	Machinery/Equipment Maintenance				
	Garden Equip Maintenance & Supplies		4,000	-	4,000
	Concord Garden	177			
	Concord Trailer World		1,000		1,000
	Contra Costa Tractor	2,827	2,000	1,388	2,000
	LEHR install light bar skip loader			470	
	Site One Landscape				
	Swenson's Mobile Service - Lawnmower service	1,248	3,000		3,000
	US Bank (Calcard) - Machinery / Equipment Maint.	3,723	2,000	5,989	7,000
	Big O - Flat Repair			20	
	Bay Area Barricade				
	Champion Spray				-
	Dillon Electric				
	Martell Water Service				
	Performance Tra				
	Turf Star				
	Total 7342	7,975	12,000	7,867	17,000

7419	Other Professional Services				
	CCC Fire Protection - Operation Permit		1,000	-	1,000
	EBRCSA-Radio Mtn PW radio's	1,450	1,400	1,400	1,400
	NBS Admin Fees+Del letters	4,372	4,600	4,517	4,600
	Cal Card			17	
	HercRentals - Truck Rentals for COVID				
	Transferred to CARES/Covid Grant Fd				
	Total 7419	5,822	7,000	5,934	7,000

7445	Weed Abatement Services				
	Apex Grading In - Weed Abatement	42,300			-
	Environtech Enterprises (non-native invasive weed abatement - Oakhurst Mitigation EIR)	22,809	68,400	100,800	68,400
	Nutrien Ag Solu - Landscape Materials	4,089		8,775	
	Warner Bros - Peacock Cr Drainage Ditches				30,000
	Weed Abatement - Rows/Medians				68,186
	Warner Bros Svc 1 x per yr+2 x trails (Fire Protection)		66,200	62,854	
	Total 7445	69,198	134,600	172,429	166,586

7520	Project/Program costs				
	Upgrade irrigation controllers (annual until all complete)	18,672			-
	Sub Division/ City Entry Signs (contingency)		2,000		-
	LMD2015-1 - Downtown Planters (\$35,000 increased to \$300,000)	20,725	245,157	259,517	-
	LMD2015-2 - Jeffrey Ranch Relandscaping (\$6,000)				-
	LMD 2018-1 - Removal of 18 Eucalyptus trees in Open Space Hills (\$185,000)	177,867			-
	LMD 2018-2 - Cardinet Trail Repairs Behind Westwood (\$20,000)				-
	LMD 2019-1 - Arterial Road Tree Trimming (\$100,000)	473			-
	LMD 2019-2 - Marsh Creek Rd. Median Work (\$100,000)				-
	LMD 2019-3 - Clearing trail dead brush (\$100,000)		10,000		-
	LMD 2019-4 - Expanded irrigation controller replacement (\$50,000)		20,000	2,444	20,000
	LMD 2019-5 - Clayton Rd. Median Improvement (\$75,000/4 Medians)		56,000		112,000
	LMD 2020-1 (2020 Irrigation Controller Upgrade x2)		30,000	29,997	30,000
	US Bank (Calcard) - Pet waste containers trails	339			
	Unknown difference between proj & p1 - ask Jenn				
	LMD 2021-1 (2020 Irrigation Control Upgrade controllers)				60,000
	Total 7520	218,076	363,157	291,958	222,000

Notes:

Fountain to run pursuant to dates approved by City Council Policy August 21, 2018 : The Clayton Fountain (with fountains) at the intersection of Oakhurst Boulevard, Clayton Road, and Center Street will operate on the following selected days to recognize City-sponsored events or functions and Federal holidays as established by law (5 U.S.C. 6103):

Martin Luther King Jr Birthday, Presidents Day Weekend, Annual Garden Tour Weekend, Annual Art & Wine Weekend, Memorial Day Weekend, 4th of July, BBQ Cook Off, Labor Day Weekend, Oktoberfest, Columbus Day, Thanksgiving weekend, Tree lighting and sing along, Christmas Day, New Years Eve and Day

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			
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
Tree Trimming City Wide - Account 7440 (\$20,000 annually, 2010-2017; \$50,205 in 2017/18)	\$	170,000	2010-2017/18
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 Improvement LMD 2019-5)	\$	19,000	2018/19
General plant replanting (Account 7316)	\$	2,517	2017/18
		subtotal \$829,471	
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
pedestrian Trail Bridge surface replacement	\$	79,000	2015
Cardinet Trail erosion repair	\$	75,000	2016
Cardinet asphalt Trail Repair Asphalt behind Westwood (LMD 2018-1)	\$	27,764	2017/18
		subtotal \$ 321,564	
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 (LMD 2018-3)	\$	27,614	2017/18
replace irrigation system central control field panel (LMD 2018-3)	\$	20,000	2018/19
Eucalyptus tree removal in various open space	\$	187,672	2018/19
		subtotal \$ 407,786	
Adopt a Trail (from donations only) project suspended by TLC in July 2017			
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
		subtotal \$ 8,227	
To be done FY 18/19:			
Landscaping			
various subdivision entry redesign relandscape including hardscape	\$		project postponed
Arterial Road Tree Trimming (LMD 2019-1)	\$	100,000	2018/19
Tree Trimming City Wide 2018-19 - Account 7440	\$	60,000	2018/19
general various replacement planting (Account 7316)	\$	20,000	2018/19
Other:			
replace irrigation system central control field panel (LMD 2019-4)	\$	30,000	2018/19
		subtotal \$ 210,000	
To be done FY 19/20:			
Landscaping			
general various replacement planting (Account 7316)	\$	20,000	2019/20
Clayton Rd Median Improvement replanting 3 medians	\$	56,000	2019/20
Marsh Creek Road median work - remove dead trees	\$	100,000	2019/20
downtown Main St planter boxes	\$	300,000	2019/20
Trails			
Clear dead brush (LMD 2019-3)	\$	10,000	2019/20
Other:			
replace irrigation system central control field panel (LMD 2019-4)	\$	20,000	2019/20
irrigation controller upgrade (LMD 2020-1)	\$	30,000	2019/20
replace subdivision/city entry sign if needed (contingency)	\$	2,000	
		subtotal \$ 538,000	
total reinvestment to Landscape Maintenance District through 6/30/18	\$	1,777,048	
total additional reinvestment planned through 2019/20	\$	538,000	
total est reinvestment through 6/30/2020	\$	2,315,048	

Landscape 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	levy amount (per res parcel and non res per acre or fraction thereof)	Measure B				Measure H																					
		close out of old CFD	start new CFD	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											
	\$	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	
	actual cpi		n/a	2.85%	0.8%	1.72%	2.82%	2.08%	2.38%	2.78%	2.44%	2.70%	3.78%	3.22%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	
	\$ amount increase		n/a	\$	5.88	\$	1.62	\$	3.50	\$	5.86	\$	4.44	\$	5.18	\$	6.22	\$	5.58	\$	6.34	\$	7.24	\$	7.44	\$	7.68

note: levy limited to annual increase of CPI not to exceed 5%

Laura Hoffmeister

Agenda Date: April 12, 2021

Agenda Item: 8a

From: Laura Hoffmeister
Sent: Thursday, April 8, 2021 11:23 AM
To: 'suzanne Brennan'
Cc: Jim Warburton
Subject: FW: Downtown Planter Boxes

Hi Suzanne:

FYI – we are still short of staff both with the lack of seasonal or temporary supplemental staff as well as our regular staff being down one person and others being out periodically for various reasons, we have not forgotten and below is the current status of your report.

Laura Hoffmeister
Assistant to the City Manager
City of Clayton
6000 Heritage Trail
Clayton CA 94517

LHoffmeister@ci.clayton.ca.us

Ph: desk (925) 673-7308
Cell (925) 250-8532

From: Jim Warburton <jwarburton@ci.clayton.ca.us>
Sent: Thursday, April 8, 2021 7:24 AM
To: Laura Hoffmeister <lhoffmeister@ci.clayton.ca.us>
Subject: RE: Downtown Planter Boxes

I have re-attached the block and need to fill in the edges with mortar.

Thank you,
Jim Warburton
Maintenance Supervisor
City of Clayton
Phone 925-673-7327
Fax 925-672-9969
Email jwarburton@ci.clayton.ca.us



----- Original Message -----

From: SUZANNE BRENNAN <suzanne.brennan@comcast.net>

To: Jim Warburton <jwarburton@ci.clayton.ca.us>

Cc: "Brown, Trisha" <4trishabrown@comcast.net>, "Case, Karen"

<karenacase@gmail.com>, "Cesarin, Justin" <jrcesarin@gmail.com>, "Feuer, Scott"

<sfeuer@environmentalforesight.com>, "Wiggins, William" <bwiggins8@gmail.com>,

suzanne Brennan <suzanne.brennan@comcast.net>

Date: 02/17/2021 9:34 AM

Subject: Downtown Planter Boxes

Hi Jim,

I noticed this while on a walk yesterday and thought I should be sure you knew about it. It may be old news that you've already addressed but I hadn't seen it and wanted to be a diligent TLC volunteer ! I'm CCing the other members so everyone will know that the damage has been reported. It's the box to the right of the post office driveway as you come in from the street.

Hope all is well in Clayton.

Suzanne

Laura Hoffmeister

Agenda Date: April 12, 2021

From: Putman, Carol <carol@carolputman.com>
Sent: Wednesday, April 7, 2021 9:09 PM
To: Laura Hoffmeister
Subject: Re: FW: City Landscape Watered From Aquifer

Agenda Item: 8b

Msn Hoffmeister:

Thank you so much for your prompt reply and the answers to my questions. I realize it is a complex subject and I am sorry I could not speak directly with you. But, thank you for clarifying the subject matter for me. I certainly appreciate it. Carol

On Wed, Apr 7, 2021 at 1:03 PM Laura Hoffmeister <lhoffmeister@ci.clayton.ca.us> wrote:

Hi Carol

See my quick responses in **Red** to all your questions below.

Laura Hoffmeister

Assistant to the City Manager

[City of Clayton](#)

[6000 Heritage Trail](#)

[Clayton](#) CA 94517

LHoffmeister@ci.clayton.ca.us

Ph: desk (925) 673-7308

Cell (925) 250-8532

From: Putman, Carol <carol@carolputman.com>
Sent: Wednesday, April 7, 2021 4:41 AM

To: Laura Hoffmeister <lhoffmeister@ci.clayton.ca.us>

Subject: Re: FW: City Landscape Watered From Aquifer

Hello, Ms. Hoffmeister:

Thank you for your reply. Unfortunately, I am not available to discuss the matter by phone.

Sorry to know I can not speak to you to better explain as this is not a simple subject matter. I have placed some simple information below.

My questions were of an engineering nature related to the City of Clayton's use of the underground water supply (aquifer) to water city landscape. Specifically,

What is the location of the underground water supply (aquifer) used to water city landscape?

The City uses three wells they are located at:

Westwood park for irrigation to Westwood park.

Lydia Lane to for irrigation to Lydia Lane park.

Center Street above the post office parking lot that supplements CCWD water for irrigation at Grove Park and some of the raised planters on Center and Main Streets.

Library Parking lot for library landscaping and also is used to supplement CCWD irrigation or the Clayton Road median landscaping from Mitchell Canyon to Oakhurst Blvd.

Is a map of the underground water supply (aquifer) available?

No not that I am aware of off hand. All the wells are many years old (over 20 years) and the staff that was involved in the installation etc. are long retired from the City.

Approximately, how much water is drawn from the underground water supply (aquifer) to water city landscape on a yearly basis?

This data does not exist that I am aware of. I have checked with our Maintenance Supervisor and the wells are many years old and the equipment and pumps installed does not have this capability.

I understand there are more than one aquifer or sub aquifers as the locations are in different geographic locations.

Is water drawn from the underground water supply (aquifer) to water city landscape just during drought years, or is it the only source?

Westwood and Lydia and Library grounds landscape is only from Well water. The Downtown and Clayton Road median from Mitchell Canyon to Oakhurst alternate their water sources from CCWD and well as needed. For those that use both well and CCWD they are used both during drought and non-drought as the water district has an average historical usage level range that we need to maintain or else they penalties in their average historical rate structure for non residential usage.

Thank you very much for any information you can provide. Carol

On Tue, Apr 6, 2021 at 5:52 PM Laura Hoffmeister <lhoffmeister@ci.clayton.ca.us> wrote:

Hi Carol.

I have been forwarded your email to look into –

Unfortunately there are some things that are not clear in the email

Do you have a phone number and best time to try and reach you that I can call you to review your questions to make sure I have a clear understanding of what info you are seeking, so I can provide the correct information.

Laura Hoffmeister

Assistant to the City Manager

[City of Clayton](#)

[6000 Heritage Trail](#)

[Clayton](#) CA 94517

LHoffmeister@ci.clayton.ca.us

Ph: desk (925) 673-7308

Cell (925) 250-8532

From: Putman, Carol <carol@carolputman.com>
Sent: Tuesday, April 6, 2021 3:18 PM
To: City Engineer <cityengineer@ci.clayton.ca.us>
Subject: Re: City Landscape Watered From Aquifer - Second Request

Thank you for your prompt reply.

During the last drought, 2012 I believe, those of us using CCWD were encouraged to let our lawns go brown to conserve water. It was widely reported, however, that the Clayton City Maintenance Department used water pumped from an aquifer (underground water supply) in [Clayton](#) making it possible to keep city landscaping green during the drought. Not all landscape areas have well water, only those limited areas mentioned above. Yes what was reported was we had well water for the newer replanting on Clayton Road from Mitchell Canyon to Oakhurst and Downtown Grove Park/Center Street, plus Lydia Lane Park and Westwood Park. We do not have all irrigation on wells and can not achieve. If you recall during the drought we did not water any lawns which was water from CCWD and did limited watering at Clayton Community Park, lawns only for the active play field area (again CCWD water), so we did cut back and further reduced water schedule to try and keep the trees and more mature shrub's alive and scarified the smaller plants that would have needed more water. It was a drought landscape water plan that was presented earlier to the City Trails and Landscape Committee and the City Council.

During drought years we work with CCCWD on our water allotment from them and supplement with more well. They have separate program and regulations from non-residential customers that we fall under. In fact non-residential has typically a larger reduction in terms of % of use reduction than a residential customer has. The irrigation is a dynamic system, the citywide irrigation both from CCWD and wells are not used during wet weather we typically shut down all irrigation in October and turn on in May – however if dryer winter may stay on longer or turn back on if needed, and in spring may turn on earlier if need or if on and then more consistent late spring rains occur may shut off again. Again drought conditions with water reductions from CCWD we work with their regulations and increase well useage where we have, and make reductions in watering schedule elsewhere. Typcially CCWd allows the city to pool its meter water usage and redirect water – ie: stop use in certain areas such as downtown grove park and redirect a certain amount of those water usages to needed areas such as a certain amount of the active sports play fields at the Clayton Community Park.

This underground water supply (aquifer) is the one I am requesting information about, not the CCWD we all use to supply water to our property. The aquifer water appears to be trucked to locations along Clayton Road to water landscaping and medians. There is not any trucking of water to any planting areas in the [City of Clayton](#). There is one direct connection from the Library well to the medians on clayton Road to Oakhurst Blvd. it was limited to only certain specific locations as water has to be under certain pressure to get to where it is needed and can only go so far.

Can you tell me where the aquifer, or underground water supply is located in Clayton and how much is pumped from it on a yearly basis?

The wells are located and tap into the ground water below at the following general locations:

Downtown near Center Street, Clayton Library, Lydia Lane park and Westwood Park. Do not have data on how much pumped on yearly basis.

Thank you for any information you can provide regarding this aquifer. Carol

On Tue, Apr 6, 2021 at 8:30 AM City Engineer <cityengineer@ci.clayton.ca.us> wrote:

Good morning Ms Putnam, the Contra Costa Water District handles the City's water system and supply. They can provide the answers to your questions. They can be reached at (925) 688-8000.

Bill Stracker, PE, TE

City Engineer

City of Clayton

phone: (925) 969-8181

Email: Bill.Stracker@weareharris.com

Office Address:

[6000 Heritage Trail](#)

[Clayton, CA 94517](#)

From: Putman, Carol <carol@carolputman.com>

Sent: Wednesday, March 31, 2021 10:57 AM

To: City Engineer <cityengineer@ci.clayton.ca.us>

Subject: City Landscape Watered From Aquifer - Second Request

Dear Clayton City Engineer:

As a Clayton resident, I was interested in getting more information regarding the aquifer used to water city landscaping. During drought years, I would imagine the aquifer drains rather quickly and I am interested in knowing more about how Clayton manages the usage of water from the aquifer during these times. **I am not aware of any aquifer level monitoring except for maybe Westwood park (near Safeway) or a portion thereof as other residents use that aquifer as well as Oakhurst Golf Course to supplement their watering.** For example,

1. Where is the aquifer located,

The wells are located and tap into the ground water below at the following general locations:

Downtown near Center Street, Clayton Library, Lydia Lane park and Westwood Park.

and is a map of its location available? **No**

2. If it is the one located under the Del Trigo and Panadero Way area, it is directly under my house and I would like to know more about the City's use of this water, especially during drought years. **There is not one anywhere near Del Trigo and Panadero Way. They are at Library parking lot; Westwood park (near Safeway); and Center Street near Grove Park.**

- 2) Does the city pump the same amounts yearly from the aquifer to water landscaping, and how much is that approximately?

No does not use same amount annually and do not have quantities. It is a dynamic system and fluctuates between CCWD and well water only for the three locations that listed above. As a dynamic system we shut off all irrigation depending on weather conditions from fall to spring. The timing is dependent on actual conditions. A early dry spring would mean we activate the irrigation sooner, if we have later spring rains it may be later in spring, same with fall depends on actual field and weather condition's/patterns.

- 3) And, finally if known, how much water in total is the aquifer estimated to contain in a year of normal rainfall?

This data does not exist as far as I am aware.

Thank you so much for any information you can provide.

Carol

www.carolputman.com