



AGENDA

REGULAR MEETING

* * *

TRAILS AND LANDSCAPING COMMITTEE

[CITIZENS OVERSIGHT COMMITTEE]

MONDAY, May 23, 2011

7:00 p.m.

*Hoyer Hall at the CLAYTON COMMUNITY LIBRARY
6125 Clayton Road, Clayton, CA 94517*

COMMITTEE MEMBERS

Robert Erich Kelly Marshall (Vice Chair)
Lorraine Mole Jake Pauline
Virginia Siegel(Chair) Bob Steiner
Vice Mayor Howard Geller (Ex-Officio)
Councilmember Hank Stratford (Alternate Ex-Officio)

- A complete packet of information containing staff reports and exhibits related to each item is available for public review in City Hall located at 6000 Heritage Trail on Monday prior to the Committee meeting.
- 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 Committee after distribution of the Agenda Packet and regarding any public item on this Agenda will be made available for public inspection in the City Clerk's office located at 6000 Heritage Trail during normal business hours.
- If you have a physical impairment that requires special accommodations to participate, please call the City Clerk's office at least 72 hours in advance of the meeting at (925) 673-7304.

* TRAILS AND LANDSCAPING COMMITTEE *

May 23, 2011

1. **CALL TO ORDER & ROLL CALL** – Chairperson Siegel.

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

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

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

3. **CONSENT CALENDAR**

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

- (a) Approval of Action Minutes from the Committee regular meeting of January 24, 2011.
- (b) Status report from Public Works Department outlining District maintenance tasks and services performed in the last five months. *Informational only*
- (c) Status update of the approved deferred improvement projects: *Informational only*
 - 1. Oakhurst Blvd median island replanting and hardscape
 - 2. Marsh Creek Circle landscape replacement mitigation project.
 - 3. Keller Ridge Drive street tree trimming and replacement
 - 4. Clayton Fountain re-landscaping (Oakhurst Blvd/Clayton Rd intersection)
 - 5. Deferred Tree Trimming
 - 6. Clayton Greens subdivision cul-de-sac landscape islands (Jeffery Ranch Court/ Caulfield Ct./ Black Point Place)
 - 7. Median Demonstration Project (Clayton Road from Oakhurst Blvd to old Marsh Creek Rd)
 - 8. Arterial Roads infill planting project
- (d) Minutes and Resolution of the City Council meeting approving the TLC recommendation of extending members' service through December and new term dates for each member. *Informational only*

4. **CONTINUED/OLD BUSINESS**

- (a) Status update on "Adopt-a-Trail" Program for the Landscape Maintenance District. (Char Pauline and Committee member Siegel)

- (b) Status update of the TLC concept to have an unpaid volunteer coordinator.
(Asst. to the City Manager Hoffmeister)
- (c) Status update of the Irrigation Inventory Assessment
- (d) Status of irrigation audit by CCWD

5. NEW BUSINESS

- (a) Consider approval of the proposed Budget for the Landscape Assessment District for FY 2011/2012 as the Citizens Oversight Committee for Measure B.
(Asst. to the City Manager Hoffmeister, Maintenance Supervisor Janney)
Recommended Action: Provide comments, approval and recommendation for submittal to the City Council.
- (b) Consideration of establishing subcommittee to prepare the Trails and Landscape Committee for FY 2010/11 as the Citizens Oversight Committee for Measure B.
Recommended Action: Select up to three members. Report to be presented to the TLC for review in August/Sept. and submitted to the City Council in Sept./Oct.
- (c) Status report of erosion of creek bank section along Cardinet Trail and along El Portal Drive near Regency. *Informational only*
(Maintenance Supervisor Janney)

**6. CORRESPONDENCE – review of incoming and outgoing correspondence
*Informational Only***

- None

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

- (a) Next/Future Clayton Pioneer TLC column ideas
- (b) Assignment of Committee Report – Annual Report presentation to the:
 - City Council at its Tues. June 7, 2011- proposed budget
- (c) Future Agenda Items: (all future agendas will include minutes; status on Adopt a Trail; Maintenance Work Status Report for the District; Deferred projects status report)
 - August/September- FY 2010/11 Annual Report
 - January 2012- mid year progress report
 - May 2012- proposed landscape District Budget for FY 2012/13;
 - Annual Report subcommittee member selection FY11/12
- (d) Committee Member communications
- (e) Staff Communications/Announcements -

8. ADJOURNMENT– The Committee’s next regularly-scheduled meeting is anticipated to be Monday ??????? at 7:00 p.m. in Hoyer Hall, Clayton Community Library. Please contact the City Clerk at 673-7300 to verify actual date.

#

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

Agenda Date: 5/23/11

Agenda Item: 3(a)

January 24, 2011

1. COMMITTEE CALL TO ORDER & ROLL CALL

A. The meeting was called to order at 7:05 p.m. by Chairperson Virginia Siegel at Hoyer Hall Community Meeting Room at the Clayton Library, 6125 Clayton Road, Clayton, CA.

Committee Members present: Robert Erich, Kelly Marshall, Lorraine Mole, Jake Pauline, Virginia Siegel (Chair), Bob Steiner, Vice Mayor Hank Stratford (ex-officio Member).

Committee Members absent: None

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

2. SELECTION OF CHAIR AND VICE CHAIR FOR 2011

(a) *Selection of Chair for 2011.*

Motion by Committee member Siegel, seconded by Committee member Mole, to select Jake Pauline as Chair. Motion passed (vote: 6-0).

(b) *Selection of Vice Chair for 2011.*

Motion by Committee member Steiner, seconded by Committee member Siegel, to select Kelly Marshall as Vice Chair. Motion passed (vote: 6-0).

Committee members thanked outgoing Chair Siegel for her leadership and new Chair Pauline took lead of the meeting of the meeting.

3. CONSENT CALENDAR

(a) *Approval of Action Minutes from the Committee regular meeting of January 24, 2011.*

(b) *Quarterly report from the Public Works Department outlining District maintenance tasks and service performed in the last five months.*

(c) *Status update of the approved deferred improvement projects: Informational only*

1. *Oakhurst Blvd median island replanting and hardscape*
2. *Marsh Creek Circle landscape replacement mitigation project.*
3. *Keller Ridge Drive street tree trimming and replacement*
4. *Clayton Water Feature re-landscaping (Oakhurst Blvd/Clayton Rd intersection)*
5. *Deferred Tree Trimming*
6. *Clayton Greens subdivision cul-de-sac landscape islands (Jeffery Ranch Court/ Caulfield Ct./ Black Point Place)*
7. *Citywide Irrigation Inventory Assessment*
8. *Median Demonstration Project*
9. *Arterial Roads infill planting project*

Motion by Committee member Mole, seconded by Committee member Siegel to approve the consent calendar. Motion passed. (vote: 6-0)

3. PUBLIC COMMENTS

None.

4. CONTINUED BUSINESS

(a) Verbal status report on "Adopt-a-Trail" Program for the Landscape Maintenance District.

Committee member Mole stated that she had not made any new contacts or received any calls. Committee member Siegel had checks for renewals and did not have any messages on the Adopt –a –Trail phone line; Chair Pauline stated that he had received renewals some new adopters. The following were reported by them: Diablo Ford (new)/Fred Siegel IV (new); Black Diamond Electric (renewal)/Pauline Family (renewal); Bannister Electric (new)/ Dan Pauline Family (new); Discovery Builders (new)/CD Federal Credit Union Employees (renewal); and P2C as a new adopter/labor sponsor. The Girl Scout Troop will need to be followed up with to find out if they are interesting in renewal. The Girl Scout Troop last year had made the request to have CBCA be their financial sponsor and would be the appropriate group to contact and if they are interested. The Girl Scout Troop would need to make a renewal financial sponsor request to the CBCA if that is who they would want to be their financial sponsor. It was noted that the Cemax Quarry had not been outreached to and a Committee member should contact them. Diamond Terrace, Safeway and the downtown Kindercare should also have follow up.

Assistant to the City Manager Hoffmeister noted that the Clayton Cleans Up event will be April 16th rain or shine, and Adopt-a –Trail information could be displayed and brochures available at this event. Committee members noted they had schedule conflicts and could not staff a table. Committee member Steiner stated that he was helping sponsor and put on the event via the Clayton Pioneer, and if the brochures were in a holder he could be there to answer questions if any arose. Assistant to the City Manager Hoffmeister stated that the staff had extras and would provide them to Committee member Steiner for the event.

5. NEW BUSINESS

(a) Consider approval of the Trails and Landscape Committee Annual Report for FY 2009/2010 as the Citizens Oversight Committee for Measure B.

Committee member Siegel, Marshall and Steiner served as the subcommittee for the Annual Report preparation. Committee members Siegel and Steiner presented the proposed Annual Report to the Committee. Committee member Steiner noted there were a few typos that would be corrected before forwarding to the City Council. Committee member Siegel thanked Committee member Steiner for the work he did on the Annual Report. Committee members Siegel and Marshall noted that Committee member Steiner did the bulk of the report preparation, gathering information typing and formatting draft and meeting with maintenance staff. Committee member Siegel prepared the Chair's message and the Adopt- a- Trail information and Committee member Marshall helped in the proof and review. Committee member Steiner asked if there were any questions or corrections or changes. Committee members had no changes and extended their thanks to the subcommittee (Committee member Siegel, Marshall, and Steiner) for the Annual Report preparation.

Motion by Committee member Siegel, seconded by Committee member Erich to approve the Annual Report for FY 2009/2010 as the Citizens Oversight Committee for Measure B, and to submit the document to the City Council. Motion passed (vote: 6-0).

(b) Consideration of proposed replanting and hardscape project for Clayton Road Library Median island and Median island from Library to Clayton Rd/Center Street intersection, and allocation of funds from the Landscape District Reserve for the project.

Maintenance Supervisor Janney presented a new staff recommended deferred landscape maintenance project. This project would include the rehabilitation of the median intersection in front of the Clayton Library similar to the concept plan the TLC previously accepted. That plan included the use of hardscape and decorative rocks and focal plantings. This concept minimizes the need for water/irrigation and maintenance costs. In addition the staff proposes to include the rehabilitation of the landscape area from this intersection to the Oakhurst Blvd/Center Street intersection. This stretch would be similar in appearance to the recently completed Oakhurst Blvd rehabilitation. It would utilize same type of groundcover, replacement of irrigation systems, use of hardscape and color focal points were appropriate (see conceptual plan attached). The TLC and the City Council had previously discussed and encouraged the use of perennial flowering color where appropriate, and this concept plan includes this direction. These medians already have existing hardscape (brick pavers) in the noses and around the lamps posts. Additionally the landscape section along the sidewalk on the west side would be in filled with plantings and irrigation repairs/upgrades made as needed.

Clayton Road is heavily traveled by Clayton residents and this project would enhance the entry to the downtown and the upcoming Clayton Fountain Landscape Project. There is currently projected to be \$484,000 in the Landscape District reserve funds at the end of the fiscal year which ends on June 30 2011. The District needs to have at least a \$250,000 reserve fund balance for cash flow and unanticipated emergencies. The estimated costs for this project would be \$115,000 (\$95,000 for the medians and \$15,000 for the areas adjacent to sidewalks). There are sufficient funds available to allocate to this project and still retain the appropriate reserves for the landscape district.

Maintenance Supervisor Janney responded to general questions and provided clarifications as requested by Committee members to the information presented.

Maintenance Supervisor Janney noted that this project process if recommended by the TLC would then need to have approval by the City Council. Additional plans and specs would need to be prepared and the project work scheduled for after the completed of the Clayton Fountain renovation work. It was important for staff to have at least TLC recommendation on this project so that it could be included in the draft budget preparation as a FY 2011/12 deferred project. Staff has a preliminary budget estimate of \$115,000. This may be a slight need to more based upon certain features that might have to be included such as for stormwater infiltration now being mandated by the State Regional Water Quality Control Board. The City is currently using these features, bioswales and infiltration planters as part of the Clayton Fountain renovation. Since this is new type of construction that cities do not have experience in the costs are estimates, and actual field conditions during construction may result in higher costs. Prior to initiating construction of the Clayton Road median renovation the staff would have completed the Clayton Fountain and have better cost information. Staff may increase the cost estimate as part of the draft budget if the TLC is interested in including this as a deferred project.

The Committee discussed their support however noted that this project would be done after the Clayton Fountain. It was important that the Clayton Fountain project move forward first. The TLC approval at this time would allow for the project to be included in upcoming draft budget preparation and allow staff time to develop more information needed to submit to the City Council for its approval at a later date. The TLC also discussed the need to complete plantings on the east side of the Clayton Road from the Daffodil Hill to CVS driveway, concurrent with if possible of the medians – that the new planting area should not be done before refurbishment of the existing median. Also supported the use of Redevelopment funds for such a project and to encourage staff and City Council to allocate given the recent attack on our cities re-development money by the State supports allocating the funds now.

Motion by Chair Pauline, seconded by Committee member Siegel, to include this project as a deferred project with funding from the landscape Maintenance District reserve funds (fund balance) and recommend staff move this project forward for City Council consideration when additional plans are completed and after the Clayton Fountain project. Motion passed (vote: 6-0).

(c) Consideration of extending Committee member terms to the end of the calendar year rather than current term end in June.

Note: This item was added as an urgency item to the agenda due to the need to bring this recommendation to the City Council promptly as member terms would be expiring in June and the City Clerk would typically have public announcement including newspaper notice of application consideration process in May, which would be prior to the next TLC meeting.

Motion by Chair Pauline, seconded by Committee member Erich, to add this item to the agenda as an urgency item. Motion passed (vote: 6-0).

Committee member Steiner discussed that it was difficult to understand and assist in the preparation of the Annual Report after just being selected to serve. The current terms start in June and the Annual Report is the first item of business that is then undertaken; and without having the prior budget background and goals as part of the budget a Committee member does not have a good background in the prior fiscal year District history. Chair Pauline agreed with the comments as he also came on the TLC in June and was not versed in the District background and thus was not able to assist in the preparation of the Annual Report. It was discussed that the only legal requirement of the TLC serving as the Citizens Oversight Committee for Measure B is the preparation of an Annual Report, and thus its importance. It was discussed that the Annual Report is to be a independent report of the Committee as to how the funds were spent and that the funds collected were spent in accordance with Measure B. Committee members discussed how having new members start at the beginning of the calendar year would allow them more time to understand the current fiscal year District budget and happenings; and thus would be better prepared and able to assist in the Annual Report preparation, as they would have six months to gain the information versus the current two months. In considering this all Committee members stated that if this would be enacted by the City Council they would all be willing to extend their service to the new end date of either December 2011, or December 2012 as applicable.

The committee also discussed the need to recruit more members to the TLC. Currently there are 5 people from our community serving on the committee. We will lose 3 at the end of this current term. We need at least three new members to fill these vacancies. Each member of the committee will actively go out and recruit new members.

Motion by Committee member Marshall, seconded by Chair Pauline to recommend to the City Council to change the end term to December rather than the current June. Motion passed: (vote 6-0).

(d) Selection of Meeting Dates for 2011

By consensus the Committee agreed to hold a mid May meeting date to allow for the review of the draft Landscape District Budget at the May meeting TLC subcommittee members selected to begin preparation of the Annual Report for the FY 2010/2011. The next meeting would be in August/September time frame once the draft Annual Report is completed by the Subcommittee. At the Aug/Sept meeting the Annual Report would be presented by the subcommittee to the full committee. At the Aug/Sept meeting the full committee would then review and accept or modify and forward the Annual Report to the City Council. It would likely be on the September City Council meeting. Thereafter unless other matters need the TLC attention the next meeting would be in January which would be after new members are appointed or re-appointed by the City Council, and would allow for a mid year District budget update. In essence there would be three meetings a year (January, May, Aug/Sept) unless other work items or matters needed to be scheduled.

6. CORRESPONDENCE –

- *Jan. 22, 2011 (Martha Garidia)*
- *Jan. 20, 2011 (Heidi VanWyk)*
- *Jan. 20, 2011 (Ted Meriam)*
- *Nov 18, 2010 (Bruce George)*
- *Nov. 17, 2010 (Leslie Howell)*
- *Nov. 8, 2010 (Luke Monroe)*
- *Sept. 24, 2010 (Rachel Levy)*

Committee members had no questions or comments on the correspondence.

7. COMMITTEE ITEMS

(a) Next/Future Clayton Pioneer TLC column ideas:

Committee Chair Siegel discussed having an unpaid volunteer coordinator that could work on the 'Adopt-a Trail' program. She noted that over time her job has gotten busier and other Committee members noted that they are also busy with their work. Having a volunteer that could make the calls, follow ups on perspective new adopters as well as renewals and getting paperwork and any on site meetings for their trail clean day would be helpful. Committee member Pauline noted that the work was not hard just time consuming. It was discussed that the unpaid volunteer coordinator could report to the Chair. There was general agreement by the Committee that they would like to pursue this. Committee member Marshall volunteered to prepare a draft announcement for the Pioneer about needing a unpaid volunteer coordinator.

Assistant to the City Manager Hoffmeister clarified that this would need to be something that staff reviewed and would need to either receive City Manager approval or City Council approval on. To start with a job or task description would need to be sent to staff. Committee member Siegel and Marshall indicated that the draft announcement could contain the information and they would send to city staff to get appropriate review and approval before sending into the Pioneer.

(b) Assignment of Committee Reports:

City Council February 1, 2011: - Chair Pauline would be able to attend.

(c) Future agendas to include:

- Adopt a Trail subcommittee status report.
- Consider establishing subcommittee for the FY 09/10 Annual Report preparation
- Status report of the deferred District maintenance projects
- Status of the Committee member terms
- Draft District budget review
- Status of the Irrigation Assessment project

(d) Future meeting dates:

The next meeting will be mid May when the draft District budget would be presented. It is targeted for May 16, but staff may not have sufficient time to obtain the needed financial information until May 23; May 30th is Memorial Day Holiday. It is expected that the City Council would have the draft Budget presentation at their June 7th meeting, with approval/adoption at their June 21 meeting. Therefore the TLC would need to review the draft budget prior to June 7th preferably, although it could be done between the June 7th and June 14th City Council meetings. Staff would send out an email with date in May once finance department has provided the needed financial information to schedule a meeting date.

(e) Committee member communications:

None.

(d) Staff Communications:

None.

8. ADJOURNMENT

Upon call by Chair Pauline, the meeting adjourned at 8:40 p.m.

Minutes prepared by:

Laura Hoffmeister, Asst. to the City Manager

APPROVED BY THE COMMITTEE

Jake Pauline, Chair

Agenda Date: 5/23/11

Agenda Item: 3(b)

City of Clayton Maintenance Staff
LANDSCAPE MAINTENANCE DISTRICT
STATUS REPORT
UPDATE
TRAILS & LANDSCAPING
PERIOD COVERING 1/24/11 to 5/23/11

- Spot spray herbicides and pull weeds in the Landscape District Citywide.
- Completed additional contract work on safety trimming of trees along Clayton Road from Peacock Drive to the Middle School that were hanging into the Trail.
- Trimmed all the median trees along Old Marsh Creek Road from Center Street to the Middle School, trimmed all median trees on Peacock Drive, and the north side of Oakhurst Drive from Eagle to Eagle Avenue.
- Completed the Oakhurst Road median bricking project with the spot planting of new ground cover and replacement trees
- Near Completion of the Marsh Creek Circle re-plant. Still have several trees to plant and some spot placement of shrubs around trees to be installed.
- Started the replant of the Water Fountain with completion by the beginning of June. Installed bio-filter planter areas and concrete mow strips and decorative moss rock boulders.
- Started to do our second Trim of the Landscape with Eagle Peak Avenue completed.
- Started to turn on irrigation systems and make irrigation repairs within the Landscape District City Wide.
- Started the weed abatement for fire control with the tilling of Hoyer Hill. Weed cutting behind homes and mowing will start after the threat of rain stops.



Agenda Date: 5/23/11

Agenda Item: 3(c)

Memo

To: Trails and Landscape Committee
From: Maintenance Staff
Date: May 23, 2011
Re: Status of the approved deferred Landscape Maintenance District Projects

1. Oakhurst Drive Median Project

The Oakhurst median project has been completed. The project included the following:

- 5,000 sq ft of brick pavers have been installed on the Oakhurst Drive medians
- New irrigation system was installed in the median between Eagle Peak Drive and Indian Head way. This included the relocation of the lateral line the installation of a bubbler system for the trees, the installation on 12 inch pop spray heads installed per new state/city water conservation regulations (inset from the curblin) .
- Completed the installation or replacement of 22 (15 gallon) 'Columbia' London Plane tress in the Oakhurst medians
- Removed dead and unhealthy ground cover/shrubs
- Completed the installation of new and infill planting of 1,800 (1 gallon) Coprosma Kirkii ground cover (in the Oakhurst medians (inset from the curblin per new state/city water conservation regulations).
- Completed the installation of bark top dressing on various locations in the Oakhurst Drive medians.

2. Marsh Creek Circle landscape replacement mitigation project

This project is 95% completed with the need to replace a few more trees and spot plant some more shrubs. Completion of all work is planned by the beginning of June. This project was for the screening of cars from Marsh Creek Road for the residents living along Marsh Creek Circle.

- Completed the installation of a 4 foot high by 75 feet long shielding fence (for car headlights of Oakhurst Blvd. into homes).
- Completed the trimming of all the existing trees within the replanting area
- Installation of 15 trees and over 200 (5-gallon) shrubs along the berm.
- Relocation of some of the sprinkler heads in from the curb to meet the Water Conversation Ordinance.

3. Keller Ridge replacement and trimming of street trees.

This project has become more complicated do to following; we found more plus larger trees needing removal. When these larger trees are removed they will cause more damage to the irrigation systems and surrounding plants then had been originally anticipated. Over the next few months the trees that need removal will be removed and the necessary irrigation repairs will be made after the tree removal. Then new trees and shrubs will be replaced with completion by late summer or early fall.

- All of the originally identified healthy trees were trimmed.
- The removal and replacement phase of apx. 40 unhealthy trees and replant with 'Columbia' London Plane trees.

4 Clayton Fountain Landscape renovation:

- City staff canceled contract with Landscape firm that was drawing up bid ready plans due to lapses in meeting deadlines.
 - City staff prepared the renovation plans and has started the work, some work is being contracted out.
 - City staff field selected decorative moss rock boulders.
 - Crews have placed decorative moss rock boulders on site.
 - Installed new irrigation systems that meets the Water Conservation Ordinance
 - Updates to the handicap ramps to meet ADA standards.
 - Installation of a bio-swale system to meet the clean water regulations.
 - The sub-contractor has started the installation of rock mow strips and will be installing the brick pavers within the next week.
 - The Cities crew will be planting the area over the next couple of weeks.
- Expected completion of the project by early June.

5 Deferred Tree Trimming

All work is completed for FY 2010/11. The annual District Budget allocates \$20,000 per year to address regular tree trimming. There were additional funds allocated as part of the deferred projects to do more trimming this past year to help reduce the backlog to preserve and improve the health of the trees in the District.

- Completed the trimming of all the median trees on Clayton Road and Marsh Creek Road from Oakhurst Drive to Regency Drive.
- Trimming and thinning of median trees ('Bradford' pears) along Old Marsh Creek Road is the next phase depending on funds available.
- Median Trees along old Marsh Creek Road from Center Street to the Middle School
- Median trees on Peacock Drive
- north side of Oakhurst Drive from Eagle Peak Drive to Eagle Peak Drive.
- Median trees along Oakhurst Blvd.

6 Clayton Greens Cul-de-sac replanting project (Jeffry Ranch Ct./ Caulfield Ct./Black Pointe Pl)

- Contacted Black Pointe Place homeowner representative. Black Pointe Place had supplemental maintenance by the homeowners with a written agreement with the city for many years. Because of the agreement the lawn in the cul-de-sac was maintained by watering from the homeowners own sources, and additional trimming etc is done by the homeowners. The representative of Black Pointe Pl., advised the city that they want to continue to the arrangement and no changes to the landscaping are needed in this area.
- Jeffry Ranch Pl., and Caulfield Ct. residents do not have any written agreement and during the drought when the city turned off the water on the lawns as they were not interested in providing supplemental watering and maintenance thus the lawns are dead. Consideration of replanting of the lawns to other plant materials (ground cover/shrubs and hardscape) and/or having the homeowners re-consider supplemental maintenance with written agreement is the next step. Over the next couple of months city maintenance staff will be making contact with the homeowners to set up a meeting to discuss the situation with them and options for their consideration on how they would like to proceed.
- Property owner names/addresses to Jeffry Ranch Pl and Caulfield Pl have been obtained.
- Letters to be mailed out to residents that live by the cul-de-sac islands of Jeffry Ranch Pl, and Caulfield Pl. to schedule a meeting on the options and the lawns future. Staff anticipates that the meeting will be held in June. If at the meeting the residents no longer want to maintain and keep the lawns the City will re-landscape with low maintenance shrubs. And city will maintain. Completion by summer/fall is expected on this project.

- 7 Median Demonstration Project – Clayton Road from Oakhurst Blvd. to old Marsh Creek Road
- The TLC approved at the January 24, 2011 meeting the project to be done with FY 2011/12 budget process using fund balance as part of the next deferred maintenance projects. Per the direction of the TLC this project will not commence until after the Clayton Fountain project is done and include the landscape area adjacent to the sidewalk (west side).
 - Staff has included the project in the proposed FY 11/12 budget as deferred maintenance.
 - Need to prepare detail plans and submit to City Council.
 - Anticipate time frame fall 2011-spring 2012.
- 8 Arterial Road infill planting project
- Oakhurst Blvd is completed as part of the median island renovation work.
 - The median island on Clayton Road from Oakhurst to old Marsh Creek Rd, and west side will be done as part of the deferred maintenance item above.
 - Started to upgrade irrigation along Clayton Road medians from Mitchell Canyon Road to El Camino Road for spot planting, this includes the installation of new larger irrigation valves and 12 inch sprinkler heads. The areas being targeted are the median noses with replacement of Crape Myrtles and ground cover.
 - Other areas targeted for infill spot planting is along Old Marsh Creek Road and parts along Clayton Road.



Agenda Date: 5/23/11

Agenda Item: 3(d)

Memo

To: Trails and Landscape Committee members

From: Laura Hoffmeister, Asst. to the City Manager

Meeting Date: May 23, 2011

Re: Trails and Landscape Committee member Term date change status

Background:

At the January 24, 2011 meeting the TLC added to the agenda, by unanimous vote as an urgency item, the consideration of modification of the term dates which ended in June to be changed to December 31st.

The TLC discussed the challenges and difficulties that appointments made mid- calendar year are given these two important tasks of the TLC. The timing of the appointments in July does not allow the member to become familiar with the budget and be able to readily and comfortably participate in the Annual Report research and preparation. The new TLC members noted that their appointment in July was not conducive to them understanding and helping in the Annual Report preparation and added to the longer time frame to complete. After discussion the TLC members strongly felt that changing the term date to coincide with the calendar year would help them in completing their duties.

The TLC members unanimously recommended that the City Council approve a change to the terms so that they would end December 31st. All members were also in agreement to continue to the December 31st, should the City Council approve the request. The year would not be changed, so in essence each member would be serving 6 months longer in their current term.

Staff prepared the necessary report and resolution for the City Council's March 15, 2011 meeting. At this meeting the City Council accepted the recommendation of the TLC and approved the resolution changing the dates of the member's terms to December 31st with all current members extended by 6 months.

Attached is an updated TLC Roster Sheet with the updated term time frames for each member; the approved Resolution and minutes of the City Council meeting making the approval. (Also attached is the report information presented to the City Council). The City Clerk will do advertisement of applications in the local Pioneer newspaper in October/November. The City Council will conduct interviews if needed in November/December with appointment made in December. New members first meeting would then be in January for the mid year update.

COMMITTEE ROSTER

Rev. 3/21/2011

TRAILS AND LANDSCAPING COMMITTEE

Robert Erich
1044 Pebble Beach Drive
Clayton, CA 94517
(925) 946-0371
email: erichlaw@mac.com
(term: June 2009 - December 2011)

Lorraine Mole
1080 Mitchell Canyon Rd.
Clayton, CA 94517
(925) 672-4137 (business): (415) 995-5196
email: lmole@hansonbridgett.com
(term: June 2009 - December 2011)

Virginia Siegel (Chair)
1074 Mitchell Canyon Road
Clayton, CA 94517
(c) (925) 525-9855 (business): (925) 689-6700
email: Virginia@onsitehealthandsafety.com
(term: June 2009- December 2011)

Kelly Marshall
617 W. Myrick Court
Clayton, CA 94517
(925) 524-0864 (business): (925) 914-0327
email: kmgardendesign@att.net
(term: June 2010 - December 2012)

Jake Pauline
5833 Verna Way East
Clayton, CA 94517
(925) 672-6808 (business): (925) 777-3440
email: Jake@blackdiamondelectric.com
(term: June 2010 - December 2012)

Bob Steiner
4701 Morgan Territory Road
Clayton, CA 94517
(925) 672-4642 (business): (925) 672-5854
email: rws32@earthlink.com
(term: June 2010- December 2012)

CITY PERSONNEL

Gary Napper, City Manager
6000 Heritage Trail
Clayton, CA 94517
(925) 673-7300
email: gnapper@ci.clayton.ca.us

Laura Hoffmeister, Assistant to the City Manager
6000 Heritage Trail
Clayton, CA 94517
(925) 673-7308
email: lhoffmeister@ci.clayton.ca.us

Laci Jackson, City Clerk
6000 Heritage Trail
Clayton, CA 94517
(925) 673-7304
email: ljackson@ci.clayton.ca.us

Hank Stratford, Mayor (Council Liaison)
140 Mt. Etna Drive
Clayton, CA 94517
(925) 672-9200; (cell) 925.683-1301
email: hank_stratford@yahoo.com

John Johnston, Maintenance Supervisor
6000 Heritage Trail
Clayton, CA 94517
(925) 673-7326
johnston@ci.clayton.ca.us

Mark Janney, Maintenance Supervisor
6000 Heritage Trail
Clayton, CA 94517
(925) 673-7327
email: mjanney@ci.clayton.ca.us

RESOLUTION NO. 04-2011

A RESOLUTION AMENDING THE ENDING DATE TO DECEMBER 31 OF THE TERM OF OFFICE FOR MEMBERS OF TRAILS AND LANDSCAPE COMMITTEE (THE CITIZENS' OVERSIGHT COMMITTEE) TO THE CITYWIDE LANDSCAPE MAINTENACE DISTRICT (CFD 2007-1) AND EXTENDING THE CURRENT MEMBERS TERM ACCORDINGLY

**THE CITY COUNCIL
City of Clayton, California**

WHEREAS, by resolution No. 08-2006 adopted on February 21, 2006, the Clayton City Council established and appointed a permanent citizens' advisory committee entitled "Trails and Landscaping Committee" for the 1997 Citywide Landscape Maintenance District (CFD 1997-1); and

WHEREAS, the City of Clayton, set forth in Resolution No 08-2006 that the terms of the TLC members shall be an overlapping two year term of office for each member, ending June 30th.

WHEREAS, the Trails and Landscape Committee members have been operational for almost four years and have experienced practical timing issues with their terms ending on June 30th; and

WHEREAS, at their January 24, 2011 meeting the Trails and Landscape Committee members discussed options to better allow newly appointed members to participate in their tasks especially the Landscape Budget Review of the Landscape District and the preparation and presentation of the Annual Report for the Landscape District; and

WHEREAS, at their January 24, 2011 meeting the Trails and Landscape Committee members unanimously recommended that the City Council modify the terms so that each members term of office would coincide with the end of the calendar year, December 31st; and

WHEREAS, each currently appointed TLC member is willing to extend their current service by six months to Dec 31st; and

WHEREAS, the City Council considered the request of the TLC members at their public meeting of March 15, 2011.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Clayton, California does hereby amend Resolution No 38-2007 such that all terms of office for the Trails and Landscape Committee shall end on December 31st, all terms shall continue to

have overlapping two year term of office for each of the positions.

BE IT FURTHER RESOLVED, that the City Council of Clayton, California, does hereby extend the term of office to each of the current TLC members so that their term shall end in December 31st for the time period for which they are presently appointed.


Adopted by the City Council of the City of Clayton, California at a regular meeting of thereof held on March 15, 2011, by the following vote:

AYES: Mayor Shuey, Vice Mayor Geller, Councilmembers Medrano, Pierce and Stratford.

NOES: None.

ABSENT: None.

ABSTAIN: None.



David T. Shuey, Mayor

ATTEST:



Laci J. Jackson, City Clerk

I hereby certify that the foregoing resolution was duly and regularly passed by the City Council of the City of Clayton at a regular meeting held on March 15, 2011.



Laci J. Jackson, City Clerk

Reso tlc member term change

**MINUTES
OF THE
REGULAR MEETING
CLAYTON CITY COUNCIL**

TUESDAY, March 15, 2011

1. **CALL TO ORDER & ROLL CALL** – The meeting was called to order at 7:04 p.m. by Vice Mayor Geller in Hoyer Hall of the Clayton Community Library, 6125 Clayton Road, Clayton, CA. Councilmembers present: Mayor Shuey (arrived at 7:09 p.m.), Vice Mayor Geller, Councilmembers Medrano, Pierce, and Stratford. Staff present: Assistant to the City Manager Laura Hoffmeister, Assistant City Attorney Maury Huguet, Community Development Director David Woltering, and City Clerk Laci Jackson.

2. **CLOSED SESSION-** The Assistant to the City Manager stated the Closed Session was cancelled.

(a) *Government Code Section 54957.6.*, Conference with Labor Negotiator
Instructions to City-designated negotiator: City Manager
Employee Organization: Clayton Police Officers Association (CPOA)

3. **PLEDGE OF ALLEGIANCE** – led by Vice Mayor Geller.

4. **CONSENT CALENDAR-**

Vice Mayor Geller asked for Item 4(f) to be pulled for discussion. He asked the City Clerk why only new employees were to be fingerprinted and why the City could not provide their own Livescan fingerprint services.

The City Clerk responded that many current employees were hired long ago and had been fingerprinted as part of their employment background checks. She stated all Police Department personnel and volunteers were fingerprinted. She stated the majority of the employees to be fingerprinted would be temporary and seasonal maintenance workers and any new administrative or maintenance staff. She also indicated the cost to re-fingerprint current employees would be high. Lastly, she stated the City of Concord has the Livescan machine and people who are trained to administer the fingerprinting, the City of Clayton does not own the Livescan machine or have anyone trained to use the equipment.

It was moved by Councilmember Stratford seconded by Councilmember Pierce to approve the Consent Calendar as submitted (Passed; 5-0 vote).

(a) Approved the minutes of the regular meeting of March 1, 2011.

(b) Approved Financial Demands and Obligations of the City.

(c) Adopted Resolution 03-2011 approving the terms of purchase and authorizing payment for and acceptance of an easement deed from the Mt. Diablo Unified School District for construction and use of a public driveway and appurtenant drainage facilities adjacent to the Diablo View Middle School and Clayton Community Gymnasium in association with the Clayton Community Park parking lot expansion project (CIP No. 10413).

(d) Adopted Resolution 04-2011 modifying the terms of appointed office for Trails and Landscaping Committee members to end on calendar year basis rather than the current fiscal year term.



Approved:

Gary A. Napper
City Manager/Executive Director

STAFF REPORT

Agenda Date: 3-15-11

Agenda Item: 4d

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: Laura Hoffmeister, Assistant to the City Manager 

DATE: March 15, 2011

SUBJECT: Consideration of Resolution to approve request from Trails and Landscaping Committee to modify the overlapping terms of office to end on December 31st.

RECOMMENDATION

Staff recommends the City Council receive public comments; adopt the attached Resolution No. __-2011, approving modification to the ending term of the Trails and Landscape Committee members to be the end of the calendar year, December 31.

BACKGROUND

In August 2007 the City Council adopted Resolution 38-2007, which established the Trails and Landscape Committee (Citizens oversight Committee for Measure B, Citywide Landscape District). The action of the City Council contained in the resolution established that each member would be for overlapping two year terms, ending in June 30th.

DISCUSSION

The Trails and Landscape Committee has been in existence for almost 4 years. Two of the TLC duties are the review and recommendation of the Landscape District Budget to the City Council (done in May) and the preparation and presentation of the Annual Report of the activity of the Landscape Maintenance District (done in August/September).

Since 2009 the TLC has had several new appointments. The new members start in July and are not a part of the budget review process. They are however expected to participate in the preparation of the Annual Report, which occurs starting in August/Sept. At their January meeting the TLC discussed the challenges and difficulties that appointments made mid- calendar year are given these two important tasks of the TLC. The timing of the appointments in July does not allow the member to become familiar with the budget and be able to readily and comfortably participate in the Annual Report research and preparation. The new TLC members noted that their appointment in July was not conducive to them understanding and helping in the Annual Report preparation and added to the loner time frame to complete. After discussion the TLC members

Subject: Resolution approving modification to the ending term of the Trails and Landscape Committee members to the end of the calendar year, December 31.

Date: March 15, 2011

Page 2 of 2

strongly felt that changing the term date to coincide with the calendar year would help them in completing their duties.

The TLC members unanimously recommended that the City Council approve a change to the terms so that they would end December 31st. All members were also in agreement to continue to the December 31st, should the City Council approve the request. The year would not be changed, so in essence each member would be serving 6 months longer in their current term.

City staff is in agreement that the change to term ending December 31st would be better as reasoned by the TLC members.

RECOMMENDATION

Adopt the attached Resolution No. __-2011, approving modification to the ending term of the Trails and Landscape Committee members to be the end of the calendar year, December 31.

Attachments:

1. Resolution No. __-2011
2. Current TLC Committee Roster
2. Resolution No. 38-2007
3. Resolution No. 08-2006

RESOLUTION NO. __-2011

A RESOLUTION AMENDING THE ENDING DATE TO DECEMBER 31 OF THE TERM OF OFFICE FOR MEMBERS OF TRAILS AND LANDSCAPE COMMITTEE (THE CITIZENS' OVERSIGHT COMMITTEE) TO THE CITYWIDE LANDSCAPE MAINTENANCE DISTRICT (CFD 2007-1) AND EXTENDING THE CURRENT MEMBERS TERM ACCORDINGLY

**THE CITY COUNCIL
City of Clayton, California**

WHEREAS, by resolution No. 08-2006 adopted on February 21, 2006, the Clayton City Council established and appointed a permanent citizens' advisory committee entitled "Trails and Landscaping Committee" for the 1997 Citywide Landscape Maintenance District (CFD 1997-1); and

WHEREAS, the City of Clayton, set forth in Resolution No 08-2006 that the terms of the TLC members shall be an overlapping two year term of office for each member, ending June 30th.

WHEREAS, the Trails and Landscape Committee members have been operational for almost four years and have experienced practical timing issues with their terms ending on June 30th; and

WHEREAS, at their January 24, 2011 meeting the Trails and Landscape Committee members discussed options to better allow newly appointed members to participate in their tasks especially the Landscape Budget Review of the Landscape District and the preparation and presentation of the Annual Report for the Landscape District; and

WHEREAS, at their January 24, 2011 meeting the Trails and Landscape Committee members unanimously recommended that the City Council modify the terms so that each members term of office would coincide with the end of the calendar year, December 31st; and

WHEREAS, each currently appointed TLC member is willing to extend their current service by six months to Dec 31st; and

WHEREAS, the City Council considered the request of the TLC members at their public meeting of March 15, 2011.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Clayton, California does hereby amend Resolution No 38-2007 such that all terms of office for the Trails and Landscape Committee shall end on December 31st, all terms shall continue to have overlapping two year term of office for each of the positions.

BE IT FURTHER RESOLVED, that the City Council of Clayton, California, does hereby extend the term of office to each of the current TLC members so that their term shall end in December 31st for the time period for which they are presently appointed.

Adopted by the City Council of the City of Clayton, California at a regular meeting of thereof held on March 15, 2011, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

David T. Shuey, Mayor

Laci J. Jackson, City Clerk

I hereby certify that the foregoing resolution was duly and regularly passed by the City Council of the City of Clayton at a regular meeting held on March 15, 2011.

Laci J. Jackson, City Clerk

Reso tlc member term change

COMMITTEE ROSTER

Rev. 7/21/10

TRAILS AND LANDSCAPING COMMITTEE

Robert Erich
1044 Pebble Beach Drive
Clayton, CA 94517
(925) 946-0371
email: erichlaw@mac.com
(term: June 2009 - 2011)

Kelly Marshall
617 W. Myrick Court
Clayton, CA 94517
(925) 524-0864 (business): (925) 914-0327
email: kmgardendesign@att.net
(term: June 2010 – June 2012)

Lorraine Mole
1080 Mitchell Canyon Rd.
Clayton, CA 94517
(925) 672-4137 (business): (415) 995-5196
email: lmole@hansonbridgett.com
(term: June 2009 - June 2011)

Jake Pauline
5833 Verna Way East
Clayton, CA 94517
(925) 672-6808 (business): (925) 777-3440
email: Jake@blackdiamondelectric.com
(term: June 2010 – June 2012)

Virginia Siegel (Chair)
1074 Mitchell Canyon Road
Clayton, CA 94517
(c) (925) 525-9855 (business): (925) 689-6700
email: Virginia@onsitehealthandsafety.com
(term: June 2009- June 2011)

Bob Steiner
4701 Morgan Territory Road
Clayton, CA 94517
(925) 672-4642 (business): (925) 672-5854
email: rws32@earthlink.com
(term: June 2010- June 2012)

CITY PERSONNEL

Gary Napper, City Manager
6000 Heritage Trail
Clayton, CA 94517
(925) 673-7300
email: gnapper@ci.clayton.ca.us

Hank Stratford, Vice Mayor (Council Liaison)
140 Mt. Etna Drive
Clayton, CA 94517
(925) 672-9200; (cell) 925.683-1301
email: hank_stratford@yahoo.com

Laura Hoffmeister, Assistant to the City Manager
6000 Heritage Trail
Clayton, CA 94517
(925) 673-7308
email: lhoffmeister@ci.clayton.ca.us

John Johnston, Maintenance Supervisor
6000 Heritage Trail
Clayton, CA 94517
(925) 673-7326
jjohnston@ci.clayton.ca.us

Laci Jackson, City Clerk
6000 Heritage Trail
Clayton, CA 94517
(925) 673-7304
email: ljackson@ci.clayton.ca.us

Mark Janney, Maintenance Supervisor
6000 Heritage Trail
Clayton, CA 94517
(925) 673-7327
email: mjanney@ci.clayton.ca.us

RESOLUTION NO. 38- 2007

**A RESOLUTION APPOINTING THE ELEVEN MEMBER TRAILS
AND LANDSCAPING COMMITTEE TO SERVE AS THE CITIZENS'
OVERSIGHT COMMITTEE TO THE CITYWIDE LANDSCAPE
MAINTENANCE DISTRICT (CFD 2007-1)**

**THE CITY COUNCIL
City of Clayton, California**

WHEREAS, by Resolution No. 08-2006 adopted on 21 February 2006, the Clayton City Council established and appointed a permanent citizens' advisory committee entitled "Trails and Landscaping Committee" for the 1997 Citywide Landscape Maintenance District (CFD 1997-1); and

WHEREAS, said citizens committee met regularly during 2006 and into 2007 reviewing matters related to priorities, public outreach, maintenance standards, citizen complaints, and related operations of the Landscape Maintenance District and did recommend to the City Council a ballot measure for replacement of the expiring 1997 District; and

WHEREAS, the proposed local ballot measure (Measure "B") was subsequently placed before the Clayton electorate at a special municipal election held on 05 June 2007 for voter consideration of a replacement Citywide Landscape Maintenance District (CFD 2007-1) for a period of ten (10) years (July 2007 through June 2017); and

WHEREAS, city voters overwhelmingly approved Measure "B" by an 83% affirmative vote and provisions of the replacement Citywide Landscape Maintenance District (CFD 2007-1) specify a citizens' oversight committee shall be constituted by the Clayton City Council to advise the City Council and staff concerning budget, priorities and proper level of landscape care and maintenance for the District; and

WHEREAS, following the successful passage of Measure "B" in June 2007, four (4) members of the existing Trails and Landscaping Committee opted to either allow their term of appointed office to expire on 30 June 2007 or to end their lengthy participation on the citizens advisory committee; and

WHEREAS, it is necessary for the Clayton City Council to formally and officially appoint the remaining eleven (11) members of the Trails and Landscaping Committee as the incumbent citizens' oversight committee for the Citywide Landscape Maintenance District (CFD 2007-1) and to establish terms of office thereof.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Clayton, California does hereby appoint the existing Trails and Landscaping Committee comprised of up to eleven (11) citizen members as the citizens oversight committee for the Citywide Landscape Maintenance District (CFD 2007-1); and

BE IT FURTHER RESOLVED that the City Council does herewith confirm the appointment of the following citizens to the Trails and Landscaping Committee, to serve at the pleasure of the City Council without stipend or compensation, with an overlapping two (2) year term of office for each of the eleven (11) positions:

<u>Member</u>	<u>Term of Office Expires</u>
JoAnn Caspar	30 June 2008
Victor Geisler	30 June 2008
Jerry Kosel	30 June 2008
Kelly Marshall	30 June 2008
Jerry Zimmerman	30 June 2008
Candace Bass	30 June 2009
David Disend	30 June 2009
David Johnson	30 June 2009
Dan Richardson	30 June 2009
Virginia Siegel	30 June 2009
Bill Vineyard	30 June 2009

The Vice Mayor of the Clayton City Council shall continue to serve as the City Council's non-voting representative to the Committee in an ex-officio liaison capacity; and

BE IT FURTHER RESOLVED that all assigned duties and oversight responsibilities of the Trails and Landscaping Committee as outlined in City Resolution No. 08-2006 and in Measure B (CFD 2007-1) do hereby remain in full force and effect.

PASSED, APPROVED AND ADOPTED by the City Council of Clayton, California at a regular public meeting thereof held the 7th day of August 2007 by the following vote:

- AYES: Mayor Walcutt, Vice Mayor Manning, Councilmembers Pierce and Stratford.
- NOES: None.
- ABSTAIN: None.
- ABSENT: Councilmember Shuey.

THE CITY COUNCL OF CLAYTON, CA

W R Walcutt
William R. Walcutt, Mayor

ATTEST:

Laci J. Jackson
Laci J. Jackson, City Clerk

RESOLUTION NO. 08-2006

**A RESOLUTION ESTABLISHING AND APPOINTING A PERMANENT
CITIZENS' ADVISORY COMMITTEE ENTITLED "TRAILS AND
LANDSCAPING COMMITTEE" FOR THE 1997 CITYWIDE
LANDSCAPE MAINTENANCE DISTRICT**

**THE CITY COUNCIL
City of Clayton, California**

WHEREAS, in 1997 the voters of Clayton, California approved the formation of Community Facilities District 1997-1 to provide special parcel tax revenues for the maintenance of public roadway landscaping, open space and trail system improvements within the City of Clayton; and

WHEREAS, this District known as the "Citywide Landscape Maintenance District" was authorized by voters for a time period of ten (10) years to expire in 2007 unless otherwise approved or re-authorized by another affirmative vote of the local electorate; and

WHEREAS, in December 2003 the Clayton City Council created an ad-hoc citizens' advisory committee of fifteen (15) members for *"... the express purpose of developing and recommending to the City Council a strategic plan to guide the Citywide Landscape Maintenance District functions in the remaining four (4) years of its inaugural existence and to recommend modifications and/or options to sustain and enhance the District's operations presently and in preparation for voter reauthorization..."* of the District; and

WHEREAS, the Blue Ribbon Landscape Committee did subsequently tender a written Strategic Plan to the City Council in January 2005 that culminated in the submittal of Measure "M" to the local electorate on the November 2005 ballot for renewal of the District for an additional fifteen (15) years at an increased per parcel special tax rate; and

WHEREAS, city voters rejected Measure "M" in 2005 yet the Citywide Landscape Maintenance District remains in purpose until July 2007 and its operations and functions can still benefit from citizens' perspectives, critiques and input concerning its current standard of maintenance, improvement and reauthorization status; and

WHEREAS, with its assigned mission accomplished the ad-hoc Blue Ribbon Landscape Committee has now been disbanded the City Council in favor of establishing a permanent citizens' advisory committee to advise the City Council and City staff on matters related to the operation of the 1997 Citywide Landscape Maintenance District.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Clayton, California does hereby establish a permanent citizens advisory committee for the 1997 Citywide Landscape Maintenance District with a membership of up to fifteen (15) members appointed by the City Council and to be known as the "Trails and Landscaping Committee"; and

BE IT FURTHER RESOLVED that the Trails and Landscaping Committee will serve in an advisory capacity to the City Council on matters related to the operation and renewal of the 1997 Citywide Landscape Maintenance District to include, but not be limited to, the following assigned duties and responsibilities:

- a. Serve as the principal citizens' advisory group to the City Council and city manager pertaining to public roadway landscaping, trails system, the Clayton Fountain, and open space weed abatement services and infrastructure.
- b. Review and recommend policies and practices to the City Council and city manager concerning the care, maintenance, repair, replacement and improvement of the District's assets and infrastructures.
- c. Prepare a public Annual Report to the City Council regarding activities, maintenance and financial status of the District.
- d. Review and recommend an annual District Budget to the City Council prior to the commencement of each fiscal year (July – June).
- e. Assist the City and its staff in the development and recommendation to the City Council of landscaping and system improvements in the District.
- f. Consider and make recommendations to the City Council for the renewal or extension of the Citywide Landscape Maintenance District by the local electorate prior to the District's scheduled expiration in July 2007.
- g. Seek and consider citizen and business person input regarding the daily and future operations and maintenance practices of the District.
- h. Perform other such duties as may be assigned from time to time by the City Council; and

BE IT FURTHER RESOLVED that the City Council does herewith appoint the following individuals to the Trails and Landscaping Committee to serve at the pleasure of the City Council without stipend or compensation during the specified terms of office:

<u>Member</u>	<u>Term of Office Expires</u>
Candace Bass	30 June 2007
Ben Jay	30 June 2007
Howard Kaplan	30 June 2007
Linda Pinder	30 June 2007
Dan Richardson	30 June 2007
Bill Vineyard	30 June 2007
Memory Woodard	30 June 2007
JoAnn Caspar	30 June 2008
Jerry Kosel	30 June 2008
Ve'Laine Manion	30 June 2008
Sandra Watson	30 June 2008
Jerry Zimmerman	30 June 2008

The Vice Mayor of the Clayton City Council shall also serve as the City Council's representative to the Committee in an ex-officio liaison capacity; and

BE IT FURTHER RESOLVED that the City Manager is hereby instructed to provide staffing and support services appropriate to the Committee and to schedule regular Committee meetings as often as necessary to assist in and facilitate the Committee's deliberations and fulfillment of its assigned duties and responsibilities.

PASSED, APPROVED AND ADOPTED by the City Council of Clayton, California at a regular meeting thereof held the 21st day of February 2006 by the following vote:

AYES: Councilmember Laurence, Manning, Pierce, Vice Mayor Walcutt and Mayor Shuey.

NOES: None.

ABSTAIN: None.

ABSENT: None.

THE CITY COUNCIL OF CLAYTON, CA



DAVID T. SHUEY, Mayor

ATTEST:



Rhonda K. Basore, City Clerk

Adopt a Trail updated as of 5/1/11

Adopters/Revenues

<u>Name</u>	<u>Sponsor Type</u>	<u>Trail Section</u>	<u>Amount Recvd</u>	<u>Date \$ Recvd</u>	<u>Ag. recvd</u>	<u>Start Date</u>	<u>Renewal Date</u>
Pauline Family Black Diamond Electric	Volunteer Labor Financial	Cardinet Trail (Library - Lydia Ln Pk) Cardinet Trail (Library - Lydia Ln Pk)	\$200 \$1000	2/1/2011 2/1/2011	Yes	3/1/2011 3/1/2011	3/1/2012 3/1/2012
Passport2Clayton (P2C) Passport2Clayton (P2C)	Volunteer Labor Financial Sponsor	Bruce Lee Trail (Upper Easley Trail) Bruce Lee Trail (Upper Easley Trail)	\$200 \$1000	2/1/2011 2/1/2011	Yes	3/1/2011 3/1/2011	
Employees of CD Federal Credit Union Discovery Builders	Volunteer Labor Financial Sponsor	Blue Oak Trail Blue Oak Trail	\$200 \$1000	2/9/2011 2/17/2011	Yes	3/1/2011 3/1/2011	3/1/2012 3/1/2012
Kinder Care (Knowledge Learning Center) <u>Available</u>	Volunteer Labor Financial Sponsor	Lower Easley Trail Lower Easley Trail	\$200	4/14/2009		5/1/2009	not recvd
BSA Troops 262 & 284 <u>Available</u>	Volunteer Labor Financial Sponsor	Donner Creek Trail Donner Creek Trail	\$200	7/28/2009	Yes	7/1/2009	not recvd
GSA Troops 30429 & 31895 CBCA	Volunteer Labor Financial Sponsor	Cardinet Trail (Lydia Ln Pk - Westwood Pk) Cardinet Trail (Lydia Ln Pk - Westwood Pk)	\$200 (from CBCA) \$1000	8/7/2009 8/7/2009	Yes	8/4/2009 8/4/2009	not recvd
Dave Pauline Banister Electric	Volunteer Labor Financial Sponsor	unknown unknown	\$200 \$1000	2/1/2011 2/1/2011	Yes	3/1/2011 3/1/2011	
Siegel Family Diablo Ford	Volunteer Labor Financial Sponsor	unknown unknown	\$200 \$1000	2/1/2011 2/1/2011	Yes	3/1/2011 3/1/2011	

Adopt a Trail Expenses

<u>Date</u>	<u>purpose</u>	<u>Amount</u>
3/8/2009	19.5 hrs maintenance temp labor make/ install signs	\$219.00
4/17/2009	materials for sign posts	\$1527.34
6/23/2009	signs printing (bay area barricade)	\$98.87
6/30/2009	t-shirts	\$289.51
8/9/2009	wood for future sign posts (Dolan's Lumber)	\$595.15
8/9/2009	sign printing (Bay Area Barricade)	\$10.93
5/14/10	Clayton Pioneer Ad	\$200.00
Total Expenses to date		\$2940.08
Renewal and New as of 2/1/11		\$5050
Prior balance		\$4200

5/1/2011 Account Balance: \$4200 - \$2940.08 + 5050 = **\$6309.92**

Agenda Date: 5/23/11
Agenda Item: 4(a)

Agenda Date: 5/23/11

Agenda Item: 4(b)



Memo

To: Trails and Landscape Committee

From: Assistant to the City Manager

Date: May 23 2011

Re: Status Report on unpaid volunteer coordinator idea for Adopt-a-Trail

At the January 24, 2011 meeting the TLC members suggested that an unpaid volunteer coordinator might be desirable to assist with the Adopt-a Trail program. A subcommittee of Committee members Marshall and Siegel would work further on this idea and prepare a draft ad of the position and send it to City staff for review and determination on how to proceed prior to submitting to the Pioneer as an advertisement.

A draft advertisement was submitted to city staff and reviewed by the City Manager who determined that more information was needed and the request. All the details of tasks, responsibilities, supervision, and justification would need to be submitted by the TLC to the City Council for authorization of the unpaid volunteer coordinator.

This information was supplied to the subcommittee members who after discussion determined that with upcoming recruitment for new TLC members the advertisement might be able to include the Adopt-a-Trail program as a part of the tasks and the City Council can also seek out applicants that have time and interest in Adopt-a-Trail as part of the TLC interview applicant review process.

Staff has attached the email of the communication between the subcommittee and staff related to this for information.

At this time it is staffs understanding that no further action is being pursued unless the TLC would like to prepare the needed information and submit to the City Council for its consideration.

Laura Hoffmeister

From: Virginia Siegel [virginia@onsitehealthandsafety.com]
Sent: Tuesday, March 08, 2011 12:57 PM
To: lhoffmeister@ci.clayton.ca.us; Jason Pauline; Kelly Marshall; Robert Steiner; Hank Stratford; Lorraine V. Mole; erichlaw@mac.com
Subject: RE: update info on status of TLC items

We've been talking about this in our subcommittee, and have considered amending our plan. We are going to have to do an outreach for new TLC members soon, because there are at least two (maybe three?) of us that will be finished at the end of the year. This volunteer position will be a TLC member position, just one with specific duties, specifically involving work on the Adopt-A-trail program. Perhaps with that approach, it will be a simpler process... we can put the description for the Adopt-t-trail person in with the wording advertising for TLC members. What do you think?

From: Laura Hoffmeister [mailto:lhoffmeister@ci.clayton.ca.us]
Sent: Monday, March 07, 2011 1:57 PM
To: Virginia Siegel; 'Jason Pauline'; 'Kelly Marshall'; 'Robert Steiner'; 'Hank Stratford'; 'Lorraine V. Mole'; erichlaw@mac.com
Subject: update info on status of TLC items

I will have the item on the next city council meeting for the modification of the expiration dates of the TLC members – Hank and Jake briefed the council on what this would be about at a prior city council meeting. the city council indicated they were comfortable with staff to pursue preparing the necessary report/resolution for the city council to take action on – the City council meeting will be March 15 – either or the City Clerk will email out to all the TLC members after this meeting advising of the action taken and expiration of term date change

I still have not received any further information from any TLC member regarding the “volunteer coordinator” volunteer – idea—
Below is the info I sent out on the volunteer position on Feb 9, 2011

In order for the City Council to consider this request a proposed job (unpaid) description would need to be prepared by the TLC subcommittee– the job description would need to be clear as to the tasks the person is to be responsible for, to whom they would report, and where they would work (ie: out of their home ??) also who would interview the person(s) and make the selection, this would also need to be included the TLC subcommittee write up to the city council.

The draft description can be an attachment to the subcommittee report/memo to the city council. The memo will in addition to the above explain reasoning for the position why the work can not be done by the TLC members etc.

Once the draft information prepared and submitted by the TLC subcommittee to city staff it will be reviewed by the City Manager to verify that it is complete and ready for consideration by the City Council. The City Manager will then identify based upon other agenda report priorities when to schedule to the city council, sorry I can not be more specific at this time. In general if not any other conflicting priorities once the city manager determines the report and information is complete enough to forward to the city council for consideration it could be 2-4 weeks after the materials determined complete.

So obviously the sooner the subcommittee submits a draft of its report and job description the sooner it could be reviewed and then scheduled.

Laura Hoffmeister
Asst. to the City Manager - City of Clayton

Laura Hoffmeister

From: Laura Hoffmeister [lhoffmeister@ci.clayton.ca.us]**Sent:** Wednesday, February 09, 2011 4:11 PM**To:** 'Virginia Siegel'**Cc:** 'Kelly Marshall'; 'Jason Pauline'**Subject:** RE: Pioneer ads

In order for the City Council to consider this request a proposed job (unpaid) description would need to be prepared by the TLC subcommittee— the job description would need to be clear as to the tasks the person is to be responsible for, to whom they would report, and where they would work (ie: out of their home ??) also who would interview the person(s) and make the selection, this would also need to be included the TLC subcommittee write up to the city council.

The draft description can be an attachment to the subcommittee report/memo to the city council. The memo will in addition to the above explain reasoning for the position why the work can not be done by the TLC members etc.

Once the draft information prepared and submitted by the TLC subcommittee to city staff it will be reviewed by the City Manager to verify that it is complete and ready for consideration by the City Council. The City Manager will then identify based upon other agenda report priorities when to schedule to the city council, sorry I can not be more specific at this time. In general if not any other conflicting priorities once the city manager determines the report and information is complete enough to forward to the city council for consideration it could be 2-4 weeks after the materials determined complete.

So obviously the sooner the subcommittee submits a draft of its report and job description the sooner it could be reviewed and then scheduled.

Laura Hoffmeister
Asst. to the City Manager - City of Clayton

LHoffmeister@ci.clayton.ca.us

City of Clayton
6000 Heritage Trail
Clayton CA 94517

925-673-7308 (ph/vm)
925-672-4917 (fax)

From: Virginia Siegel [mailto:virginia@onsitehealthandsafety.com]**Sent:** Tuesday, February 08, 2011 9:12 AM**To:** lhoffmeister@ci.clayton.ca.us**Cc:** Kelly Marshall; Jason Pauline**Subject:** RE: Pioneer ads

Thank you Laura, for the quick response.

What is the date of the next City Council meeting during which we could be on the agenda to present our request for a volunteer?

VS

5/19/2011

From: Laura Hoffmeister [mailto:lhoffmeister@ci.clayton.ca.us]
Sent: Monday, February 07, 2011 6:22 PM
To: Virginia Siegel
Cc: 'Kelly Marshall'; 'Jason Pauline'
Subject: RE: Pioneer ads

Virginia, Kelly, and Jake : I reviewed the volunteer ad with Gary Napper (City Manager) and the idea of having a non paid volunteer will need to be approved by the City Council at a city council meeting – additionally in order for the City Council to consider this request a proposed job (unpaid) description would need to be prepared by the TLC or subcommittee of it – the job description would need to be clear as to the tasks the person is to be responsible for, to whom they would report, and where they would work (ie: out of their home ??) also who would interview the person(s) and make the selection, this would also need to be included in the write up to the city council.

Once this information is drafted by the TLC subcommittee it can be reviewed by the entire body if needed; or as I understood the discussion there was a subcommittee established at the last meeting of Virginia, Kelly and Jake, to follow up on the non paid volunteer adopt a trail coordinator – and you three could work on this and when draft completed we can then schedule something for the City Council meeting and include the information into their packet and a TLC subcommittee member would provide an oral report at that meeting as to the request etc.

As to the other ad – thank you- for the new and returning adopt a trail members – that can be done without city council action – however if done as a paid ad the funds would come from the adopt a trail funds – you might want to see if this is something that could be worked into an article into the newspaper which could include highlights of the annual report (which has been done in the past years) now that it has been accepted by the City Council – this way it would not take away funds from the adopt a trail --

Laura Hoffmeister
Asst. to the City Manager - City of Clayton

LHoffmeister@ci.clayton.ca.us

City of Clayton
6000 Heritage Trail
Clayton CA 94517

925-673-7308 (ph/vm)
925-672-4917 (fax)

From: Virginia Siegel [mailto:virginia@onsitehealthandsafety.com]
Sent: Monday, February 07, 2011 4:30 PM
To: lhoffmeister@ci.clayton.ca.us
Cc: Kelly Marshall; Jason Pauline
Subject: Pioneer ads

Hi Laura,

We completed the drafts for both ads that we would like to submit to the Pioneer for Adopt-a-Trail, as discussed at the last TLC meeting. I am going to go ahead and forward them to Tamara, so I expect she'll want to get a credit card number for payment, so she'll be contacting you.

I'll wait a day or two before sending them, in case you have comments. If not, then please expect a call from Tamara.

Thanks! Talk to you soon,

Virginia

5/19/2011

Adopt-A-Trail Coordinator
City of Clayton

Clayton's volunteer Trails and Landscaping Committee is in search of a part time coordinator to organize and expand our efforts on the Adopt-A-Trail program. This volunteer will help make Adopt-a-Trail a thriving part of Clayton's business and residential community. The coordinator would work with the TLC to organize Adopt-a-Trail efforts, coordinate labor and financial donors, as well as working with our current participants. The job will include researching and implementing outreach to potential volunteers and donors from throughout the community. Candidate should be enthusiastic, organized, creative, and able to think "outside the box." This is a great way to get involved with your community while doing charitable work that can make a difference to the many residents who use our trail system each day. This is a non-paid position. Please send a note expressing your interest to the following address: claytonadoptatrail@gmail.com

Agenda Date: 5/23/11

Agenda Item: 4 (c)



Memo

To: Trails and Landscape Committee
From: Maintenance Staff
Date: May 23, 2011
Re: Irrigation Inventory Assessment update

Since the last TLC meeting in January there has been no addition updates done on the Irrigation Inventory Assessment report. Staff had other priorities which include the Community Park parking lot expansion design and the Water Fountain renovation design and construction. Maintenance is hoping to continue work on this project over the summer. At this time the following has been completed

- The irrigation systems along Oakhurst Drive have been checked and catalog
- System have been identified for upgrades to a Central Control computer system; this includes identification of option for central control computer system which is include as a consideration for the deferred maintenance funds in the proposed FY 11/12 District budget.
- Upgrades are continuing on irrigation systems in areas that are being re-planted.

The inventory assessment will include the identification/condition of irrigation control valves; irrigation sprinkler heads; and controllers, etc. The information that will be obtained from the future completion of the of the irrigation water audit by Contra Costa Water District (currently scheduled for site inspection on May 25, 2011 and results in June/July 2011) will also be incorporated into the assessment.

Agenda Date: 5/23/11

Agenda Item: 4(d)



Memo

To: Trails and Landscape Committee
From: Maintenance Staff
Date: May 23, 2011
Re: Irrigation Water Use Audit by Contra Costa Water District ***Informational Only***

This project was delayed to coincide with the turning on of the irrigation systems within the Landscape District and the return of more normal season watering pattern. Last year due to the drought and restrictions by CCWD the lawn and other areas had eliminated or reduced watering. Since the last TLC meeting in January staff has contacted and scheduled the CCWD irrigation audit staff for a field site visit. The site visit has been scheduled for May 25, 2011. Once CCWD staff has completed their site visit it is expected that it will be 30-60 days to receive their report of findings and any recommendations.

Maintenance staff will then review the CCWD information and determine if there are any modifications appropriate to make to irrigation water scheduling and if there are other items that would be appropriate to include in the irrigation Assessment will also be incorporated into the Irrigation Inventory Assessment that is in progress by maintenance staff.

The maintenance staff had CCWD conduct the last audit several years back. At that time the CCWD staff commented they were impressed with the city water rate applications and at that time noted that the City's efficiency rating was 80-85%. The City of Clayton water usage was less than the water budget information the District provided for the City to use. The District staff noted in their letter to the city that "city staff has done an excellent job at managing the water usage". Not much has changed since this time except where funds allow etc., additional irrigation upgrades and efficiencies have been made.

The following is additional background information:

- City irrigation systems only run from mid/end of May to mid/end October. All systems are manually turned off at the valves during Oct through May. This reduces any potential for leaks in the system during the winter when it is harder to detect such with the raining weather and wet ground.

- The City reduced our water usage during the restricted drought period of more than the districts mandated 45% minimum in our landscape district.

- Since 2005 the City of Clayton overall annual water usage has decreased 30% (comparison of 2005 to 2010—so this does not account for any of the drought or other incentives- this is what we have done by being careful, frugal and efficient.)

- Maintenance staff has conducted and continues to evaluate Irrigation controller rebates that CCWD has offered and determined they are not cost effective. The City does not qualify for the irrigation controller rebate and even if we did the requirements that the District has would mean the City would need to expend a minimum of \$410,000 in order to receive rebate of \$53,760 for a net cost to the City that would still exceed \$356,240. It would take more than the life of the equipment and water use savings of which it is not assured there would be to be able to pay this investment off. Before then we would likely need to replace them again. Our strategy is to replace these as the equipment wears out and funds available, without incurring the additional costs the District program would require (ie: install individual water meter per controller).

- City staff continues to seek out any grants that would pay for upgrades to irrigation systems to make them more state of the art and improve efficiency. To date none have been identified and direct funding from the District budget has not been determined to be cost effective.



Agenda Date: 5/23/11

Agenda Item: 5(a)

Memo

To: Trails and Landscape Committee
From: Assistant to the City Manager and Maintenance Staff
Date: May 23, 2011
Re: Proposed Landscape District maintenance (LMD) Budget FY 11-12

Attached is the preliminary budget for the LMD for fiscal year 11-12 which begins July 1, 2011. The current fiscal year information is also provided as comparisons. The proposed budget is a balanced budget. In addition there is a 3% increase that is expected by CCWD in 2011. There are increases related to energy costs (electricity – runs the irrigation controllers and pumps for the Clayton Fountain) of 3% according to PGE information. Because fuel costs have increased about 44% since last summer, the District will also see some increases in materials due to increased fuel cost which is used in vehicles and equipment, as well as fertilizer and herbicides. There is an increase also expected for the weed abatement contract which expires at the end of this summer and will likely go out to bid. The current contractor has indicated that fuel costs are what will cause an increase over past years rates. There is expected increase to vehicle maintenance as some of the trucks will be reaching 10 years of age.

The expected revenues are increased by 2.8% which is the CPI change from April 2010 to April 2011. Measure B approved by the voters, (Landscape Maintenance District tax) included annual increase of CPI, with a maximum rate not to exceed 3% annually. This would result in a small increase of LMD revenues of \$25,000 more than last year. The CPI adjustment will result in an increase of \$5.80 over last year rate. The new rate would be \$213.37 per residential parcel; and all non-residential parcels shall have a rate of \$213.37 per acre or fraction thereof). The proposed budget also identifies \$330,000 for deferred (upgrade) maintenance projects (described further below). The budget also maintains an adequate reserve of \$260,000 for cash flow of bill payments and non major unexpected situations. Due to other fiscal impacts related to the overall economy and ongoing state budget impacts to local cities, the City employees took 11 unpaid furlough days again this past year (2nd year in a row). The City and its Employee Associations are beginning to again negotiate employment terms for the next Fiscal year. The budget at this time anticipates continuing the employee furloughs (5% pay reduction) no pay (step) increases. The State budget has yet to be discussed and modified/adopted, thus state budget solutions could add to the impacts to the City's overall operations. State budget and county budget may result in further taking of local funds or increased costs, including costs related to moving more programs to local agencies without necessary funding. Some of the options being discussed at the state level to address local funding include allowing cities to

put on their local ballots local income taxes, local vehicle license fees, etc.; none of which is helpful in the current situation or near term in that a down economy is even more difficult to achieve passage by the electorate of increased taxes.

The LMD is not directly affected by these other factors however if furloughs continue to be implemented or other cost reduction measures needed to address the general fund impacts, it could affect overall staffing levels- which in turn may impact responsiveness to the LMD since the staff of the LMD is shared with other general fund maintenance operations. The hope is that the situation remains status quo as a worse case, which has been manageable given these economic times.

Despite the economic situation, and with the lifting of some of the water restrictions by CCWD, the LMD this past fiscal year was able to undertake some major upgrades: the Oakhurst Blvd median island replanting and brick pavers and the Clayton Fountain renovation. Both of these projects were designed to achieve cost savings and efficiencies with use of permeable pavers; upgraded irrigation spray heads; and drought tolerant plantings, etc. These projects were paid for out of the Landscape District Funds made possible through other cost savings and efficiencies.

Last year the budget included \$220,000 for deferred maintenance work. These funds were used to renovate the median island on Oakhurst Blvd, and the Clayton Fountain, along with some additional trimming and removal/replacement of street trees on Keller Ridge Drive, infill plantings, and Marsh Creek Circle replanting. These projects will be completed shortly. Staff is recommending allocating \$330,000 from the Landscape budget reserves for FY 11-12 as part of the proposed budget for continuation of improvements to the Landscape District. The reserves at the end of FY 10-11 are anticipated to be \$488,108. At the end of FY 11-12 it would be \$260,000 which is sufficient to meet continuing operational cost of the district until the next payments are received by the county tax collector. The monies that have accumulated in the reserve are from cost saving due to use of seasonal workers (not hiring full time) and less water usage water off at renovation projects, and well water usage for downtown. The water savings are not projected to continue since the District is expected to be back to full water usage, with increased rates and has new plantings to irrigate. The funds being allocated would go towards projects that would bring lower maintenance costs to the Landscape District in both labor and water costs. All the proposed projects would enhance the Landscape District through the adding of plants, trimming existing trees, and resurfacing existing trails.

The following are the proposed \$330,000 in deferred projects listed as line item account number 7520 Project/program costs:

- Clayton Road median and west side renovation (Clayton Road Oakhurst Blvd. to old Marsh Creek Road): \$115,000.

This project received review and recommendation to the City Council by the TLC previously. The TLC directed City staff to allocated funds in the proposed deferred maintenance budget for FY 11-12. Staff will prepare final plans and obtain City Council approval after plans are more complete.

- Trail resurfacing/repair: \$175,000.

Two years ago there was trail resurfacing done at a cost of \$95,000 which resurfaced about ¼ mile of the city trails. This resurfacing was done with an add on to street repaving work which allowed economies of scale and lesser cost than if done as stand alone project. Staff would again seek a similar approach to maximize the trail resurfacing through possible add on to the upcoming Clayton Community Park parking lot expansion and/or any street repaving projects that might occur in the upcoming fiscal year. Including this project and funding will help provide a balance to the district renovation, as landscape areas has been the current focus.

- Central Control irrigation computer system: \$30,000.

With the many landscape areas that are either newer or have had renovation, irrigation systems - irrigation controllers were also upgraded. We now have 10 irrigation controllers that which can be centralized into a computer control system. Computer control will allow staff to make adjustments from an office computer thus saving time in going out into the field to each location and manually making any adjustments. The system will allow for monitoring of evapo - transpiration (ET) rates and ability to adjust water schedule. It will also show when water use is abnormal and likely due to a leak or stuck valve, allowing for quicker staff response to shut off water valve and make repairs. This system will help in reducing water use and reducing staff labor costs. To complete this computer software, computer, and CAT 5 inter-tie, antenna, cabling and radio relay equipment and installation is needed.

- Tree replacement/extra trimming: \$10,000.

In the current fiscal year one of the deferred maintenance projects included the removal and replacement as well as trimming of Keller Ridge street trees. After the initial assessment and work began it was found that this project has become more complicated as more trees were identified as needing trimming and more in poor health. Many of the unhealthy trees are larger trees which need removal and/or replacement. When these larger trees are removed they cause more damage to the surrounding irrigation systems and surrounding plants, thus resulting in more repair and replanting work by staff. Additional funds are needed to address this situation.

Again this year the budget picture is dynamic due to the continued economic impact to local, regional, state and national levels. City staff has prepared the attached LMD proposed budget based upon the most current information that we have. The City staff will make any updates if needed to the proposed landscape Maintenance District budget if needed prior to City Council hearings in June. Additionally the City Council typically makes mid-year budget adjustments at a public meeting in January where any changed information or new information is presented and factored into making budget adjustments. If needed, proposed adjustments at mid-year time will be provided to the TLC for review prior to the City Council meeting.

Recommendation:

That the Trails and Landscaping Committee recommend approval of the proposed Landscape Maintenance District Budget, including the incorporation of deferred projects of \$330,000.

City of Clayton
 Landscape Mtn District CFD 2007-1 Fund 210
 Estimated Budget 2011/12

Account Number	Account Name	2009-10 Actual 6/30/2010	2010-11 Adopted Budget	2010-11 Actual 4/30/2011	2010-11 Projected 6/30/2011	1011-12 Proposed Budget
7111	Salaries/Regular	159,665	162,632	151,954	180,350	162,632
7112	Temporary Help	73,187	94,150	59,475	85,310	94,150
7218	LTD Insurance	1,456	1,545	993	1,128	1,589
7220	PERS Retirement	35,387	34,527	31,644	34,527	35,592
7231	Workers Comp Insurance	5,441	5,627	5,627	5,627	2,679
7232	Unemployment Insurance	5,708	5,938	5,938	5,938	6,999
7233	FICA and Medicare	7,288	9,561	7,299	9,687	9,561
7246	Benefit Insurance	34,635	33,239	30,454	32,709	32,709
7311	General Supplies	32,768	38,718	32,245	38,718	42,998
7316	Landscape Replacement	200	20,000	-	20,000	20,000
7335	Gas & Electric Serv.	27,467	28,840	20,596	28,840	29,000
7338	Water Service	71,995	180,000	96,753	145,000	183,600
7342	Machinery/ Equip Maint.	10,003	8,758	7,769	10,665	10,000
7343	Vehicle Maintenance	7,665	8,334	6,022	8,334	8,334
7344	Vehicle Gas, Oil, and Supplies	8,525	8,494	7,331	9,000	9,000
7381	Property Tax Admin Cost	3,368	3,400	3,550	3,737	3,737
7389	Misc. Expenses	704	-	-	-	-
7412	Engineering Inspection	-	-	1,425	-	-
7419	Other Prof. Services	157,801	133,355	30,068	128,600	141,181
7486	CERF Charges/Depreciation	12,936	12,936	12,936	12,936	12,936
7520	Project/Program costs (materials)	-	260,000	148,500	260,000	330,000
7615	Property Taxes	2,292	2,300	2,332	2,332	2,370
8101	Transfer to General Fund	26,970	29,918	29,918	29,918	29,918
	Total Expenses	685,461	1,082,272	692,827	1,059,676	1,168,985

4604 Clayton LMD Assessment
 5601 Interest
 5702 Donations for Adopt A Trail
 5606 Unrealized Inv Gain/Loss
Total Revenue

897,294	910,434	865,042	910,571	936,054
12,843	5,000	13,669	14,000	5,000
1,400	-	4,850	6,050	-
7,358				
918,895	915,434	883,560	930,621	941,054
233,435	(166,838)	190,733	(129,055)	(227,931)
383,729	617,164	617,164	617,164	488,108
617,164	450,325	807,897	488,108	260,177

Annual Balance (Shortfall)
Beginning Fund Balance
Ending Fund Balance

City of Clayton
 Landscape Mtn District CFD 2007-1 Fund 210
 Estimated Budget 2011/12

Account Number	Account Name	2009-10 Actual 6/30/2010	2010-11 Adopted Budget	2010-11 Actual 4/30/2011	2010-11 Projected 6/30/2011	1011-12 Proposed Budget
7419	Wildland Resource Mgmt	46,550	1,600	-	1,600	1,600
	Environtech Enterprises	44,708	53,416	-	53,416	53,416
	Waraner Brothers -Tree trimming	15,300	15,000	12,050	15,000	15,000
	Waraner Bros Svc 1 x per yr+2 x trails	30,385	31,296	-	31,296	35,000
	NBS Admin Fees+Del letters	3,868	3,900	3,424	3,424	3,624
	Martel Water Systems	475	1,000	-	1,000	1,000
	Rodent Control	8,151	7,500	5,169	7,500	7,500
	Advertising for TEMP labor/Live Scans	146	1,000	602	1,000	1,000
	New Signs		-	2,323	2,323	8,000
	Sprayer Sales Company (wwtreatment)		2,241	-	2,241	2,241
	Water Feature Extra + repair contingency	1,157	8,602	-	2,000	5,000
	Water Feature \$650x12	7,800	7,800	6,500	7,800	7,800
	Total	158,540	133,355	30,068	128,600	141,181
7311	Herbicides		13,720		13,720	16,000
	Fertilizer		5,000		5,000	7,000
	Irrigation		15,000		15,000	15,000
	Misc Supplies		4,998		4,998	4,998
			38,718	32,245	38,718	42,998

Extra to run pump for fountain
 10 events (31 days @ \$160=\$4960.)
 Art n Wine, Memorial Day, 4th of July, Halloween Parade/Ghost Walk, Veterans Day, Xmas Tree Lighting,
 Presidents Day, Thanksgiving, Garden Tours, Oktoberfest



Agenda Date: 5/23/11

Agenda Item: 5(b)

Memo

To: Trails and Landscape Committee members

From: Jake Pauline, Chair

Meeting Date: May 23, 2011

Re: Consideration of establishing an Annual Report Subcommittee

Pursuant to Measure B enacted by the voters, the TLC serves as the required Citizens Oversight Committee as called for in the Measure. The Measure requires the Citizens Oversight Committee to provide an independent written fiscal year end annual report to the citizens of the Landscape Maintenance Districts activities and its finances.

The report can be done by the entire TLC however if a majority of members meet the meeting must be held under the brown act and subject to legal posting and in a public place for potential public attendance. A subcommittee which is comprised of less than the majority (maximum 3 members) can meet when and wherever is needed. The subcommittee would then compile and prepare a draft report and present it to the entire TLC for review and recommendation at a future TLC meeting, typically in August/Sept. Once the TLC has approved the report it would then be scheduled for a future City Council meeting for the City Council to accept the report. City staff does not expect that there would be a need to have a TLC meeting until Aug/Sept thus the reason to establish a subcommittee at this time.

Since the establishment of the TLC/Citizens Oversight Committee the reports have been drafted by a subcommittee. As way of background and example/template city staff can email out last years report (FY 2010/11).

Recommendation: Consider establishing a subcommittee of no more than three members for the Fiscal Year end 2010/11 Annual Report and select members to serve on the subcommittee.

Agenda Date: 5/23/11

Agenda Item: 5(c)



Memo

To: Trails and Landscape Committee

From: Maintenance Staff

Date: May 23 2011

Re: Status Report on Erosion of creek bank section along the Cardinet trail and creek bank section along El Portal sidewalk **Informational only**

With the past winter rains a trail section behind Cardinet Drive known as the 'Cardinet Trail' had further erosion with parts of the trail edge falling into the creek. City crews erected a temporary fence along the creek side of the trail for the safety of trail users to alert them to the edge location until the necessary repairs are made.

The City engineer is assessing the site now that the rains have stopped. Next the City engineer will need to evaluate options to repair and stabilize taking into consideration the various state and federal regulatory requirements. Next the City engineer will design work and apply for the needed permits from the State and Federal Government agencies such as Fish and Game, Army Corps of Engineers etc. Once the necessary regulatory approvals are received then the City to make the necessary repairs to the creek bank and trail. The type of work may need to be contracted out through a public bid process. Since this is a long process to get all the necessary permits for working in and along any creeks or waterway the City staff is currently reviewing other areas that might need repairs which can be included in the application process. One other area that has been identified is a section of El Portal Drive sidewalk that has been slowly sliding into the creek so this location has also been added for repairs and will be done at the same time as the Cardinet Trail section is repaired.

At this time there is not a cost estimate for these repairs or a schedule for completion. The hope is to have this completed sometime in calendar year 2012 after the design work is completed, permits are issued, cost determined and funding sources identified and bids are received for the work. In the meantime staff continues to periodically monitor creek bank areas and will install temporary fence to warn of bank edge as needed.

Agenda Date: 5/23/11

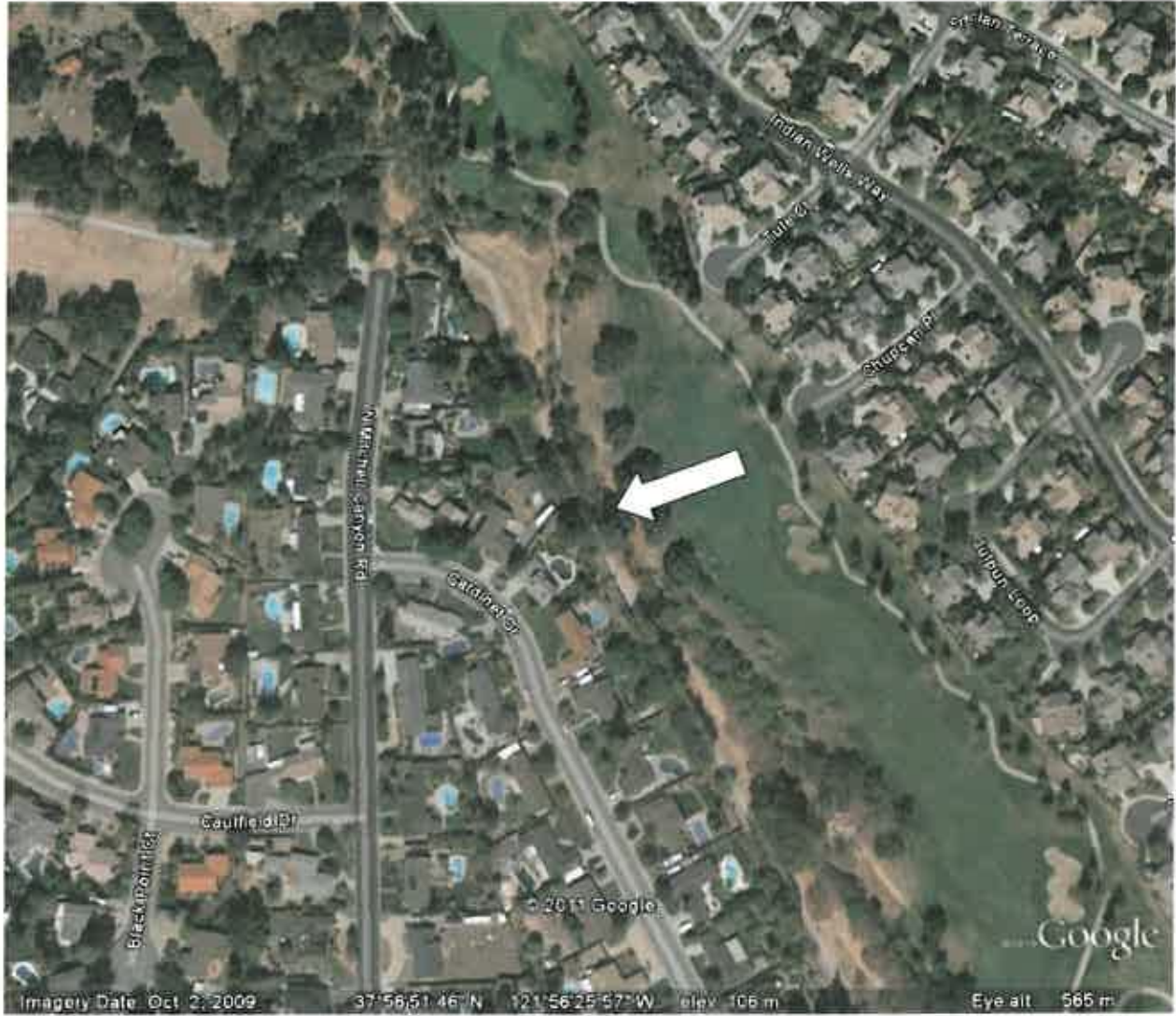
Agenda Item: 7(a)

The Clayton Adopt-A-Trail Program would like to thank our 2011 returning and new labor and financial donors for continuing to support our program. Your contributions make a difference to everyone that uses our trails and we sincerely appreciate your participation!

- Black Diamond Electric – financial
- Jake Pauline and family – labor
- Banister Electric – financial
- Dan Pauline and family - labor
- Michael Moore at Diablo Ford – financial
- Siegel family - labor
- Discovery Builders - financial
- Employees of CD Federal Credit Union - labor

If you're interested in being a labor or financial sponsor to one of Clayton's beautiful trails, please contact our volunteer coordinator at adoptatrail@gmail.com or Jake Pauline at: Jake@blackdiamondelectric.com

Cardinet Trail Creek Bank Erosion



CARDINET TRAIL CREEK BANK EROSION MAY 2011



EL PORTAL CREEK BANK EROSION – SIDEWALK UNDERMINING

