



AGENDA

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TRAILS AND LANDSCAPING COMMITTEE [CITIZENS OVERSIGHT COMMITTEE]

MONDAY, June 8, 2015

7:00 p.m.

Hoyer Hall

Clayton Community Library City Hall

*6125 Clayton Road
Clayton, CA 94517*

COMMITTEE MEMBERS

Larry Casagrande (Chair)	Anthony Chippero
Robert Erich	Christopher Garcia
Howard Glazier	Harun Simbirdi
Alyse Smith	Clayton Smith (Vice Chair)
Bob Steiner	
Vice Mayor Howard Geller (Ex-Officio/City Council Liaison)	
Councilmember Keith Haydon (Ex- Officio/City Council Liaison Alternate)	

- 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.cityofclayton.org
- 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 *

June 8, 2015

1. CALL TO ORDER & ROLL CALL – Chair Casagrande.

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

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

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

3. CONSENT CALENDAR

*Consent Calendar items are typically routine in nature or informational 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 March 16, 2015.
- (b) Landscape Maintenance Staff Activity Report since March 16, 2015 (informational only)

4. CONTINUED/OLD BUSINESS

- (a) Adopt a Trail Program Status – *Note: no report Committee member Garcia will not be available for the meeting.*
- (b) Status report of the Landscape Maintenance District Projects
(Maintenance Supervisor Janney)
Recommended Action: Receive report.
- (c) Report on District compliance with mandatory water reduction due to drought
(Maintenance Supervisor Janney)
Recommended Action: Receive report.
- (d) Future Clayton Pioneer articles
- (e) Measure B reauthorization: schedule and consider establishment of ad hoc committee to work on draft ballot measure information
Recommended Action: select up to four committee members

5. **NEW BUSINESS**

- (a) Review of the status Landscape Maintenance District proposed budget for FY 15/16 as the Citizens Oversight Committee for Measure B.
(Asst. to the City Manager Hoffmeister and Maintenance Supervisor Janney)

Recommended Action: Hear report, provide comments, and make recommendations to the City Council regarding the proposed budget for FY 15/16.

- (b) Citizens Oversight Committee Annual Report for FY 2014/15
Recommended Action: Selection of up to three Committee members plus Chair as Ad Hoc Committee to prepare. (Report to be provided to the TLC Committee in September or October).

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

None

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

- (a) Assignment of Committee Report: select TLC member to provide verbal update report and report at the City Council at its June 16, 2015 meeting.
- (b) 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)

July/August - Ad Hoc committee work on LMD revenue measure reauthorization

August/Sept 2015 – discussion/recommendation of continuation LMD revenue measure reauthorization.

Sept/Oct- City Council consideration of LMD revenue measure reauthorization

September/October 2015- FY 2014/15 TLC prepare/ approve draft Annual Report; LMD revenue measure reauthorization information education outreach

Oct/Nov – Annual Report presented to City Council

Jan/Feb 2016 – mid-year FY 15/16 budget status; selection of TLC Chair and Vice Chair; LMD revenue measure reauthorization information education outreach

March/April/May: continuation LMD revenue measure reauthorization information education outreach

Note: June 7 election day

Late May/early June 2016 – proposed landscape District Budget for FY 2016/17

- (c) Committee Member communications – informational items/announcements that TLC members would like to share

- (d) Staff Communications/Announcements –
 - (1) City Council minutes of April 7, 2014 meeting regarding mid-year review of the TLC budget and use of TLC fund balance
 - (2) Updated TLC Roster
 - (3) Updated 2014 TLC Brochure

- 8. **ADJOURNMENT**– The Committee’s next regularly-scheduled meeting is as needed however is anticipated to be in August or September 2015 at 7:00 p.m. in Hoyer Hall, Clayton Community Library. Please contact the City Clerk at 673-7300 to verify actual date.

Agenda Date: 6/8/15

Agenda Item: 3a

Minutes of the TLC meeting of March 16, 2015

not yet completed and available

at time of packet completion

and are planned to be

emailed posted to web site packet

by Monday June 8, 2015

Agenda Date: 6/8/15

Agenda Item: 3b



MAINTENANCE WORK UPDATE TRAILS & LANDSCAPING

3/17/2015 to 6/8/2015

- Spot spray and pull weeds in the Landscape District Citywide on a continuing basis.
- Started to turn on irrigation City wide, the Landscape District has been ordered by Contra Costa Water District to cut water usage by 45% from 2013 usage. See packet memo on the Cities policy for achieving this goal and water usage policy.
- Continued our semi-annual trimming of the Landscape in the following areas; Along Clayton Road from Peacock Drive to Oakhurst Drive (eastside), Clayton Road from North Mitchell Canyon Road to Lydia Lane, Atchinson Stage Road (North and South), Pine Hollow Road, Center Street Trail, and have started along Old Marsh Creek Road.
- Removed one Sycamore tree hit by a car on Clayton Road. Trimmed two Eucalyptus trees that were encroaching on Redwood trees along Clayton Road by Peacock Creek Drive.
- Completed the annual weed abatement for fire protection around homes bordering on open space City wide, adjacent to the roadway, and certain trails. The abatement consisted of the cutting down weeds a minimum of 30 feet behind homes boarding on Landscape District open space; those areas open areas adjacent to the roadway (ie: Clayton Road, old Marsh Creek Road); along the major trail/open space areas (ie: Carndinet, Bruce Lee/Mt. Diablo Creek, Donner Creek Trails); and open space areas along the Main Trail (Diablo Creek Court, El Molino/Samuel Court; Easley Estates).

Memo

To: Trails and Landscaping Committee
From: Assistant to the City Manager, Laura Hoffmeister
Date: June 8, 2015
Re: Adopt a Trail

At the TLC meeting of March 16, 2015, Committee member Christopher Garcia volunteered to take over the Adopt a Trail coordination due to former Committee member and coordinator Ted Sudderth not reapplying to the TLC.

Staff has updated the Adopt a Trail materials with Committee member Garcia's contact information. The information has also been updated on the City website, and at city hall kiosk. Staff has also attached a copy of the updated materials and most recent status of the adopters and the some of the prior adopters.

Committee member Garcia will not be in attendance at the meeting due to a schedule conflict. Staff has emailed the updated materials to Committee member Garcia; staff will be have a meeting with him in the near future to review the information.

If there are businesses that you think might be possible candidates for Committee member Garcia to reach out to please email him the information.

Staff has suggested that he first contact the current adopters (CBCA) to see if they are interested in renewing. Staff also provided contact information to the Cemex Quarry and Travis Credit Union.

A labor sponsor must be secured to be complete; the coordinator can work on matching up these. However business sponsors can also been the labor sponsor. In other cases, such as with the scout troops, the business sponsor can also pay scouts sponsorship.

Adopt a Trail updated as of 6/30/14

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>Expiration Date</u>
Sudderth Family CBCA	Volunteer Labor	Cardinet Trail (Library - Lydia Ln Pk)	\$200	8/12/2013		9/1/2013	3/1/2015
	Financial	Cardinet Trail (Library - Lydia Ln Pk)	\$1000	8/12/2013	Yes	9/1/2013	3/1/2015
Passport2Clayton (P2C)	Volunteer Labor	Bruce Lee Trail (Upper Easley Trail)	\$200	2/1/2011	Yes	3/1/2011	3/1/2012
Passport2Clayton (P2C)	Financial Sponsor	Bruce Lee Trail (Upper Easley Trail)	\$1000	2/1/2011		3/1/2011	3/1/2012
Employees of CD Federal Credit Union Discovery Builders	Volunteer Labor	Blue Oak Trail	\$200	2/9/2011		3/1/2011	3/1/2012
	Financial Sponsor	Blue Oak Trail	\$1000	2/17/2011	Yes	3/1/2011	3/1/2012
Siegel Family <u>Available</u>	Volunteer Labor	Lower Easley Trail	\$250	1/7/2013	Yes	TBD	TBD
	Financial Sponsor	Lower Easley Trail					
<u>Available</u>	Volunteer Labor	Cardinet Trail (Lydia Ln Pk - Westwood Pk)					
<u>Available</u>	Financial Sponsor	Cardinet Trail (Lydia Ln Pk - Westwood Pk)					
<u>Available</u>	Volunteer Labor	Donner Creek Trail					
<u>Available</u>	Financial Sponsor	Donner Creek Trail					

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
5/14/2010	Clayton Pioneer Ad	\$200.00
8/31/2011	sign re-screening	\$10.82
8/31/2011	Signs (Bay Area Barricade)	\$209.35
8/31/2011	27 hrs maintenance reg/temp labor make/install signs	\$1116.80
11/30/2011	Oak tree lights (trail by library)	\$3305.98
11/30/2011	electric wire and parts for oak tree lights (trail by Library)	\$437.00
12/30/2011	17 hrs reg/temp labor install oak tree lights (trail by library)	\$697.00
<u>Additional expenses for latest adopters signs and installation unknown</u>		<u>TBD</u>
Total Expenses to date (NOT including outstanding expenses for latest signs and relocation)		\$8717.75

Donations

Renewal and New as of 6/30/14	\$1450
Prior donations	\$9250
	\$10,700

6/30/2014 Account Balance: \$10,700-\$8715.75 = \$1982.25 (this amount will be reduced based upon outstanding expenses yet to be determined)

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	Volunteer Labor	Cardinet Trail (Library - Lydia Ln Pk)	\$200	2/1/2011	Yes	3/1/2011	3/1/2012
Black Diamond Electric	Financial	Cardinet Trail (Library - Lydia Ln Pk)	\$1000	2/1/2011		3/1/2011	3/1/2012
Passport2Clayton (P2C)	Volunteer Labor	Bruce Lee Trail (Upper Easley Trail)	\$200	2/1/2011	Yes	3/1/2011	
Passport2Clayton (P2C)	Financial Sponsor	Bruce Lee Trail (Upper Easley Trail)	\$1000	2/1/2011		3/1/2011	
Employees of CD Federal Credit Union	Volunteer Labor	Blue Oak Trail	\$200	2/9/2011	Yes	3/1/2011	3/1/2012
Discovery Builders	Financial Sponsor	Blue Oak Trail	\$1000	2/17/2011		3/1/2011	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	Volunteer Labor	unknown	\$200	2/1/2011	Yes	3/1/2011	
Banister Electric	Financial Sponsor	unknown	\$1000	2/1/2011		3/1/2011	
Siegel Family	Volunteer Labor	unknown	\$200	2/1/2011	Yes	3/1/2011	
Diablo Ford	Financial Sponsor	unknown	\$1000	2/1/2011		3/1/2011	

Adopt a Trail Expenses

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3/8/2009	19.5 hrs maintenance temp labor make/ install signs	\$219.00
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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**



ADOPT A TRAIL



The program aims to:

- Augment financing provided by Measure B the voter approved Landscape Maintenance District, all funds from program sponsors and volunteers also known as adopters are used for the program and trail system maintenance only.
- Provide a venue for volunteers to help Clayton maintain and enhance its trail network
- Make the trails cleaner
- Celebrate the sponsors and volunteers that help Clayton keep the trail network one of the distinguishing characteristics of our community
- Foster civic pride through volunteerism, philanthropy, and cleanliness

The Trails and Landscape Committee has initially identified 11 trail segments to adopt. Each segment has a financial adopter and a clean-up adopter. Besides paying the every two year fee (\$1,000 for financial adopters and \$200 for clean-up adopters), clean-up groups must identify a leader/contact person and complete the attached form. Adopters are recognized on their trail segment with a name plaque on a trail marker. Markers are installed at the time a financial sponsor is found for that trail segment.

Segments are assigned on a first-come, first-served basis. Adopters wanting recognition on the trail markers must also provide information that conforms to the city design specs for the markers.

If you are interested in participating in this program or would like additional information please contact Committee member **Christopher Garcia** at email: chrislgarcia@hotmail.com



City of Clayton
Clayton Adopt-a-Trail Program

APPLICATION

Date: _____

Adopt-a-Trail Group: _____

TYPE OF Sponsor (circle one)

Financial

Labor-Clean Up

Group Contact: _____

Contact's Mailing Address: _____

Phone Number: _____ Email: _____

Requested Segment to
Adopt: _____

Tentative Start Date: _____

Average number of volunteers per work day: _____

STATEMENT OF AGREEMENT

As representative of this organization, I have read and agree to abide by the policies, regulations and safety recommendations as put forth by the City of Clayton's Public Works and Engineering Department. I understand that this is an application for the Adopt-a-Trail program and that a representative from the city will contact me to finalize an agreement. I understand that the Department will make the final determination as to whether a group can participate and the final segment assignment designation. I understand that each volunteer must sign a City of Clayton Voluntary Service Agreement and Liability Waiver before participating in the program. Finally, I understand that the city reserves the right to terminate this agreement at any time.

Adopter/sponsor Group Coordinator -Contact

Name print

(signature/date)

ADOPT-A-TRAIL WORK PLAN : Sponsor/Adopter Name _____

Proposed Program Plan for: _____
[Insert Trail Segment Name]

Adopt-a-Trail Projects could include but are not limited to the following items, please mark all that apply to your project. This must be approved by the Department of Public Works and Engineering before work can begin.

Suggested Project Items

- Pick up litter and debris (required)
- Remove weeds (required)
- Raking and sweeping (required)
- Minor repairs of surfaces/furnishings
- Other _____
- Monitor/report maintenance needs (req)
- Plant trees*
- Plant and maintain flowerbeds*

* The planting of all flowers, trees and other plants must be pre-approved by the city. Support for special projects by adopting organizations will be arranged through the Trails and Landscaping Committee.

WORK SCHEDULE

Each group is required to have at least one work day every 4 months (total of 3 per year). Please list tentative dates for each work day. You will be expected to inform the Department of any date changes **at least 2 weeks in advance**.

Work Day #1 _____	Additional Work Days _____
Work Day #2 _____	_____
Work Day #3 _____	_____

Name(print)

(signature/date)
Financial and/or Volunteer Clean up
Group Coordinator

Trails Landscape Committee member Name (print)

(signature/date)
Trails and Landscaping Committee member

POLICIES

- The city will provide necessary trash bags, debris pickup, and hauling to ensure the success of ongoing tasks.
- Adopting organizations may keep and haul away for resale off site all recyclable trash they pickup.
- No one under the age of 14 may participate without adult supervision.
- While performing services at special project sites adopters will conform, at a minimum to the State of California Standard Specifications for hours of work, noise abatement, traffic control, erosion control, fire protection and management of materials.

(signature/date)

Group Coordinator

(signature/date)

[for the Trails and Landscaping Committee]

Please return application to Christopher Garcia, Trails and Landscape Committee member c/o Clayton City Offices, 6000 Heritage Trail, Clayton CA 94517

For questions, please contact Christopher Garcia at chrisLgarcia@gmail.com

Payment received: _____
Date

By: _____



EXAMPLE OF TRAIL MAKERS WITH ADOPTER/SPONSOR PLAQUE

CITY OF CLAYTON

Peacock
Creek
Trail



1.27 Miles

Trail Grade
75% Steep
25% Level

Surface
Crushed Granite

This Trail Segment Adopted By:

COMCAST
Cable

Clayton Valley
Little League

↑↓ 12" overall
sign
height

←→ 6" total sign width



8" x 8" wood mitered routed post w/metal sign
(brown background/white lettering) mounted inset onto post



Pass
Rd
Hess Rd
Kirker Pass
920

Entrance
Concord Pavilion

1033

CLAYTON CITY LIMIT

Concord

Pine Hollow

LEGEND

- INITIAL TRAIL MARKER
- ▲ OPTIONAL TRAIL MARKER
- POTENTIAL FUTURE TRAIL MARKER

Note: All locations are approximate. Some locations may need to be modified in their location due to filed conditions. Final location subject to City of Clayton Maintenance staff.

- State Park Headquarters
- Staging area
- Interpretive Center

Murchio Flats

Hoyer Hill

CLAYTON CITY LIMIT

Memo

To: Trails and Landscaping Committee
From: Maintenance Department
Date: June 8, 2015
Re: Landscape Maintenance District Project Updates

This is an update for the following projects that have been budgeted within the Clayton Landscape Maintenance District:

1. The replacement of the Landscape Trail Bridges wood planks is moving forward with the City Engineer reviewing the bid packet; after review is completed the packet will be release for contractors to bid on the project. Project is still on track for completion by the end of this year.
2. The Planter Boxes in the downtown area are slated for repair and/or replacement for over the winter months. During the summer months specification will be put together in preparation for bidding, with the bid packet expected to go out to bid in late fall or early winter.
3. The Subdivision Entry Landscape Project has been approved by the Clayton City Council and \$300,000 was set aside in the Landscape District from Reserves for this project. Design plans will be drawn up over the summer and presented to the Trails and Landscape Committee and Clayton City Council for approval. After approval landscape plans and bid specification will be done in preparation of the project going out to bid; any planting the timing will depended on the drought conditions and restrictions/options that might be available from Contra Costa Water District (ie: financial rebates, etc).
4. The Keller Ridge Tree replacement project has been on hold with the continuing drought conditions. Since it has been on hold the City has been given 21 trees from PG&E for planting. These trees were part of an agreement between the City and PG&E for the removal of existing trees under their power lines. The Plan is to try and install the trees next winter if drought conditions ease.
5. Jeffry Ranch cul-de-sac replanting turf replacement (removal of existing turf and replant with shrubs/decorative hardscape). This project is on hold with the continuing drought conditions – no City water is being used to maintain the landscaping, nearby homeowners might be watering from their own water. Concepts will be discussed with the neighbors, and then design plans will be drawn up presented to the neighbors and TLC. The future timing will depend on the drought conditions and restrictions/options that might be available from Contra Costa Water District (ie: financial rebates, etc).

Memo

To: Trails and Landscape Committee

From: Maintenance Supervisors

Date: June 8, 2015

Re: City's Water Rationing Plan

This is where the City stands at the beginning of May 2015 on the State of California's mandatory water rationing. This report was presented by the City Manager to the City Council at their May 19, 2015 meeting.

In general the City must reduce its irrigation water to watering no more than 2 x week. Although a majority of the District and city landscape is drought tolerant, has some areas with more current water efficient irrigation technology, the landscaping is not drought proof. Two times a week watering on the plants and trees may stress the plants – if (when) the later summer/fall hits with hot day temps and warm evening temps, it is likely there will be additional stress and plant die back or some plant demise.

The State of California recently established 9 tiers of water usage within the state for each water supplier and its consumption rates; Tier 9 is the highest water consumer. The Contra Costa Water District fell into Tier 7, which mandates an increase in consumer reduction of water usage: Residential/Commercial water usage will go to 28%; **Irrigation-only Meters to 45%**; and Industrial to 5%. **This revision means the City's parks and landscape irrigation meters must now reduce water usage by 45%.** To further incentivize water use reductions **CCWD is imposing a temporary increase in its treated water quantity charge by \$0.50 per unit (a unit equals 748 gallons); this equates to a 14% rate increase.** Residential usage below 200 gallons per day is considered to already be a conserver and will be exempt from the price adjustment. CCWD indicates the temporary rate increase will be eliminated when the Governor lifts the Executive Order mandating statewide water conservation.

2015 Drought Program

- CCWD Proposal to obtain 28% reduction
 - Residential / Commercial (25%)
 - Irrigation Meters (from 40% to 45%)!
 - Industrial (5%)
- Temporary increase treated water quantity charge by \$0.50 per unit (748 gallons). 14% rate increase.
- Residential use below 200 gallons per day; considered conserver and exempt from pricing adjustment.
- Rate eliminated when Governor lifts Executive Order.

General Policy

The City must cut back 40% from the City's actual 2013 water usage for outdoor water irrigation and 25% in the City's facility usage. These cuts will be greater than the cuts in 2009 because it is based on water usage in 2013 and not total landscape area using historical ET (EvapoTranspiration) rates, which was the method used in the 2009 drought. Staff is forecasting less water being allocated this year than in the 2009 drought and is planning accordingly. The City will not receive actual allocations from Contra Costa Water District (CCDW) until after June 4th when it expects to mail the allocation amounts out to all Contra Costa Water District (CCWD) customers. As in the past drought all of the City's landscape water meters are pooled together so City Staff may allocate its water where it is most needed within the landscaping.

In areas watered using Contra Costa Water District (CCWD) potable water, the outdoor irrigation schedule cannot be more than two days a week. Since lawns are the largest user of water and two days a week will likely not be sufficient to keep them green during the summer months, the following lawns will not be irrigated:

A. All lawns in the Landscape District except the:

- Clayton Fountain (due to recent landscape renovation, this area has a high efficiency irrigation system meeting the state's Water Conversation Ordinance) The City will water it just two days a week as mandated; if the irrigation system cannot keep the lawn area semi green with just the two day watering schedule, City Staff will reevaluate and determine if the system should be shut down during the summer months.
- The lawns in the Downtown area at the Oak Street exit/ramp to Main Street, the tear drop (roses and boxwood island) on Main Street, and the area surrounding the Holiday Tree. These areas receive water from an existing City groundwater well (see below for irrigation usage serviced by groundwater wells).

The following lawns at these City park will not be watered (irrigated by CCWD potable water):

- North Valley Park
- Stranahan Park

The Clayton Community Park will be irrigated for the allowed two days per week to try to keep the field's semi green for playing. At this time the irrigation runs Monday night and Thursday night with the irrigation water meters shut down in between to prevent loss of water from mainline breaks.

The parks in Westwood, The Grove, and Lydia Lane use groundwater well water. (see below for irrigation usage at well sites)

B. Lawns at City Buildings

The City Hall courtyard will initially be watered two days per week in attempt to keep area semi green. City Staff will reevaluate and determine if this system should be shut down during the summer months.

The Community Library grounds are irrigated using groundwater well water (see below for irrigation usage at well sites).

C. WATERING WITH CONTRA COSTA WATER DISTRICT (CCWD) POTABLE WATER

All landscaping supplied with water from the Contra Costa Water District (CCWD) must be watered under State Water Board and Executive Order regulations that have been announced, which include the following: only two days per week , no watering between 9am and 5pm, no run off, and repair breaks as soon as possible. Staff priority (as in previous years of drought conditions) has been to keep as many of the City's trees, then shrubs, and last the groundcover alive with the newest landscaping renovations getting top priority.

The following is being done to monitor/save water and meet the City's allocated water supply: Read water meters every two weeks; shut off water meters that will not be used this year; shut off exterior public drinking fountains to deter misuse and potential water theft; and lock all quick couplers to prevent water theft and misuse.

At this time City Staff has turned off outdoor drinking fountains in the City parks (except at the Dog Park). Staff will monitor water usage at the Dog Park and if it becomes excessive we will determine if water should be shut off. As of now, all water features (i.e., Clayton Fountain, City Hall courtyard fountain, and the new Splash Pad at The Grove Park) have been shut off for public perception or in the case of the Splash Pad it is non-recirculated potable water.

Public restrooms remain open at City facilities for public health reasons except the exterior City Hall courtyard restrooms. A posted sign redirects the public to use the restrooms at the Clayton Community Library.

D. WATERING WITH CITY GROUNDWATER WELL WATER

The City owns and operates several groundwater wells. At this time, groundwater wells supplying non-potable water (i.e. not for human use or consumption) are not subject to the State's mandatory water restrictions and regulations. City wells exist at the following locations:

1. Westwood Park and Lydia Lane Park

By separate agreement, the well water from these wells is used by the Oakhurst Country Club to irrigate its private golf course; well water is also used to irrigate Westwood Park. The wells are monitored monthly by separate contract (paid by Oakhurst); should the groundwater levels of these wells dip below a pre-determined depth, the wells are shut down and each user (Oakhurst; City; Westwood HOA) must convert to pre-connected potable water supplied by CCWD and then subject to the State's outdoor irrigation restriction of no more than 2 days per week.

2. Clayton Community Library

This groundwater well, in addition to irrigating the Library grounds, supplies the water to irrigate the Clayton Road landscape from the Oakhurst Drive intersection to the Mitchell Canyon Road intersection, along old Marsh Creek Road from Clayton Road to Main Street, at the Town Center Sign grounds, and at the Main Street tear drop island.

3. The Grove Park

This groundwater well in the vicinity of the U.S. Post Office, is used to irrigate The Grove Park landscape and lawn, waters the Endeavor Hall landscaping, the landscape around the Endeavor Hall public parking lot, and the Center Street raised planter boxes.

Although not subject to the State's water restrictions, these City groundwater wells have been voluntarily limited to irrigate/water no more than three days in a one week period to help conserve these water supplies and to lead by example in reducing water usage.

* * * * *

Agenda Date: 6/8/15

Agenda Item: 4d

City of Clayton

Memo

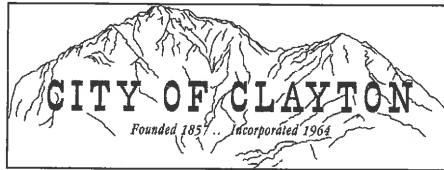
To: Trails and Landscape Committee
From: Assistant to the City Manager, Laura Hoffmeister
Date: June 8, 2015
Re: Future Clayton Pioneer Articles

Committee member Chippero will not be in attendance due to schedule conflict. Staff has prepared a list of a few ideas the Committee might consider for future articles. Committee member Chippero and Committee member Steiner volunteered to draft some articles, any Committee member can provide topic ideas, draft or assist in drafting or reviewing is welcome to do so.

- Adopt a Trail
- Highlights of the projects completed in the District – How the tax funds collected to date have been used to maintain and improve the District
- Highlights of what water conservation measures the District is taking to meet drought requirements, what results this might have on the District landscaping visual appearance
- What actions the District has previously taken for irrigation efficiency and plantings
- What actions the District is planning to undertake in the future

Agenda Date: 6/8/15

Agenda Item: 4e



Memo

To: Trails and Landscape Committee
From: Asst. to the City Manager
Date: June 6, 2015
Re: Landscape Maintenance District Renewal of CFD 2007

As was reviewed at your March 16, 2015 meeting, the Clayton Landscape Maintenance District has a special tax called Community Facilities District 2006, which will be expiring in November 2017. This special tax was established by the voters in June 2007. The tax had a 10 year time limit, unless revote by the electorate.

At your March meeting staff recommended and the TLC concurred that a renewal or extended measure should be placed before the voters on the June 2016 ballot. The tax is a special tax which requires 66.66% of the votes cast to be in favor to pass. By placing it on the June 2016 ballot it would allow for another consideration in November 2016 should it not be successful. However the November 2016 consideration (only if June was not to get the required minimum votes) would need to be different – different can be a different time frame and/or a different amount; however it cannot be the exact same as was previously considered in the most recent election.

The Trails and Landscape Committee, acting as the Measure B Citizens Oversight Committee, will need to provide a recommendation to the City Council at their September or October meeting regarding the expiration of the current tax and placing a measure before the voters in 2016 for a new tax, i.e.: continuation of the current tax, the rate and methodology.

In order to meet the schedule the TLC will need to finalize its recommendation in August/September. The TLC can establish an Ad-Hoc committee of up to four members to work on this aspect with staff over the next few months in order to have options prepared timely for the entire TLC to review and consider at a public meeting in August/September. Attached is an updated draft schedule of the time frame that would be involved for placing a ballot measure before the voters.

Some of the considerations will be:

What should the duration be (how long-the current time frame was for 10 years; should it be longer such as 15 or 20 years.

What should be the amount [continue with same rate and same formula or different base amount and formula (If there is a different methodology desired, additional analysis will be required and new legal reports prepared, and possibly additional public meetings could be required)].

**Schedule for Extending Special Tax in Community Facilities District 2007-001
(City-wide Landscape Maintenance District Special Tax)**

June 2016 Election

August/September 2015	TLC reviews options and completes recommendation to City Council for consideration of the special tax and staff to begin the extension process.
September/October 2015	City Council reviews proposal and recommendation from the TLC to extend the special tax and provides direction to staff to begin the extension process.
December 15, 2015	City Council adopts Resolution of Consideration to extend the special tax. (Gov. Code, § 53331) This resolution schedules a public hearing regarding the potential extension that must occur between 30-60 days from the date of the resolution. The City Council can also begin to review ballot language at this meeting if it wishes.
On or by January 26, 2016	City Clerk publishes notice of the public hearing on the proposed tax extension in a newspaper of general circulation. (Gov. Code, §§ 53322, 53335.) The City may (but is not required to) mail notice to all voters. (Gov. Code, § 53322.4.)
February 2, 2016*	City Council holds a public hearing on the proposed tax extension. Assuming less than a majority of eligible voters protest the tax, the City Council may schedule an election to approve the tax extension. At this meeting, the City Council may place the tax extension on the ballot, direct the City Attorney to prepare an impartial analysis and authorize one or more Councilmembers to prepare ballot arguments.
March 11, 2016	Deadline to place the tax extension measure on the ballot. This is only an issue if the City Council continues its discussion of the measure to a future meeting after July 1st.
March 16, 2016	Deadline to modify or remove the tax extension measure from the ballot.
March 18, 2016**	Deadline for impartial analysis to be submitted to the County.
March 23, 2016**	Deadline for initial arguments to be submitted to the County.
March 28, 2016**	Deadline for rebuttal arguments to be submitted to the County.
June 7, 2016	Election day. Measure must receive 2/3 voter approval to pass.

* This is not the last possible date. It ensures that the Council has two more meetings to consider and schedule the election.

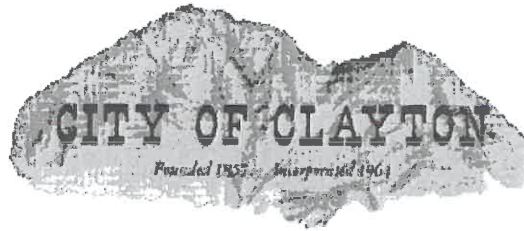
** County will set exact deadlines. These are estimates.

November 2016 Election - tentative

June 13, 2016	TLC reviews options and completes recommendation of extension for City Council consideration of the special tax and staff to begin the extension process.
June 21, 2016	City Council reviews proposal to extend the special tax and provides direction to staff to begin the extension process.
July 5, 2016	City Council adopts Resolution of Consideration to extend the special tax. (Gov. Code, § 53331) This resolution schedules a public hearing regarding the potential extension that must occur between 30-60 days from the date of the resolution. The City Council can also begin to review ballot language at this meeting if it wishes.
On or by July 26, 2016	City Clerk publishes notice of the public hearing on the proposed tax extension in a newspaper of general circulation. (Gov. Code, §§ 53322, 53335.) The City may (but is not required to) mail notice to all voters. (Gov. Code, § 53322.4.)
August 9, 2016* Special Mtg	City Council holds a public hearing on the proposed tax extension. Assuming less than a majority of eligible voters protest the tax, the City Council may schedule an election to approve the tax extension. At this meeting, the City Council may place the tax extension on the ballot, direct the City Attorney to prepare an impartial analysis and authorize one or more Councilmembers to prepare ballot arguments.
August 12, 2016	Deadline to place the tax extension measure on the ballot. This is only an issue if the City Council continues its discussion of the measure to a future meeting after August 9 th .
August 17, 2016	Deadline to modify or remove the tax extension measure from the ballot.
August 19, 2016**	Deadline for impartial analysis to be submitted to the County.
August 24, 2016**	Deadline for initial arguments to be submitted to the County.
August 29, 2016**	Deadline for rebuttal arguments to be submitted to the County.
November 8, 2016	Election day. Measure must receive 2/3 voter approval to pass.

* This is not the last possible date. We move this around as necessary up to August 12th.

** County will set exact deadlines. These are estimates.



Agenda Date: 6/8/15

Agenda Item: 5a

Memo

To: Trails and Landscape Committee
From: Assistant to the City Manager and Maintenance Staff
Date: June 8, 2015
Re: Proposed Landscape Maintenance District (LMD) Budget FY 15-16
Citywide Landscape Maintenance District – Fund No. 210

Background:

In June 2007, Clayton voters approved a replacement real property special tax to continue funding the operation and maintenance of their citywide public landscaped areas. This annual tax is restricted to costs associated with: arterial and specified roadway medians and parkways, the trails system, the annual open space non-native invasive weed abatement in city owned open space of the area hills, the annual open space and trails weed abatement for fire and public safety, landscape and turf irrigation and the monthly maintenance and special occasion/holiday operation of the “Clayton Fountain”.

Maintenance of City Parks *is not* included as an authorized expense under the District’s Act; park maintenance obligations fall to the City’s General Fund. *Citywide public landscaping services have always been funded by a special revenue tax levied on private properties throughout the City.* The District completed its 8th year of a 10-year approved operation (Measure B), and its citizens’ oversight committee (Trails and Landscaping Committee, or TLC) meets periodically to ensure the promised maintenance standards and efficiencies are achieved with these special purpose tax revenues and reviews the budget and ensures these special-purpose tax revenues received are used for their intended purpose. The TLC also independently prepares the Annual Citizens Oversight Report regarding the collection and use of the funds and the Landscape Maintenance District Activities. All funds and expenses are documented in a special fund held separate from the City’s overall operational budget; the Landscape Maintenance District is specified as Fund 210 in the City’s overall budget.

Pursuant to the terms of voter-approved Measure B, the special tax rate may be modified annually by the change in the Consumer Price Index (CPI; San Francisco – Bay Area) from April to April. In no event shall the tax rate be increased by more than 3% each year. The CPI change (from April 2014 to April 2015) posted at 2.44%. The TLC budget recommendation must be adopted by motion to recommend it to the City Council, including the CPI annual rate adjustment.

Over the past five years (since 2000) the District has used \$800,000 in these special tax funds for public landscape improvements, irrigation and Trail systems upgrades, along with an additional \$477,000 prior approved project continued forward in FY 15/16 the District will have invested over \$1.2 million into the LMD. As these projects are undertaken the reserves of the District are appropriately drawn down. During FY 13/14 the citizens' Trails and Landscaping Committee as well as City staff agreed the District's improvement projects should be slightly curtailed during FY 2013-14 in order to replenish the reserves for another large landscape project push. For FY 2014-15, the staff recommended and was approved limited work, consisting of the Pedestrian Trail Bridge renovation and downtown planter boxes. However, at mid-year budget sufficient funds in the reserve had been re-established to add Entry way re-landscape projects of \$300,000 which was recommended by the TLC and subsequently approved by the City Council. Thus for FY 15/16 no additional new projects are proposed, as the prior approved projects are carried forward that have not yet started:

For FY 2015-16, the District has budgeted to fund the following prior approved landscape improvement projects:

Entry-Ways Re-Landscaping Project	\$300,000
Creek Bridges Renovation Project	70,000
Keller Ridge St. Tree Replacement Project	46,000
+Downtown Planters Replacement Project	35,000
Replace Irrigation System central control field panel:	20,000
<u>Jeffrey Ranch Median Island Re-landscaping Project:</u>	<u>6,000</u>
Total:	\$477,000

Discussion

Attached is the preliminary budget for the LMD for fiscal year 15-16 which begins July 1, 2015. The FY 12/13 and FY 13/14 actuals as well as current fiscal year, FY 14/15, information is also provided as comparisons. The proposed budget is a balanced budget, with the use of the LMD fund balance, which has been done in the past in order to undertake certain replacement or repair projects as the LMD is a pay as you go system drawing on the fund balance as needed. The budget expenses are adjusted mostly for increased costs from outside agencies as well as for fuel, fertilizer etc.

The expected revenues are increased by 2.44% which is the CPI change from April 2014 to April 2015. 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 \$24,527 more than last year. The CPI adjustment will result in an increase of \$5.58 per residential parcel assessment over last year's rate (last year's single family rate was \$229.26; with the above CPI the new rate would be \$234.84).

The District over the past year has generated a sufficient reserve balance to allow the consideration of new landscaping projects to be undertaken. Upon initial adoption of the FY 2014-15 District Budget, it was unknown if further capital monies would be available to undertake more improvements than the previously approved projects listed below.

Preliminary staff calculations expected only \$219,572 would be available in the fund balance. However, during the course of FY 2014-15, an analysis of capital project funds in the CIP fund (No. 303) identified an additional \$259,704 in residual funds from prior District completed projects. These funds increased the estimated fund balance at mid-year to a new total of \$479,376. With this new information at mid-year the TLC recommended and the City Council approved allotting \$300,000 for a future entry ways re-landscaping project.

The planned installation and commencement of these significant landscape restoration and District improvement projects demonstrates the District's success in managing the voter's preference for a "pay-as-you-go" ballot tax measure of capital improvements. The defeated Measure "O" (2005) would have issued a revenue bond in its initial year to attack the public improvements sooner but conservative Clayton voters frowned on the higher annual assessment and bonded indebtedness to be shouldered by the District. Entering the District's 9th year of operation still allows the accumulation of modest reserves to accomplish many of the planned objectives.

Measure B is set to expire in June 2017. This is the only source of funds for the maintenance and operation of the Landscape Maintenance District. To continue this sole funding the special parcel tax must be placed back before the voters and receive a 66.33% approval. It is planned to place a Measure on the June 2016 ballot (state general primary election). The proposed budget includes \$20,000 (\$10,000 for County Election Office and \$10,000 for legal services) to cover the anticipated costs.

As new landscaping improvements are installed, each is accompanied by irrigation system upgrades with greater efficiencies in water application, which temper this expense allocation and cause operational savings. The proposed budget for District water irrigation supply service incorporates a projected water rate increase of 3% for FY 2015-16, bringing the total budgeted water supply expenditure to \$156,000.

An enormous impact on the Landscape Maintenance District's operation this fiscal year are the declared drought conditions and the severe water conservation reductions imposed by Contra Costa Water District (CCWD) as directed by the Governor's Executive Order Emergency declaration. While homeowners have been placed under a 25% reduction plan, city and commercial irrigation water consumers have been set at a massive 45% mandatory water reduction order. With irrigation cutbacks of that magnitude, the District has suspended the operation of the Clayton Fountain (even though it is a recirculating fountain) and reduced outside watering to two days per week. This will likely sacrifice certain water intensive landscape (e.g. turf) in the District in order to sustain the more valuable plants and mature signature trees of the district. Capital projects engaged during the drought will be hardscape-only oriented.

Despite these significant State and water district imposed water reduction mandates that have recently been imposed, it is expected that the water purveyors will be adjusting rates to "hedge" losses resulting from this essential drought mandate. To use reliable conservative figures however, a 3% overall increase is being proposed, despite the reality that water irrigation costs may decrease by a currently undetermined amount.

Personnel services for this labor-intensive work effort account for 23.72% of the District's budget in FY 2015-16 (\$313,500), down slightly from the prior year's portion of 33.4% from less labor time being expended after new landscaping and irrigation systems are installed. Whenever possible, tasks within the District are assigned to temporary seasonal personnel that are less expensive labor (e.g. trimming), which shifts the permanent City Maintenance personnel (typically five) to tasks requiring journeyman-level experiences (e.g. irrigation line and system repairs).

As approved by Measure "B" voters, the District's budget includes an annual expense of \$20,000 (Account 7316) for the purchase of replacement plants. The District further contributes its annual allocation to the City's Capital Equipment Replacement Fund (CERF) of \$13,500, from which Maintenance vehicles and equipment are purchased for use in maintaining the Landscape District. An expense of \$33,863 (3.28% of annual District revenue) is transferred to the City's General Fund to pay for administrative and overhead activities of the City (e.g. telephones; payroll processing; accounts receivable and payable; District direction) attributable to administering the District's annual operations.

With all of these actions, the District's ending fund balance on June 30, 2016 is expected to be **\$470,913**, which equates to a reserve of 35.62% of its budgeted appropriations for FY 2015-16. The District's healthy reserve status is evidence the City does not siphon "surplus" monies of the District into its General Fund but uses the special tax revenues for its intended voter purposes. Its monetary existence will be crucial once the drought is over and the District examines priorities to replace landscape lost (including adding in more hardscape treatments) from the extreme water conservation measures.

Although the City Council has been presented a draft budget for their meeting on June 2nd, the City Council does not have its final public hearing and adoption of the budget until June 16, 2014. The recommendation action of the TLC will be forwarded to the City Council for their consideration at their June 16th meeting.

Staff Recommendation:

Trails and Landscaping Committee by motion recommend approval of the proposed Landscape Maintenance District Budget for FY 15/16, which includes: continuing forward of the prior projects for a total \$477,000; anticipated costs associated with a ballot measure of \$20,000 (\$10,000 for County Election Office and \$10,000 for legal services); and the CPI adjustment of 2.44%

City of Clayton						
Landscape Mtn District CFD 2007-1 Fund 210						
Proposed Budget 2015-16						
EXPENSES						
Account Number	Account Name	2012-13 Actual	2013-14 Actual	2014-15 Adopted Budget	2014-15 Projected 6/30/2014	2015-16 Proposed Budget
7111	Salaries/Regular	175,559	146,944	159,880	136,000	138,000
7112	Temporary Help	69,573	86,546	98,110	75,000	81,000
7113	Overtime	67	102	-	500	500
7218	LTD Insurance	1,162	1,287	1,300	1,100	1,300
7220	PERS Retirement	38,548	37,007	38,750	32,000	42,200
7231	Workers Comp Insurance	7,416	8,902	11,420	12,141	10,400
7232	Unemployment Insurance	5,449	4,041	4,700	4,700	3,900
7233	FICA and Medicare	6,943	8,652	9,830	7,000	8,200
7246	Benefit Insurance	35,782	36,909	39,180	28,000	28,000
7311	General Supplies	33,925	28,253	43,000	48,500	48,500
7316	Landscape Replacement Material trees/plants (overall all LMD areas)	3,498	1,596	20,000	20,000	20,000
7335	Gas & Electric Serv.	28,308	23,284	25,000	24,000	25,000
7338	Water Service	178,202	132,232	187,000	150,000	156,000
7342	Machinery/ Equip Maint.	12,682	13,427	10,000	22,600	22,600
7343	Vehicle Maintenance	4,480	6,006	12,000	19,400	20,000
7344	Vehicle Gas, Oil, and Supplies	12,850	15,274	15,300	12,000	15,000
7381	County Property Tax Admin Cost	3,735	3,734	3,800	3,800	3,800
7382	Election Services	-	-	-	-	10,000
7411	Profession Legal Services (related to Election)	-	-	-	1,000	10,000
7419	Other Prof. Services	142,059	142,936	148,419	157,468	149,500
7486	Capital Equip Replacement Fleet (CERF) Charges/Depreciation	13,500	13,500	13,500	13,500	13,500
7520	Capital Projects costs (transfer to CIP fund303)	499,362	53,639	207,000	45,000	477,000
7615	Property Taxes	2,447	2,506	2,600	2,576	2,700
8101	Transfer to General Fund (for general city admin costs)	31,402	32,156	33,056	33,056	33,863
8113	Annual verification inspection/compliance doc NPDES	456	912	912	912	912
	Total Expenditures	1,307,403	799,845	1,084,757	850,253	1,321,875
REVENUES						
Account Number						
4604	Clayton LMD Assessment	954,704	978,034	1,005,224	1,005,224	1,029,751
5601	Interest	3,279	2,913	4,000	4,200	4,000
6003	return of residual funds from project of prior years from line 7520				259,704	-
	Total Revenue	957,983	980,947	1,009,224	1,269,128	1,033,751
	Expenditures under (over) expenses	(349,420)	181,103	(75,533)	418,875	(288,124)
	Beginning Fund Balance	507,280	157,860	209,053	340,162	759,037
	Ending Fund Balance	157,860	338,963	133,520	759,037	470,913
NOTE: STAFF WILL PROVIDE THE DETAIL OF ACCOUNT NUMBERS 7311; 7419; 7520 AT OR PRIOR TO THE MEETING						



Databases, Tables & Calculators by Subject

Change Output Options:

From: 2014 ▾

To: 2015 ▾

GO

include graphs include annual averages

Data extracted on: June 4, 2015 (7:34:06 AM)

Consumer Price Index - All Urban Consumers

Series Id: CUURA422SA0, CUUSA422SA0

Not Seasonally Adjusted

Area: San Francisco-Oakland-San Jose, CA

Item: All items

Year	Apr
2014	251.495
2015	257.622

This equals a 2.436% change – rounded to two decimal places is 2.44%



Agenda Date: 6/8/15

Agenda Item: 5b

Memo

To: Trails and Landscape Committee

From: Laura Hoffmeister, Asst. to the City Manager

Date: June 8, 2015

Re: Ad Hoc Committee for preparation of FY 14/14 Annual Report

At the June 8th 2015 meeting the TLC should select the members (up to three) plus the Chair that will work on preparing the draft. It is expected that end of August/early September 2015 finance staff will have the fiscal year end (July 1, 2014- June 30, 2015) data for use in the Annual Report preparation.

Measure B requires the TLC to independently review the financial information and work done in the District and provide a written report on the District activities and finances to the Public which is presented to the City Council. The TLC acts as the Citizen Oversight Committee for Measure B in this function.

The members selected can meet over the phone or in person in their preparation without triggering the brown act public meeting noticing requirements as they are an ad hoc committee which will be preparing a draft document to present to the entire TLC at a meeting in Sept/October 2015.

August/September: Collect financial data from the City staff for Fiscal Year 2014/15.

Sept/October 2015: Prepare a draft document submit to staff for review/clarifications/corrections. Final draft then present to the TLC at a public meeting for approval and submittal to the City Council.

October / November 2015: The document will then need to be presented to the City Council at a public meeting The Chair and the committee members are encouraged to present and attend the City Council meeting. The Chair typically provides the verbal report to the City Council. However if the Chair desires, the Chair may request or appoint an alternative member to make the presentation as well as serve on the Ad Hoc committee.

Agenda Date: 6/8/15

Agenda Item: 7d(2)

COMMITTEE ROSTER
TRAILS AND LANDSCAPING COMMITTEE

Rev. 6/2/2015

Laura/TLRoster2015

Larry Casagrande (Chair)
239 Jeffry Ranch Place
Clayton, CA 94517
(925) 693-0073
email: Lcasagrande@chevron.com
(term: Dec. 2014 – December 2016)

Anthony Chippero
1713 Indian Wells Way
Clayton, CA 94517
(925) 234-6417 (business); (415) 839-8793
email: ajchippero@comcast.net
(term: June 2013 - December 2015)

Robert Erich
1044 Pebble Beach Drive
Clayton, CA 94517
(925) 946-0371 (wk); (925) 673-0544(alt/hm #)
email: erichlaw@me.com
(term: December 2013- December 2015)

Christopher Garcia
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(925) 304-2144 (hm); (805) 748-4974 (wk)
email: Christopher@OutcastWines.com
chrisLgarcia@hotmail.com
(term: December 2014- December 2016)

Howard Glazier
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(925) 899-3314 (cell primary ph#)
Email: howardglazier44@comcast.net
(term: Dec. 2013- December 2015)

Harun Simbirdi
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(925) 338-6075
email: simbirdi@yahoo.com
(term: June 2013 – December 2015)

Alyse Smith
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(c) (925)993-8583
email: alysej@comcast.net
(term: Dec. 2013- December 2015)

Clayton Smith (Vice Chair)
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(925) 672-2529; (business): (925) 473-7792
email: clayton@alum.calberkeley.org or
csmith94517@comcast.net
(term: Dec. 2014 - December 2016)

Bob Steiner
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business: (925) 672-5854; (c) 925-787-1153
email: rws32@earthlink.com
(term: Dec. 2014 - December 2016)

CITY PERSONNEL
City of Clayton Main Office number 673-7300

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

Howard Geller (Liaison)
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Laura Hoffmeister, Assistant to the City Manager
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Keith Haydon, Councilmember (Alternate Liaison)
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Mark Janney, Maintenance Supervisor
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John Johnston, Maintenance Supervisor
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jjohnston@ci.clayton.ca.us

Janet Brown, City Clerk
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email: jbrown@ci.clayton.ca.us

Memo

To: Trails and Landscaping Committee
From: Assistant to the City Manager, Laura Hoffmeister
Date: June 8, 2015
Re: TLC Brochure Status

Committee member Chippero has almost completed the update of the brochure (updated roster, made the inside text black, toned down the background picture on the inside, made the text on the outside darker and put a slight glow around the text). It took longer than anticipated due to an unexpected computer breakdown and length of time the computer was in the shop for the necessary repairs. Due to schedule conflicts Committee member Chippero will not be able to attend this meeting. It is expected that the brochure final update (adding the correct Adopt a Trail contact) will be completed soon. Thereafter it will be distributed to the TLC, uploaded to the City website, copies placed at the Library and in the City Hall kiosk, and City posting boards.

Draft

CLAYTON'S TRAILS & LANDSCAPE COMMITTEE (TLC)

Formed by the Clayton City Council in August 2007.

Comprised of up to 11 volunteer members of the Clayton community

Helps the city implement the voter-approved plan to manage the current and future needs of the citywide Landscape Maintenance District

Helps to manage and support Clayton's Adopt-A-Trail program



Serves as a financial oversight committee and provides short and long term implementation guidance to city staff and the City Council

The Landscape Maintenance District consists of roadway edge and roadway median landscaping, trail maintenance, and fire abatement on trails and open space (city parks and the Clayton fountain operation are not included in the district)

Funds can only be used for spending within the Landscape Maintenance District

GET INVOLVED!

The Trails and Landscape Committee meets quarterly on the 3rd Monday of the month at 7pm at the Clayton Library

Clayton residents are encouraged to attend these meetings to provide public opinion and ask questions

Meeting agendas are posted online: City web site at www.ci.clayton.ca.us

Printed copies at:
City Hall, 6000 Heritage Trail;
Clayton Library, 6125 Clayton Road;
Ohm's Bulletin Board, 1026 Diablo St

Please direct any questions or concerns to the City of Clayton via the website or address above



2015 Trails & Landscape Committee Members

Larry Casagrande (chair)	Howard Glazier
Clayton Smith (Vice Chair)	Harun Simbirdi
A.J. Chippero	Alyse Smith
Robert Erich	Bob Steiner
Christopher Garcia	
Howard Geller (Ex-Officio)	



Trails & Landscape Committee
2015

**THE LANDSCAPE MAINTENANCE DISTRICT:
CLAYTON'S "FRONT YARD"**

The Landscape Maintenance District covers:

- over 2 million square feet of landscape
- 40,700 square feet of lawns and flowerbeds
- Almost 3,000 city trees
- 515 acres of open space
- 7 miles of creek side trails
- 20 miles of open space trails
- Approximately 50 street islands and medians

The District uses the equivalent of only three full time staff along with seasonal and volunteer workers

HOW IS THE DISTRICT FUNDED?

Measure B, a special 10-year special parcel tax passed by Clayton voters in June 2007 funds the District

Measure B is the only source of funding for the Landscape District supplies, electricity, irrigation, water, and labor

Funds may only be used for voter approved Landscape District expenses

Trails & Landscape Committee

ADOPT-A-TRAIL

If you are one of the many Clayton residents that enjoy our trail system you can further help the Landscape Maintenance District and beautify Clayton's trails by Adopting a Trail

This program aims to:

- Augment financing provided by Measure B
- Provide a venue for volunteers that help Clayton maintain and enhance it's trail network
- Make the trails cleaner
- Celebrate the sponsors and volunteers that help Clayton keep the trail network one of the distinguishing characteristics of our community
- Foster civic pride through volunteerism, philanthropy, and cleanliness

If you are interested in participating in this program or would like additional information please contact



TLC's STRATEGIC FOCUS

- Remove unwanted expenditures and control costs with strict oversight
- Create equity in the District
- Implement cost effective measures to improve irrigation and infrastructure
- Invest in modern equipment to increase maintenance efficiency and effectiveness
- Implement seasonal and situational based labor to minimize costs

STANDARDS & PRIORITIES FOR THE DISTRICT

- Mandatory firebreaks
- Weeds trimmed along major trails and creeks twice a year
- Trees trimmed for safety purposes
- Irrigation breaks repaired as necessary
- Public roadway landscaping trimmed twice a year
- Landscape areas fertilized once a year as necessary

- (a) Presentation and acceptance of the Trails and Landscaping Committee's FY 2013-14 Annual Report on the Citywide Landscape Maintenance District.

Trails and Landscaping Committee Chairman Larry Casagrande reported that at its meeting of March 16th, 2015 the Committee welcomed City Council re-appointed members Clayton Smith and Robert Steiner and a newly appointed resident, Christopher Garcia. The Committee unanimously approved Chair Casagrande continuing as Chair and selected Clayton Smith as Vice Chair. The Committee decided to have an information table at the Annual Clayton Cleans Up event on April 25th.

Chair Casagrande reported the Adopt a Trail program has not moved forward this past year due to scheduling conflicts; however Christopher Garcia enthusiastically volunteered to work on this project. The Committee received and reviewed a FY 2014-15 mid-year Landscape Maintenance District fund balance budget and found its special reserve funds are higher than expected due to accounting reconciliation and complete close-out of the prior construction project budgets. The Trails and Landscaping Committee members discussed ideas to re-invest monies into future improvement projects within the District; preference for re-working the entry ways at various residential subdivisions would provide more equity to the residents in these highly visible neighborhood entries. The Committee also reviewed the status of the current parcel tax measure expiring, an extension time frame, was briefed on the election schedule for calendar year 2016 and discussed ways to communicate with the public where the special tax funds have been used. The next Trails and Landscaping Committee meeting is planned for May 2015 to review the proposed Fiscal Year 2016-17 Landscape Maintenance District Budget and future funding and operations including re-investment of funding to entryways.

Vice Mayor Geller added the current Measure B Tax Bond is expiring in 2017, which indicates the measure will need to go back out to the voters in 2016 to renew the bond for either 10 (current) or 20 years. The Trails and Landscaping Committee members are planning to have informational booths at various community events, such as the upcoming Clayton Business and Community Association annual Art & Wine Festival, to educate the community on accomplishments made by the Trails and Landscaping Committee.

Councilmember Haydon added that he regularly walks the trails in the community and noticed more people using the trails, however they are not always picking up after their pets. He inquired if it were a goal of the Trails and Landscaping Committee to install additional trash cans at trail heads close to streets and/or installation of plastic bag dispensers to encourage people to clean up after their pets on the trails.

Chair Casagrande responded the Trails and Landscape Committee members expressed similar concerns during their meeting but determined that a lot of times City-supplied dispensers and plastic bags would be vandalized, left in shrubs or on the trail eventually making their way into the nearby creek.

Vice Mayor Geller added existing plastic bag dispensers are not being used and additional garbage cans installed would need to be located to a serviceable area.



He also commended the Trails and Landscaping Committee for their service to the community.

Chair Casagrande added Measure B monies were used to install new landscaping and irrigation for Daffodil Hill and portions of the Clayton Road medians. Future funding would be used for current maintenance and additional installation of trees and shrubbery and upgrading irrigation controls.

Mayor Shuey opened the item to receive public comments; no public comments were offered.

It was moved by Councilmember Diaz, seconded by Vice Mayor Geller, to, to accept and approve the Trails and Landscaping Committee's Annual Report for FY 2013-14. (Passed; 5-0 vote).

- (b) Consider adoption of Resolution No. 08-2015 approving the City's 2014 Annual Report on its Housing Element progress and policies.

Community Development Director Charlie Mullen presented the staff report indicating Government Code Section 65400 requires each governing body to prepare an annual report on the status and processes of implementing the jurisdiction's Housing Element, using forms and definitions adopted by the State of California Department of Housing and Community Development (HCD). Mr. Mullen added HCD uses the Annual Progress Report as a tool to facilitate implementation of a community's Housing Element as well as for the tracking and monitoring of progress in addressing local housing needs and goals, which it may use as one of its thresholds requirements to qualify for certain State grants or program funds. He noted the Planning Commission reviewed and considered the 2014 Annual Progress Report on February 24, 2015 and passed a motion recommending approval to the City Council; no members of the public spoke on the matter at the Commission's meeting.

Mayor Shuey opened the item to receive public comments; no public comments were offered.

It was moved by Vice Mayor Geller, seconded by Councilmember Diaz, to adopt Resolution No. 08-2015 approving the City of Clayton 2014 Housing Element Annual Progress Report and authorize it be filed with the State of California Department of Housing and Community Development Department. (Passed; 5-0 vote).

9. **COUNCIL ITEMS** – None.
10. **CLOSED SESSION** – None.

6. **PUBLIC COMMENT ON NON - AGENDA ITEMS**

Tamara Steiner from the *Clayton Pioneer* announced upcoming Clayton community events: Clayton Cleans Up! on April 25th; Clayton Community Library Foundation "Death and Disloyalty", a Library murder mystery play April 24th and April 25th; and Clayton Historical Society's 23rd Annual Gardens Tour April 25th and 26th.

7. **PUBLIC HEARINGS** – None.

8. **ACTION ITEMS**

- (a) Consider recommendations from the Trails and Landscaping Committee (TLC) regarding priority of proposed general improvement projects within the Citywide Landscape Maintenance District (CFD – 2007).

Maintenance Supervisor John Johnston presented the staff report indicating the preference of Option 1 from the Trails and Landscaping Committee which encumbers \$300,000.00 of Landscape Maintenance District reserve funds, noting no plantings will occur until the Governor's Severe Drought Water Restrictions are lifted. Specific landscape plans for the various subdivision entries would be internally designed by staff during this drought period, subject to review by the Trails and Landscaping Committee with final approval by City Council by June 2016. Plant designs would be drought tolerant and include use of appropriate hardscape to minimize water use and enhance ease of maintenance. In the interim staff will be moving forward with the previously-budgeted Landscape District projects to repair trail bridges and broken planter boxes in the downtown.

Mayor Shuey inquired if engineered type of products [recycled materials] will be used as the surface replacements on the seven bridges' renovation project along the trail system? Maintenance Supervisor Johnston advised at this time he is not sure if the existing structures will be able to support the additional weight of a manufactured heavier material. Staff will be exploring it further.

Councilmember Pierce advised the existing bridge structures are already in need of additional structural support and understands they may not be able to accommodate a heavier material. Mr. Johnston noted this issue and option will be deferred to the contractor who would have the expertise in this field.

Mr. Johnston continued with the staff report presentation describing the various gradations of repair and replacement that are needed on the downtown raised planter boxes on Main Street and Center Street. The Chinese Pistache tree roots need larger planter boxes, which is why the existing ones are breaking apart. The planter box on the corner of Center and Diablo Street was damaged by a vehicle; however the City recovered insurance funds to be used for repairs.

Vice Mayor Geller asked if the existing Crape Myrtle and Chinese Pistache trees could be possible reasons for the elevation of surrounding sidewalks? Mr. Johnston advised each planter box will be re-evaluated prior to the start of the renovation to see if there are other potential problems.

Councilmember Haydon inquired about any existing irrigation problems? Mr. Johnston advised a determination cannot be assessed prior to a complete evaluation which will occur on the planter boxes that are falling apart, including the irrigation system. Councilmember Haydon noted the Clayton Valley Garden Club was once hand watering the planter boxes in the downtown area.

Mr. Johnston noted the raised planter boxes on Center Street are only in need of minor repairs because they were added later and he designed them properly sized. He concluded by indicating the Trails and Landscaping Committee reviewed the Landscape District's mid-year budget and determined that, with a minimum reserve of \$200,000.00 for cash flow purposes, there are still additional monies available to take on some new landscaping projects when the drought is over.

Mayor Shuey inquired on the specific estimated cost break down on Option 1 and requested exactly what is planned to be done to the existing landscaping areas? Mr. Johnston advised each subdivision entry way will be thoroughly evaluated and if existing plants can be saved they will be. Mr. Johnston prefers Hawthorne shrubs such as those on Regency Drive as those bushes coordinate well with other plants and are low maintenance. City Manager Napper added specific designs for each entry way will be drawn; once the proposed design process is complete, it will be reviewed by the Trails and Landscaping Committee and then will come back to the City Council for final approval at a public meeting.

Vice Mayor Geller inquired on how the estimates were reached for the proposed general improvement projects within the Citywide Landscape Maintenance District? Mr. Johnston advised actual unit expenses from the recent Clayton Road median project were tripled because these entry way projects are smaller sites and include irrigation controller replacements, power for lighting; ultimately, each site will need further evaluation to refine actual improvement costs. City Manager Napper added the figures provided are guesstimates only; the proposed landscaping improvement project is still subjected to competitive bid by state law.

Vice Mayor Geller asked if the hardscape improvements could be installed and delay the landscape plants if the drought continues? Mr. Johnston advised much of his contemplated replacement design will involve hardscape; plants cannot be the main focus any longer as the State of California is in a drought, water usage needs to be reduced by 25 percent, and future water use is risky.

Vice Mayor Geller complimented Mr. Johnson on the design and finished product of the renovated medians on Clayton Road; they are beautiful.

Councilmember Haydon inquired once the reduced water usage order is lifted, would the City be able to phase in plants that need water? Mr. Johnston responded hardscape is the intended landscape with focus plants much like the project completed at the traffic signal island in front of the Clayton Fountain.

Mayor Shuey opened the item to receive public comments; no public comments were offered.

It was moved by Vice Mayor Geller, seconded by Councilmember Haydon, to approve Option 1 (subdivision entry ways) as the priority for landscape and hardscape improvement projects in the Citywide Landscape Maintenance District during calendar years 2015 and 2016. (Passed; 5-0 vote).

- (b) Consider and discuss a request by Council Member Diaz to create and design a City of Clayton flag.

Councilmember Diaz opened the discussion of a City of Clayton flag noting he was recently approached by a business colleague who would like to design a City of Clayton flag, pro bono, and he is seeking the input of the Council members if this was something of interest and discuss how to proceed.

Mayor Shuey asked if the proposal includes creation and the rights to a flag design? Councilmember Diaz confirmed the beginning process is to decide if the City Council would like to consider creating a City of Clayton flag; he further referenced a brochure was included with the staff report outlining suggested parameters in designing a flag.

Vice Mayor Geller liked the idea of having a City of Clayton flag and inquired how to proceed with the design of the City flag: by contest, create a subcommittee or just hire the Councilmember Diaz's business colleague? Councilmember Diaz advised his business colleague will design the flag pro bono and is seeking the preference of the City Council if there was anything in particular to be included in the design.

Councilmember Haydon indicated his preference is to use the existing graphic that appears on the top of City of Clayton business cards and City of Clayton stationery.

Vice Mayor Geller asked, after reading the brochure, if the fetched image is reproducible for both sides of the flag?

Councilmember Pierce concurred with Councilmember Haydon, preferring the use of the existing image of the City of Clayton business cards and City of Clayton stationery.

Mayor Shuey inquired if our image of Mt. Diablo is the same perspective one would see from the city of Clayton? Councilmember Pierce added it is a true image depending on where one is standing; it was designed by a high school student back in 1964, the original drawing is still in existence and stored at the Clayton Museum, and it has been copyrighted for the exclusive use of Clayton City Hall despite being used in other products sold by some in town.