



# AGENDA

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## TRAILS AND LANDSCAPING COMMITTEE [CITIZENS OVERSIGHT COMMITTEE]

**Special Meeting**  
**Wednesday November 2, 2022**

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

**6125 Clayton Road**  
**Clayton, CA 94517**

### COMMITTEE MEMBERS

Erin Bennett  
Kate Happy  
Patti Pratt  
Allison Snow  
Joyce Wells

Tom Brand  
Craig Nuchols  
Stephen Rossi  
Nancy Topp

*Vice Mayor Holly Tillman*  
*(Ex-Officio)*

*Councilmember Jeff Wan*  
*(Ex-Officio Alternate)*

Staff:  
Reina Schwartz, City Manager

- A complete packet of information containing staff reports and exhibits related to each public item is available for public review on the City's website at [www.claytonca.gov](http://www.claytonca.gov)
- Agendas are posted at: 1) City Hall, 6000 Heritage Trail; 2) Library, 6125 Clayton Road; 3) Ohm's Bulletin Board, 1028 Diablo Street, Clayton; and 4) City Website at [www.claytonca.gov](http://www.claytonca.gov)
- Any writings or documents provided to a majority of the City Council after distribution of the Agenda Packet and regarding any public item on this Agenda is available for review on the City's website at [www.claytonca.gov](http://www.claytonca.gov)
- If you have a physical impairment that requires special accommodations to participate, please call the City Clerk's office at least 72 hours in advance of the meeting at (925) 673-7300.

## **\* TRAILS AND LANDSCAPING COMMITTEE \***

### **Special Meeting** **November 2, 2022**

#### **1. CALL TO ORDER & ROLL CALL – Chair**

#### **2. PUBLIC COMMENTS ON NON-AGENDA ITEMS**

*Any member **from the audience** may address the Committee on items within the Committee's jurisdiction, (which are not on the agenda) by completing a speaker card and forwarding it to the Chair. To assure an orderly meeting and an equal opportunity for everyone, each speaker is limited to 3 minutes, enforced at the Chair's discretion. When one's name is called by the Chair, the speaker shall advance to the public podium and adhere to the time limit. In accordance with State Law, no action may take place on any item not appearing on the posted agenda. The Committee may respond to statements made or questions asked, or may request Staff to report back at a future meeting concerning the matter.*

Public comment and input on Consent Calendar, Public Hearing, Action Items and other Agenda Items will be allowed when each item is considered by the Committee.

#### **3. CONSENT CALENDAR**

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

##### **(a) Landscape Maintenance District Projects Update**

**No Recommended Action:** For Information.

#### **4. BUSINESS ITEMS**

##### **(a) Receive and review Landscape Maintenance District Annual Report for FY2020/21, as the Citizens Oversight Committee for Measure H.**

**Recommended Action:** Following presentation of the Report by the Ad Hoc Committee, discuss and approve the FY2020/21 Annual Report of the Citizen Oversight Committee for Measure H to be submitted to the City Council.

##### **(b) Review preliminary year-end financials for FY2021/22**

**Recommended Action:** Receive information on year-end FY2021/22 financials.  
No action required.

(c) Discuss Strategic Safety and Asset Plan for Landscape Maintenance District

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

*None*

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

(a) Future Agenda Items

- Feb. 2023 – City Council meeting acceptance of TLC prepared FY 2021/22 Annual Report (can be consent calendar or Action item if a TLC member wants to make a presentation)
- **Feb. 2023 – TLC meeting for mid-year FY 2022/23 budget review.**
- **May 8 2023 - TLC meeting** LMD review CPI increase and draft budget for FY 2023/24; for proposed draft Annual Report FY 2022/23 from the Subcommittee
- **May 15 2023 - TLC meeting** LMD review CPI increase and draft budget for FY 2023/24; for proposed draft Annual Report FY 2022/23 from the Subcommittee

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

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

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

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

# Memo



**To:** Trail and Landscape Committee  
**From:** Maintenance Supervisor, Jim Warburton  
**Date:** November 2, 2022  
**Re:** Landscape Maintenance District Project Updates

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- Clayton Rd. Median replanting improvement (4 Median sections \$150,000)  
---On Hold due to continuing extreme drought conditions (\$150,000)
- LMD 2021-22 Irrigation Control upgrades/replacement (approx. 6 remaining \$90,000)  
---Completed
- Native Planting project in open space to reduce invasive - First year pilot project of 10 acres (Envirotech outside contractor \$12,500) ---Completed
- Native planting project continued - 20 acres to be planted this fiscal year (Envirotech outside contractor \$25,000)
- Lift and trim tree canopy between Keller Ridge/Blue Oak open space for fire prevention (every 10 years on average \$100,000) - Completed
- Trim all trees in medians and right of ways (every 10 years on average approx. \$200,000)  
--- Completed
- The Peacock Creek Trail repairs/ renovation (\$100,000)  
--- delayed due to limited staff availability
- Repaving of asphalt trail from Cardinet Trail up adjacent to Golf Course (11<sup>th</sup> Fairway) to Oakhurst Blvd. (\$185,000 estimate only) --- This is being coordinated by City Engineer with street repaving project delayed to 2023.
- Repair degraded asphalt trail entry at end of O'Hara. Temporary repair has been made. Permanent repair will be coordinated by City Engineer with street repaving project.

**City of Clayton - Trails and Landscape Committee (TLC)**  
serving as the Citizens Oversight Committee for Measure H

# **Annual Report of the Landscape Maintenance District**

## **Fiscal Year 2020 - 2021**

Reviewed and Approved by the TLC members at its Public Meeting on 02 Nov 2022

**Chair – Erin Bennett**  
**Vice Chair- Steve Rossi**

**Members**

**Tom Brand**

**Kate Happy**

**Craig Nuchols**

**Patti Pratt**

**Allison Snow**

**Nancy Topp**

**Joyce Wells**



### **2020-21 TLC Members**

Citizens and their respective terms who served during the FY 2020-21 as members of the TLC (July 1, 2020 - June 30, 2021):

Bill Wiggins	January 2019 - December 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	March 2020 - December 2021

Additionally, the follow City Council Liaisons served during 2020-2021:

Ex-Officio Jeff Wan (Vice Mayor) January 2020- December 2020

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

Ex-Officio Peter Cloven (Vice Mayor) January 2021- December 2021

## Trails and Landscape Committee (TLC) Annual Report 2020-21

Given the COVID pandemic and other circumstances, the Trails and Landscape Committee (TLC) has had many changes over the last few years. As such, we are submitting this annual report in the second half of 2022, after meeting three times earlier this year to get a better understanding of our roles and responsibilities. Given this evolution, the TLC held no meetings in 2020 and two (2) meetings in early 2021. As always, these meetings are open to the public and community engagement is welcome. As the new Citizen's Oversight Committee for Measure H, we are now reviewing the planned and actual expenditures for the Clayton Landscape Maintenance District (LMD) and Fund No. 210 for the 2020-21 fiscal year to determine if they were spent as outlined in the plan.

The current 2022-23 TLC is comprised of nine (9) appointed members/volunteers, who are all new to the committee. Our new committee includes enthusiastic members dedicated to working in partnership with our city team to keep our outdoor areas as beautiful as they can be. The current committee members include Erin Bennett, Chair; Steve Rossi, Vice Chair; Tom Brand; Kate Happy; Craig Nuchols; Patti Pratt; Allison Snow; Nancy Topp; and Joyce Wells.

Included in this annual report is the "City of Clayton Budget Message and Adopted FY 2020-2021 Budget." This report, among other things, discusses the scope of actions and planned activities for the LMD and Maintenance Team for FY 2020-21. Also included in this report is a Maintenance District Activity Report and two LMD Project Updates. (Please note the dates on these reports do not line up exactly with the fiscal year.) 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 2020-21 LMD budget.

In addition to the regular, temporary, and seasonal salaries included in the budget, the primary expenditures planned for 2020-21 include maintenance activities such as trail fixture repair/replacement, tree trimming, and weed abatement, totaling just over \$440K. Special planned projects were budgeted at \$222K, which included median improvements and irrigation control upgrades.

The following are the key takeaways of 2020-21 activity:

1. Total expenditures were significantly less (approximately \$500K) than budgeted due to COVID staffing issues and drought conditions.
2. Drought conditions and COVID staffing issues delayed the planned median improvements and trail fixture repairs/replacements, which will be postponed to the future when conditions improve.
3. The multi-year downtown planter rejuvenation project concluded.
4. The completed scheduled replacement and upgrade of irrigation controls as part of the ongoing irrigation upgrade project.
5. Prohibitive impact of COVID pandemic on staff's use of outside seasonal contract

workers for maintenance work.

A review of the 2020-21 FY Financial Report provided to the TLC and included in this report shows the actual expenditures were significantly less (approximately \$500K) than the approved budget due to the reasons mentioned previously. The differences between the budget amounts and the actual expenditures were primarily in Trail Fixtures Repairs/Replacements (Acct line 7306 for about \$175K), Project/Program Costs (Acct line 7520 for about \$165K), and Contract Seasonal Labor (Acct line 7435 for about \$60K). These differences will be carried over into future budgets for completion.

In conclusion, the LMD financials show no inappropriate use of District funds and a year-end financial position that remains healthy going into FY 2021-22.



*City of Clayton Budget Message*  
*Adopted FY 20-21 Budget*  
*Special Revenue Funds*

**C. 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 third 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. Unfortunately due to temporarily vacancies on the TLC that were recently appointed, and limited staffing during the FY 20-21 budget process, there was not the ability to conduct a Trails and Landscape Committee meeting prior to the budget adoption. Staff will regroup with the TLC and then forward their review and any additional or modified recommendations when completed to the City Council. If needed the City Council could then take any action to make budget amendments to 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 1.1%, the LMD'S projected revenues are proposed to be increased by 1.1% to a total of \$1,168,107 for FY 2020-21. This results in a modest increase to LMD special parcel tax revenues of \$12,709 over the prior year's adopted budget. The capped CPI growth adjustment will result in an increase of \$2.92 per residential parcel over the prior year rate (last year's single family rate was \$263.54; including the CPI adjustment factor the new single-family parcel rate will be \$266.4).

Over the past ten years, from FY 2007-08 through FY 2019-20, it is estimated the LMD will have used approximately \$2 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 2020-21, the LMD will have invested over \$2.4 million into landscape-related capital improvements in addition to maintaining current landscaping. The prior year's City Council adopted budget included the Downtown Planters (Main Street) replacement project at an estimated total cost for \$245,157. This project is expected to be completed by June 30, 2020.

For FY 2020-21, the LMD has budgeted to fund the following landscape maintenance improvement projects:

<u>Project Description</u>	<u>Amount</u>	<u>Project ID</u>
Clayton Road Median Improvements	112,000	LMD 2019-5
Replace Irrigation Control	30,000	LMD 2020-1
Replace Irrigation Control (two of them)	60,000	LMD 2021-1
Repave/Repair/Crack Seal Trails	175,000	7306
Arterial Tree Trimming	100,000	7440
<b>Total</b>	<b>477,000</b>	

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.

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 \$557,131 by the close of FY 2020-21, staff is not proposing additional capital projects beyond those listed in order to allow time to complete these budgeted projects and to have sufficient funds for normal operational cash flow purposes.

An enormous impact on LMD operations from FY 2012-13 through FY 2016-17 was the declared drought conditions and the severe water conservation reductions imposed by Contra Costa Water District (CCWD) as directed by the Governor's Executive Order Emergency declaration. 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. 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. Water districts were required by case law to change billing rate structures to incorporate greater costs for service areas with greater water delivery demands (i.e. higher elevations requiring more energy for delivery). Clayton's geographic location resulted in a rate tier increase by CCWD in January 2020 of apx. 6%. The proposed budget for LMD water irrigation supply service incorporates a large projected water cost increase of \$40,500 over the prior year budgeted figure, bringing the total budgeted water supply expenditure to \$242,800. 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 30.78% of the LMD budget in FY 2020-21 (\$520,712). 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 2020-21. A relatively nominal amount of \$39,190 (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, 2021 is projected to

be **\$557,131**. 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 allows the LMD to re-examine priorities to replace landscape lost (including adding in more hardscape treatments) from the necessary extreme water conservation measures resulting from drought conditions.

City of Clayton					
Landscape Maintenance District Fund 210 (CFD 2007-1)					
Year-End FY2020/21					
		2019/20	2020/21	2020/21	2020-21
Account Number	Account Name	Actual	Adopted Budget	Amended Budget	Actual
7111	Salaries/Regular	218,753	228,746	228,746	243,827
7112	Temporary Help	3,757	22,793	22,793	6,987
7113	Overtime	1,075	2,000	2,000	1,907
7218	LTD/STD Insurance	2,379	2,292	2,292	2,382
7220	PERS Retirement - Normal Cost	19,565	21,486	21,486	23,147
7221	PERS Retirement - Unfunded Liability	32,190	22,418	22,418	26,422
7231	Workers Comp Insurance	15,715	12,199	12,199	10,484
7232	Unemployment Insurance	1,291	2,090	2,090	-
7233	FICA Taxes	3,694	5,089	5,089	4,258
7246	Benefit Insurance	33,613	41,588	41,588	43,315
7301	Recruitment/Pre-employment	-	-	-	-
7306	Trail Fixture Repairs/Replacement	54	175,000	175,000	178
7307	Irrigation Supplies and Materials	10,869	-	-	-
7308	Weed Abatement Supplies and Materials	10,003	-	-	-
7309	Plant Nutrition Supplies and Materials	1,177	-	-	-
7311	General Supplies	5,808	45,000	45,000	8,222
7316	Replacement Plants (Shrubs, Trees, etc.)	-	20,000	20,000	2,822
7335	Gas & Electric Service	28,672	34,400	34,400	26,995
7338	Water Service	233,372	242,800	242,800	223,936
7340	Traffic Safety Supplies	2,817	-	-	292
7341	Buildings/Grounds Maintenance	13,243	17,000	17,000	38,149
7342	Machinery/Equipment Maint.	7,867	17,000	17,000	13,793
7343	Vehicle Maintenance	16,480	24,000	24,000	9,482
7344	Vehicle Gas, Oil, and Supplies	7,957	18,000	18,000	12,374
7381	Property Tax Admin Cost	3,740	4,000	4,000	3,740
7382	Election Services	-	-	-	-
7389	Miscellaneous	-	-	-	-
7411	Professional Services (Legal)	-	-	-	-
7419	Other Prof. Services	5,934	7,000	7,000	6,198
7429	Animal/Pest Control Services	608	5,000	5,000	4,653
7435	Contract Seasonal Labor	85,413	160,000	160,000	98,742
7440	Tree Trimming Services	62,738	100,000	100,000	101,100
7445	Weed Abatement Services	172,429	166,586	166,586	120,990
7486	CERF Charges/Depreciation	30,000	30,000	30,000	30,000
7520	Project/Program costs	291,958	222,000	222,000	53,813
7615	Property Taxes	2,961	3,000	3,000	2,994
8101	Fund Admin - Transfer to GF	38,760	39,190	39,190	39,190
8111	Transfer to CIP Fund	-	-	-	-
8113	Transfer to Stormwater Fund	1,090	1,130	1,130	1,130
	<b>Total Expenditures</b>	<b>1,365,982</b>	<b>1,691,807</b>	<b>1,691,807</b>	<b>1,161,519</b>
4604	Clayton LMD Special Parcel Tax	1,156,944	1,168,107	1,168,107	1,169,764
5601	Interest	22,510	24,000	24,000	26,584
5606	Unrealized Inv Gain/Loss	21,675	-	-	(12,530)
5702	Donations/Contributions	1,804	-	-	-
	<b>Total Revenue</b>	<b>1,202,933</b>	<b>1,192,107</b>	<b>1,192,107</b>	<b>1,183,819</b>
	<b>Increase (Decrease) in Fund Balance</b>	<b>(163,049)</b>	<b>(499,700)</b>	<b>(499,700)</b>	<b>22,300</b>
	<b>Beginning Fund Balance</b>	<b>1,226,636</b>	<b>1,056,841</b>	<b>1,056,841</b>	<b>1,063,587</b>
	<b>Ending Fund Balance</b>	<b>1,063,587</b>	<b>557,141</b>	<b>557,141</b>	<b>1,085,887</b>
7306	<u>Trail Fixture Repairs/Replacement</u>				
	Bay Area Barric - Trail Sign	54			178
	Trail Repairs		5,000		
	trail cardinet along 11th fairway, Repave to Oakhurst Blvd		150,000		
	Crack Sealing		20,000		
	Repair/Redo Trail behind end of Peacock Creek				

		2019/20	2020/21	2020/21	2020-21
Account Number	Account Name	Actual	Adopted Budget	Amended Budget	Actual
	Total 7306	54	175,000		178
7307	<b><u>Irrigation Supplies &amp; Materials</u></b>				
	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	<b><u>Weed Abatement Supplies &amp; Materials</u></b>				
	Nutrien Ag Solutions -	9,921			
	Bay Area Barric - Storage Area Sign	82			
	Total 7308	10,003	-		-
7309	<b><u>Plant Nutrition Supplies &amp; Materials</u></b>				
	Nutrien Ag Solu - Fertilizer	831			
	Site-One Landscape	346			
	Total 7309	1,177	-		-
7311	<b><u>General Supplies</u></b>				
	Bay Area Barricade (Work signs, etc.)	119			46
	Cole Supply	454			55
	Concord Garden	104			-
	Nutrien Ag	208			1,724
	Plant Nutrients - Topsoil (Contra Costa Topsoil, etc.)				-
	Plant Nutrients - Fertilizer				-
	Grainger (Work safety equipment)				-
	Weed Control (Nutrien AG, etc.)				-
	Irrigation supplies (Calcard - US Bank)				2,903
	Ross Recreation (Trash receiptal/benches)				-
	Turf Star - Irrigation Supplies				-
	Site One Landscape (Irrigation)	231			-
	Zee Medical Supply				-
	Misc Supplies (Calcard - US Bank)	4,692	45,000		3,494
	Total 7311	5,808	45,000		8,222
7341	<b><u>Building/Grounds Maintenance</u></b>				
	Martell Water Systems (Well pump repairs)	250	5,000		250
	Misc Supplies (Calcard - US Bank)	1,587	-		2,756
	Pond M Solutions (\$650x12 water feature maintenance)	7,150	8,000		9,100
	Pond M Solutions (extra repairs)	2,036	2,000		3,570
	<b>Spraytec Maintenance (wastewater)</b>		2,000		
	Nutri Ag				12,212
	Bay Area Barric	49			
	Contra Costa Tractor	275			
	Dillon Elec - Landscape Lighting Repairs	1,378			855
	Site One Landscape nutrient	220			86
	Site One irrigation parts	298			5,925
	Mt. Diablo Lands - Sand				671
	Terracare (planter box repair Center St)				650
	Irrigation control location services contractor				
	Evans & Son ret wall cap repair				1,970
	Wally's Rental				104
	Total 7341	13,243	17,000		38,149
	difference (sb 0)	-	-		-
7342	<b><u>Machinery/Equiment Maintenance</u></b>				

		2019/20	2020/21	2020/21	2020-21
Account Number	Account Name	Actual	Adopted Budget	Amended Budget	Actual
	Conc Garden Equip Maintenance & Supplies	-	4,000		502
	Concord Trailer World		1,000		
	Contra Costa Tractor	1,388	2,000		2,426
	LEHR install light bar skip loader	470			
	Site One Landscape				
	Swenson's Mobile Service - Lawnmower service		3,000		
	US Bank (Calcard) - Machinery/Equipment Maint.	5,989	7,000		3,066
	Big O - Flat Repair	20			
	Bay Area Barricade				304
	Champion Spray		-		676
	Dillon Electric				730
	Martell Water well Service				
	Performance Trailer				1,104
	Sonsray Marchine forklift tractor parts				1,106
	Swensons Mobiel polaris repairs				1,366
	Spraytec wash rack service/repairs				2,513
	Total 7342	7,867	17,000		13,793
	difference (sb 0)	-	-		-
7419	<u>Other Professional Services</u>				
	CCC Fire Protection - Operation Permit	-	1,000		-
	EBRCSA-Radio Mtn PW radio's	1,400	1,400		1,306
	NBS Asment Dist Admin Fees+Del letters	4,517	4,600		4,702
	Cal Card US Bank	17			
	Engineering Services				190
	Total 7419	5,934	7,000		6,198
7445	<u>Weed Abatement Services</u>				
	Environtech Enterprises (non-native invasive weed abatement - Oakhurst Mitigation EIR)	100,800	68,400		56,250
	Waraner Bros - Peacock Cr Drainage Ditches	8,775			
	Weed Abatement - Rows/Medians		30,000		
	Waraner Bros Svc 1 x per yr+2 x trails (Fire Protection)	62,854	68,186		64,740
	Total 7445	172,429	166,586		120,990
7520	<u>Project/Program costs</u>				
	Sub Division/City Entry Signs (contingency)		-		1,517
	LMD2015-1 - Downtown Planters (\$35,000 increased to \$300,000)	259,517	-		22,105
	LMD 2019-4 - Expanded irrigation controller replacement (\$50,000)	2,444	20,000		20,000
	LMD 2019-5 - Clayton Rd. Median Improvement (\$75,000/4 Medians) hold due to drought		112,000		
	LMD 2020-1 (2020 Irrigation Controller Upgrade x2)	29,997	30,000		9,130
	US Bank (Calcard) -				1,061
	LMD 2021-1 (2020 Irrigation Control Upgrade controllers		60,000		
	LMD 2021-22 Irrigation Control upgrades - 6 remaining				
	Irrigation Computer Replacement				
	Native Planting Project				
	Lift/Trim Tree Canopies - Keller Rdg/Blue Oak				
			-		-
	Total 7520	291,958	222,000		53,813

# Memo



**To:** Trail and Landscape Committee  
**From:** Maintenance Supervisor, Jim Warburton  
**Date:** February 8, 2021  
**Re:** Landscape Maintenance District Project Updates

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- The Main Street Downtown Planter Box Project work has been completed by the outside contractor. This included removal of root bound Chinese Pastiche trees and enlarging some planters repairing others and replanting with crape myrtle trees. This project was award of construction contract by the City Council at its August 20, 2019 meeting. Construction was delayed due to Covid but now completed.
- The trees on the major arterial have been inspected and were thinned and raised to 15 feet for City standards in 2019 and 2020 by outside contractor.
- Two new Rain Master DX3 irrigation controllers were installed in 2019 and the two were done in 2020: Oakhurst at Eagle Peak west and one at the corner of Oakhurst and Clayton Road; Oakhurst and Yolanda and near North Valley Park. These new controllers will operate with the updated computer program for the central irrigation system.
- The Peacock Creek Trail is planned to have some repair/ be renovated after this winter rains are over timing is depending on staff availability.
- Repaving of trail from Cardinet Trail up adjacent to Golf Course to Oakhurst Blvd. and miscellaneous crack sealing of asphalt paths-- this is being 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 Covid staffing limitations, now expected.



# Memo



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

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- 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.



# **TRAILS & LANDSCAPING COMMITTEE**

## **MAINTENANCE ACTIVITY REPORT**

**4/2/2021 to 3/2/2022**

- Shrub trimming was completed on Oakhurst Drive, Clayton Road, Old Marsh Creek Road, Marsh Creek Road, Keller Ridge Drive Eagle Peak drive.
- Irrigation mainlines were repaired on Oakhurst Drive, Clayton Road.
- Wood chips were placed in the median on Clayton Road to help keep weeds under control and also to help the soil retain moisture.
- The Clayton water feature vault flooded due to a main line break and equipment was damaged, the necessary repairs were made and the fountain is in working order again. A small retaining wall will be constructed to keep future water from going into the vault.
- Trees were trimmed on Oakhurst Drive, Clayton Road, old Marsh Creek Road and Marsh Creek Road.
- Trails were inspected on a monthly basis for obstructing brush.
- Fencing was repaired on the Cardinet trail in three different places.
- Graffiti has been removed in several different places along the trail and in the creek tunnels. The cities creeks were cleaned and debris was removed so the creeks can flow during heavy rains.
- The maintenance Division kept four seasonal employees for the duration of the winter due to COVID-19, normally we lay off seasonal employees during the winter time and bring back in the spring when the work load increases.



# City of Clayton

## City of Clayton Fiscal Year 2022/23 Budget



**Adopted Version**



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# FUND SUMMARIES

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## Landscape Maintenance District

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

Measure B, the 2007 ballot measure, expired June 30, 2017. Given this was the only source of funds for the maintenance and operation of the LMD, in order to continue this sole funding source, 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.*

## Landscape Maintenance District Operations

The LMD is now completing its fifth 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 these special-purpose tax revenues are used for their intended purpose as established under the previous ballot measure for the LMD. The TLC met on March 7, May 9 and May 16, 2022. The May meetings were for the review and input on the proposed LMD budget for City Council action in June. The Proposed Budget incorporates the Committee's recommendations for FY2022/23. The Committee's work is greatly appreciated and vital to the success of the District.

Pursuant to the terms of voter-approved Measure H, the special parcel tax rate may be modified annually by the change in the consumer price index (CPI) as published by the U.S. Bureau of Labor and Statistics from April to April for this geographic region (San Francisco-Oakland-Hayward, CA). In no event shall the special parcel tax rate be increased by more than three percent (3.0%) annually. Given the local CPI change (from April 2020 to April 2021) of 5%, the LMD's projected revenues are recommended by the TLC and included in the proposed budget to be increased by 3.0% to a total of \$1,241,053 for FY 2022/23. This results in a modest increase to LMD special parcel tax revenues of apx. \$36,121 over the prior year's adopted budget. The capped CPI growth adjustment will result in an increase of \$8.22 per residential parcel over the prior year's rate (last year's FY 2021/22 single-family rate was \$274.46; including the CPI adjustment factor, the new single-family parcel rate will be \$282.70).

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

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

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

\*projects that were planned for 21/22, but postponed

Due to staffing shortages and project scheduling issues, the trail projects were not able to be completed during FY2021/22.

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

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

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



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

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

In addition, during FY 2022/23, funding in the amount of \$30,000 is proposed for the preparation of a strategic/safety/sustainability plan for the Landscape Maintenance District. This will greatly assist in future project planning, workload scheduling, etc. The City Engineer will be leading this effort and associated funds are included in the line item for other professional services [7419].

The proposed LMD budget is a balanced operational budget, responsibly utilizing fund balance to undertake non-recurring capital improvement projects. This practice is consistent with prior year budgets as the LMD is pay-as-you-go for such improvements, responsibly drawing on fund balance as needed. Proposed appropriations are annually adjusted for anticipated water and electrical utility rate increases as well as for fuel, fertilizer, etc.

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

An enormous impact on LMD operations from FY 2012/13 through FY 2016/17 was the declared drought conditions and the severe water conservation reductions imposed by Contra Costa Water District (CCWD) as directed by the Governor's Executive Order Emergency declaration, resulting in a 45% mandatory water reduction order. With irrigation cutbacks of that magnitude, the City Council ordered the LMD to suspend irrigation water to turf and bushes, reserving restricted water supplies to irrigate public trees. This action plan negatively impacted some of the landscape, however many shrubs and trees were sustained in the LMD. Capital improvement projects engaged during the extended drought timeframe were hardscape-only oriented. There have only been two sections of the Clayton Road median replanted since the prior drought.

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

Personnel services (permanent including benefits etc. and contract seasonal) for this labor-intensive work effort account for 26% of the LMD budget expenditures in FY 2022/23 (\$488,570). Whenever possible, less complex tasks within the LMD are assigned to contract temporary seasonal personnel, which allows full-time permanent City maintenance personnel to focus their efforts on tasks requiring journeyman-level experience (i.e. irrigation line and system repairs). The LMD has only one full-time dedicated staff person of the six (6) permanent Maintenance Department personnel.

During this past fiscal year (2021/22) the continued pandemic had unexpected impacts to the LMD operations. The ability to use part-time/seasonal contract personnel was not fully possible due to many factors, including the lack of personnel available from the staffing agencies. In addition, there have been staff out for unexpected needs. Generally, in a given week over the past year, the staff levels have been three to four people on average, and one or two seasonal workers. However, as noted previously, these staff spend only a portion of their time in the LMD, as they also maintain parks, grounds/buildings,



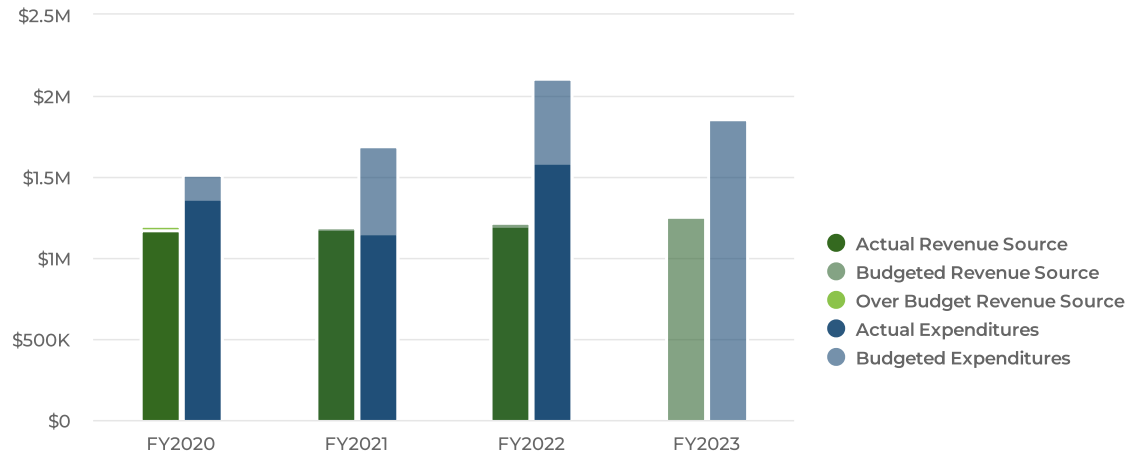
street signs, some street lights. With limited resources, staff continued to prioritize trimming to keep walks and paths clear, and irrigation repairs. Other trimming and weeding along rights of ways and medians were able to be partially done, and chips were placed in portions of the Clayton Road medians to help reduce weed growth and retain moisture. Staff is hopeful that as public health conditions continue to improve, overall temporary seasonal workers will be available to assist in the LMD in the future.

As approved by Measure H voters, the LMD'S budget includes a recurring line item (account 7316) for the purchase of replacement plants, budgeted at \$20,000. However, with drought conditions this expenditure will not occur. The LMD further contributes an annual allocation to the City's Capital Equipment Replacement Fund (CERF) for its shared cost of utilizing City Maintenance Department vehicles for LMD operations budgeted at \$30,000 in FY 2022/23. A relatively nominal amount of \$42,713 (3.4% of annual LMD revenue) is transferred to the City's General Fund to help defray the LMD's share of administrative support and overhead incurred by the City (i.e. telephones, payroll processing, accounts payable, management, compliance, legal, etc.).

With all of these actions, the LMD's ending fund balance on June 30, 2023 is projected to be **\$89,726**. The LMD's reserve position is evidence the City does not siphon "surplus" monies into its General Fund but uses the special parcel tax revenues for its intended voter-approved purposes. Its monetary existence allows the LMD to re-evaluate priorities in the future to replace landscape lost (including adding in more hardscape treatments) from the water conservation measures resulting from drought conditions.

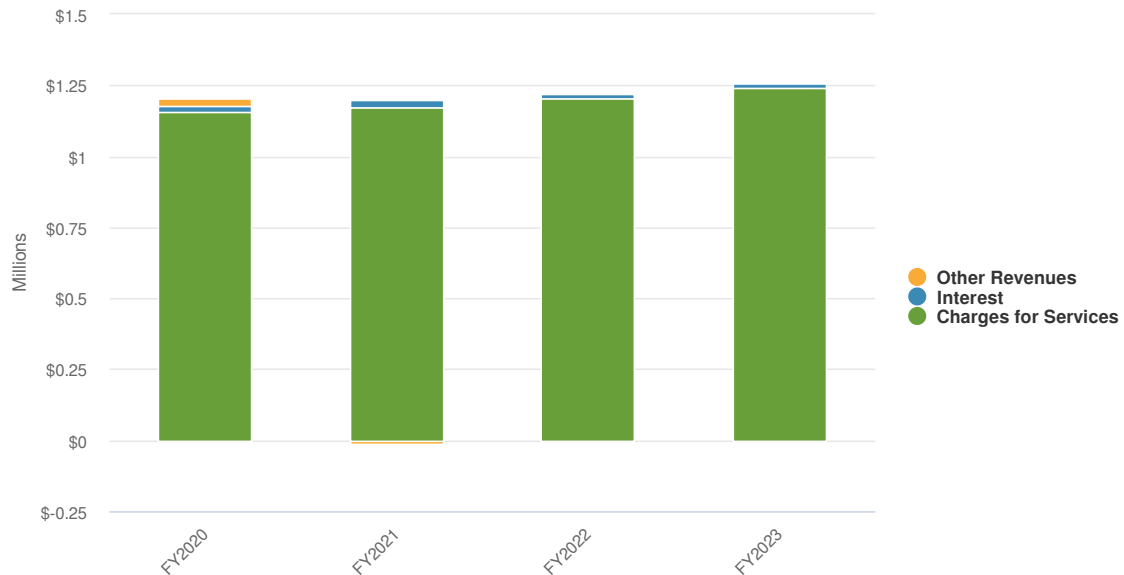
## Summary

For the Landscape Maintenance District, the City of Clayton is projecting \$1,256,053 of revenue in FY2023, which represents a 3% increase over the prior year. Budgeted expenditures are projected to decrease by 12% or \$253,311 to \$1,862,077 in FY2023 relative to the original adopted budget in FY2021/22. Actual expenditures for FY2021/22 are expected to come in significantly lower than budget.



## Revenues by Source

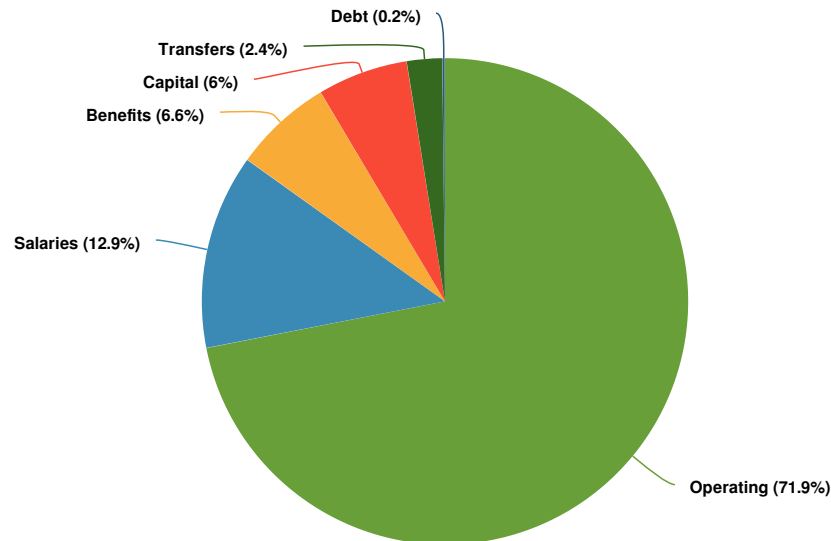
### Budgeted and Historical 2023 Revenues by Source



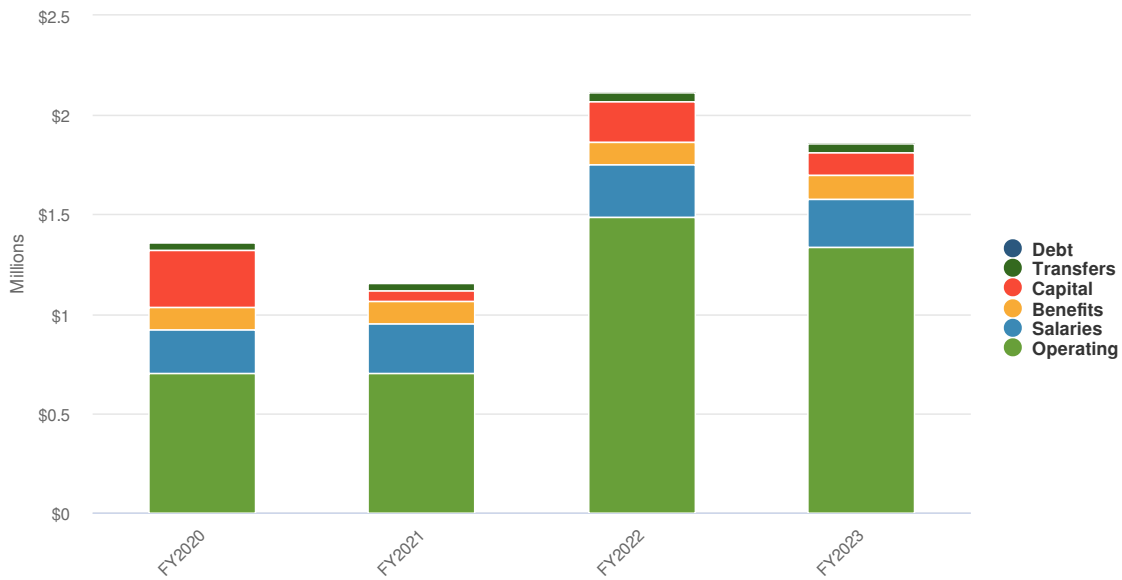
Name	FY2021 Actuals	FY2022 Amended	FY2022 Actuals	FY2022 Amended vs. FY2022 Actuals (\$ Change)
<b>Revenue Source</b>				
<b>Charges for Services</b>				
LMD Special Parcel Tax	\$1,169,764	\$1,204,857	\$1,204,882	\$25
<b>Total Charges for Services:</b>	<b>\$1,169,764</b>	<b>\$1,204,857</b>	<b>\$1,204,882</b>	<b>\$25</b>
<b>Interest</b>				
Interest	\$26,584	\$15,000	\$2,484	-\$12,516
<b>Total Interest:</b>	<b>\$26,584</b>	<b>\$15,000</b>	<b>\$2,484</b>	<b>-\$12,516</b>
<b>Other Revenues</b>				
Unrealized Inv. Gain/Loss	-\$12,530	\$0	\$0	\$0
<b>Total Other Revenues:</b>	<b>-\$12,530</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Revenue Source:</b>	<b>\$1,183,819</b>	<b>\$1,219,857</b>	<b>\$1,207,366</b>	<b>-\$12,491</b>

## Expenditures by Expense Type

### Budgeted Expenditures by Expense Type



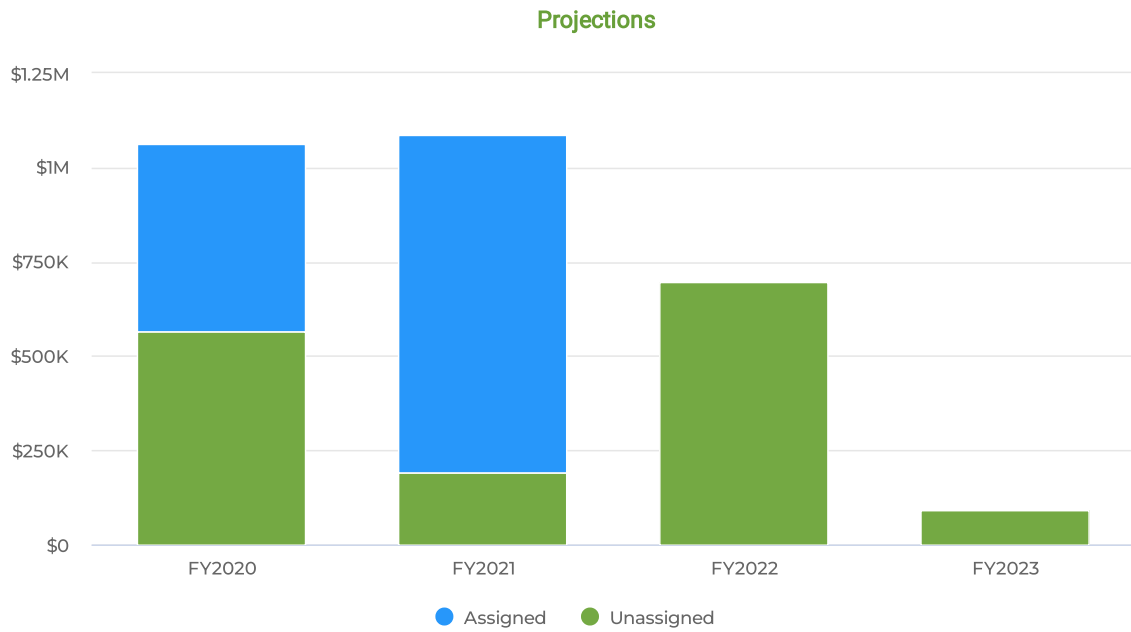
### Budgeted and Historical Expenditures by Expense Type



Name	FY2021 Actuals	FY2022 Amended	FY2022 Actuals	FY2022 Amended vs. FY2022 Actuals (\$ Change)
<b>Expense Objects</b>				
<b>Salaries</b>				
Regular Salaries	\$243,827	\$237,756	\$264,082	\$26,326
Temporary Salaries	\$6,987	\$20,665	\$0	-\$20,665
Overtime	\$1,907	\$2,000	\$1,440	-\$560
<b>Total Salaries:</b>	<b>\$252,721</b>	<b>\$260,421</b>	<b>\$265,522</b>	<b>\$5,101</b>
<b>Benefits</b>				
Long/Short Term Disability Insurance	\$2,382	\$2,061	\$2,106	\$45
PERS Retirement-Normal Cost	\$23,147	\$21,966	\$25,313	\$3,347
PERS Retirement - Unfunded Liability	\$26,422	\$29,540	\$36,903	\$7,363
Workers' Compensation	\$10,484	\$9,587	\$8,677	-\$910
Unemployment Compensation	\$0	\$4,464	\$1,626	-\$2,838
FICA Taxes	\$4,258	\$5,057	\$3,849	-\$1,208
Benefit Insurance	\$43,315	\$43,013	\$52,638	\$9,625
<b>Total Benefits:</b>	<b>\$110,008</b>	<b>\$115,688</b>	<b>\$131,112</b>	<b>\$15,424</b>
<b>Operating</b>				
Recruitment/Pre-employment	\$0	\$250	\$0	-\$250
Trail Fixture Repairs/Replacement	\$178	\$320,000	\$0	-\$320,000
Irrigation Supplies and Materials	\$0	\$10,000	\$7,645	-\$2,355
Weed Abatement Supplies and Materials	\$0	\$20,000	\$9,609	-\$10,391
Plant Nutrition Supplies and Materials	\$0	\$10,000	\$398	-\$9,602
General Supplies	\$8,222	\$14,300	\$3,874	-\$10,426

Name	FY2021 Actuals	FY2022 Amended	FY2022 Actuals	FY2022 Amended vs. FY2022 Actuals (\$ Change)
Landscape Replacement Plants (Shrubs, Trees, Etc.)	\$2,822	\$20,000	\$0	-\$20,000
Gas & Electric Services	\$26,995	\$50,000	\$26,342	-\$23,658
Water Services	\$223,936	\$240,000	\$219,703	-\$20,297
Traffic Safety Supplies	\$292	\$1,000	\$1,159	\$159
Buildings/Grounds Maintenance	\$38,149	\$36,910	\$19,046	-\$17,864
Machinery/Equipment Maintenance	\$13,793	\$21,050	\$24,321	\$3,271
Vehicle Maintenance	\$9,482	\$15,000	\$37,771	\$22,771
Vehicle Gas, Oil, and Supplies	\$12,374	\$14,000	\$17,418	\$3,418
Property Tax Admin. Costs	\$3,740	\$4,100	\$3,743	-\$357
Other Professional Services	\$6,198	\$7,100	\$6,174	-\$926
Animal/Pest Control Services	\$4,653	\$15,000	\$13,025	-\$1,975
Contract Seasonal Labor	\$98,742	\$160,000	\$125,764	-\$34,236
Tree Trimming Services	\$101,100	\$300,000	\$326,340	\$26,340
Weed Abatement Services	\$120,990	\$201,230	\$131,682	-\$69,548
CERF Charges/Depreciation	\$30,000	\$30,000	\$30,000	\$0
<b>Total Operating:</b>	<b>\$701,664</b>	<b>\$1,489,940</b>	<b>\$1,004,015</b>	<b>-\$485,925</b>
<b>Capital</b>				
Project Program Costs	\$53,813	\$204,500	\$150,176	-\$54,324
<b>Total Capital:</b>	<b>\$53,813</b>	<b>\$204,500</b>	<b>\$150,176</b>	<b>-\$54,324</b>
<b>Debt</b>				
CCC Property Tax	\$2,994	\$3,030	\$3,083	\$53
<b>Total Debt:</b>	<b>\$2,994</b>	<b>\$3,030</b>	<b>\$3,083</b>	<b>\$53</b>
<b>Transfers</b>				
Transfer To General Fund	\$39,190	\$40,679	\$40,679	\$0
Transfer to Stormwater Fund	\$1,130	\$1,130	\$1,130	\$0
<b>Total Transfers:</b>	<b>\$40,320</b>	<b>\$41,809</b>	<b>\$41,809</b>	<b>\$0</b>
<b>Total Expense Objects:</b>	<b>\$1,161,519</b>	<b>\$2,115,388</b>	<b>\$1,595,717</b>	<b>-\$519,671</b>

## Fund Balance



	FY2020	FY2021	FY2022	FY2023	% Change
<b>Fund Balance</b>	—	—	—	—	
Unassigned	\$563,887	\$190,355	\$695,750	\$89,726	-87.1%
Assigned	\$499,700	\$895,531	\$0	\$0	0%
<b>Total Fund Balance:</b>	<b>\$1,063,587</b>	<b>\$1,085,886</b>	<b>\$695,750</b>	<b>\$89,726</b>	<b>-87.1%</b>

# Maintenance Yearly Calendar

**January:** Take down Christmas decorations Down Town; clean storm drains when raining; gutter cleaning on all buildings; street sign replacement; spot spray weeds; tree maintenance; check creeks.

**February:** Pre emerge landscaped areas, spray weeds; ball field prep: aerate fields: fertilize turf areas; trail maintenance.

**March:** Hire temporary; staff start trimming schedule; continue weed control; turn on irrigation controllers, check irrigation throughout the City.

**April:** Mow sides of trail for Art and Wine Festival; set up for Art and Wine; trim Downtown area; continue irrigation checks and repair.

**May:** Weed abatement; fire breaks (Waraner Brothers Tree Service); put up American flags downtown before Memorial Day; continue irrigation checks and repair.

**June:** Continue weed spraying and trimming; prepare for concerts; take trash cans and barricades to The Grove Park. Continue irrigation checks and repair.

**July/August:** Striping roadways; replace road buttons; paint red curbs; replace street signs; set up for 4<sup>th</sup> of July Parade and also BBQ cook off; take down American flags after the 4<sup>th</sup> of July.

**September:** Creek cleaning; V-ditch cleaning; install “Drains to the Creek” plaques on concrete curbs above storm drains as needed; clean trash captures; pick up trash cans and barricades from The Grove, clean and store in the yard; annual corporation yard stormwater inspection; clean storm drains.

**October:** Set up for Octoberfest. Purchase 5 yards of sand for Keller House and 5 yards of sand in the yard. Fill 200 sand bags and store in the yard.

**November** Fertilize turf; aerate turf; over seed turf; turn off irrigation (weather permitting); set up Christmas decorations downtown; decorate City Hall.

**December:** Equipment maintenance; yard and shop cleaning.

**Everyday tasks:** Blow City Hall stairs and entry way; clean up The Grove Park, trash and ground; Graffiti removal in The Grove and surrounding areas.

**Weekly tasks:** Remove trash from all trash receptacles downtown; all parks and trails twice per week. Mow all turf areas.

**As Needed:** Main line repair at Clayton Community Park and throughout the City.