



# AGENDA

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## TRAILS AND LANDSCAPING COMMITTEE [CITIZENS OVERSIGHT COMMITTEE]

**MONDAY, October 28, 2013**

**7:00 p.m.**

**Story Room**

**Clayton Community Library**

*6125 Clayton Road  
Clayton, CA 94517*

### COMMITTEE MEMBERS

Larry Casagrande	Anthony Chippero
Robert Erich	Don Fitzgerald
Ryan Lowe	Harun Simbirdi
Alyse Smith	Clayton Smith
Bob Steiner	Ted Sudderth
Hank Stratford (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.cityofclayton.org](http://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 \*

October 28, 2013

## 1. CALL TO ORDER & ROLL CALL – Vice- Chair Lowe

## 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 May 20, 2013.
- (b) Landscape Maintenance Staff Activity Report since May 20, 2013 (informational only)
- (c) Minutes of the City Council meeting June 4, 2013 (informational only)

## 4. CONTINUED/OLD BUSINESS

- (a) Adopt a Trail Program Status verbal update – (Committee member Sudderth)
- (b) Status report of the Deferred Landscape Maintenance District Projects  
(Maintenance Supervisor Janney)  
Recommended Action: Receive report.
- (c) Verbal Status Report on the open space invasive nonnative weed abatement.  
(Maintenance Supervisor Janney)
- (d) Verbal Status Report on the open space fire prevention weed abatement.  
(Maintenance Supervisor Janney)
- (e) Future Clayton Pioneer articles re: Adopt a Trail and Landscape Maintenance District verbal Status report – Committee member Chippero

**5. NEW BUSINESS**

- (a) Consider recommendation on the proposed Annual Report for the Landscape Maintenance District for FY 2011/2012 as the Citizens Oversight Committee for Measure B.  
(Committee members Steiner)  
Recommended Action: Provide comments, approval and recommendation for submittal to the City Council.

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

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

- (a) Assignment of Committee Report: to the City Council at its November 5, 2013 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)  
Jan/Feb 2014 – mid-year budget status; selection of Chair and Vice Chair  
May 2014 – proposed landscape District Budget for FY 2014/15  
September/October- FY 2013/14 TLC prepared draft Annual Report
- (d) Committee Member communications – informational items/announcements that TLC members would like to share
- (e) Staff Communications/Announcements – announce the expiration of terms of members occurring in December 2013.

**12. ADJOURNMENT– The Committee’s next regularly-scheduled meeting is anticipated to be Monday, \_\_\_\_\_, 2013 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]**

**May 20, 2013**

**1. COMMITTEE CALL TO ORDER & ROLL CALL**

Chair Casagrande called the meeting to order at 7:10 p.m.

Committee Members present: Larry Casagrande, Anthony Chippero, Robert Erich, Ryan Lowe, Harun Simbirdi, Alyse Smith, Clayton Smith, and Bob Steiner.

Committee Members absent: Don Fitzgerald and Ted Sudderth Harun Simbirdi, Councilmember Hank Stratford (ex-officio Member).

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

**2. PUBLIC COMMENTS**

*None*

**3. CONSENT CALENDAR**

*(a) Approval of Action Minutes from the Committee regular meeting of March 23, 2013.*

*(b) Landscape Maintenance Staff Activity Report since march 2013 (informational report).*

Motion by Committee member C. Smith, seconded by Committee member Steiner to approve the consent calendar. Motion passed. (vote: 8-0)

**4. CONTINUED/OLD BUSINESS**

*(a) Adopt a Trail Program Status update.*

Chair Casagrande reported that he had been able to make some initial outreach to several businesses regarding the program. Committee members Fitzgerald and Sudderth contacted staff to report that they will begin efforts on this program in June. Committee member A. Smith reported that she would be able to assist the Subcommittee. The Subcommittee (Alyse Smith, Don Fitzgerald and Ted Sudderth) will be meeting and conducting follow up of current adopters that have or will be expiring and to potential new businesses and organizations over the next couple of months. Committee member Steiner reported that the recent Clayton Pioneer article regarding the TLC included information about the Adopt - a - Trail program.

In response to questions from the Committee staff reported that the Adopt a Trail is not a 501 c3. Funds collected are kept separate and used for trail maintenance and trail improvement projects based on input from the TLC. Separate accounting and budgets are kept and provided to the TLC for Adopt a Trail. The City has information on IRS rules for donations to Cities as it relates to tax deductions and will provide the information to the TLC members.

*(b) Verbal status report on the open space invasive non-native weed abatement contract.*

Maintenance Supervisor Janney reported the open space nonnative invasive weed abatement contract contractor has started up, the starting time was delayed due to lowest bidder withdrawing. With the unexpected dry winter and spring the invasive plants have had more growth and the area covered has increased. The TLC members stated they appreciated the City Council holding special meeting to award to next bidder so that the work did not fall further behind.

*(c) Verbal status report on the open space fire prevention weed abatement. Future Clayton Pioneer articles re: Adopt- a – Trail and Landscape Maintenance District – verbal status report.*

Maintenance Supervisor Janney reported that the fire prevention weed abatement is underway. An outside contractor is doing the large open space areas, City maintenance staff does along the trails and City owned parcels. The outside contract was also up for renewal and new bids received and the prior/current contractor submitted the lowest bid. All fire prevention weed abatement will be completed prior to the June 10 deadline by the Fire District.

*(d) Future Clayton Pioneer articles re: Adopt- a – Trail and Landscape Maintenance District – verbal status report.*

Committee member Steiner reported that the last article was a re-introduction of the TLC and its new members and overview of what the TLC does. The Clayton Pioneer editor, Tamara Steiner, had taken pictures at the March TLC meeting of the group because there are many new members since such an article was last done. The picture lent itself to the overview article and it touched on the Adopt -a -Trail program. Committee member Chippero stated that he did not write the article since it was already in process. He still will be writing future articles, and will focus some articles on more detail of the Adopt- a -Trail; and projects that have been completed in the District. This way the community will start to have information about what their special tax has paid for and is paying for. The tax measure expires in 2017, thus keeping the public aware of what is going was important to the TLC. Committee member Steiner noted that the Clayton Pioneer will be able to edit articles.

Committee member Chippero stated that if there are particular items or projects that TLC members feel should be written about to send the ideas his way.

## **5. NEW BUSINESS**

*(a) Review of the Landscape Maintenance District proposed budget for 2013/14 as the Citizens Oversight Committee for Measure B.*

Asst. to the City Manager Hoffmeister provided an overview of the proposed budget. The budget is for the TLC to make recommendation to be forwarded to the city council which will be included as part of the overall city budget. Measure B allows for annual CPI increase up to a maximum of 3%. The CPI is 2.4% and has been included in the revenue. This equates to an

annual increase of \$5.22 over this year rate. As to expenses in general it is a status quo – however irrigation costs are not declining as it appears to be abnormally dryer and it was dry earlier in the season, with water usage returning to more of the higher end of normal use. The irrigation costs can be adjusted at mid-year as we will have better usage data by that time.

The proposed budget for FY 13/14 does not include any new major projects or programs.

The budget includes recently completed projects that were underway this fiscal year, and prior planned projects of the irrigation central control computer. However two projects that were anticipated to be done this year, are now being proposed to be carried over to next fiscal year: Jeffrey Ranch cul-de-sac replanting (2 locations); and replacing trees in Keller Ridge that were removed two years ago due to griddling and disease. However staff has reviewed the anticipated costs for these two projects and determined that their prior amounts budgeted are likely inadequate, thus staff is proposing including additional funds for these projects for the 2013-14 fiscal year.

Staff is also recommending the addition of two new projects for FY 13/14:

The trimming of lower level branches and some shrub removal in the open space. The Fire Marshall has assessed the city open space and recommended to reduce fuel load and fire laddering that the lower limbs of trees and shrubs around the trees be cut back. This would be a onetime expense, and after completion should last several years. Staff recommends this as a fire safety prevention measure.

The other item is the replacement of irrigation central control field panels. The City has many controllers that are over 10 years old and are in poor condition and failing. The older ones also do not connect to the new central computer control system. The older ones require staff to go out into the field to turn off/on and change programing. New landscape areas have had the newer controllers installed, however there are more of the older systems than newer ones. The older field controllers can be replaced, or phased in over a three year period, at a cost of \$20,000 per year.

Maintenance Supervisor Janney noted that based upon the information available at the time, it does not appear that there are extra funds to undertake additional new major landscape renovation projects in FY 13/14. If however the final numbers have additional sufficient extra fund balance for consideration of such projects it will be brought back to the TLC for review and recommendation to the Council by mid-year budget review.

Staff clarified that the tree replacement project in Keller Ridge is still pending and moving forward as part of the proposed budget. Originally staff was anticipating purchasing the trees and replanting using seasonal temporary labor. However with recent changes in regulations the seasonal staff hours are now more limited and Maintenance staff is obtaining bids to contract out this project along with the tree replacement on Peacock Creek. Peacock Creek replanting is being funded by accident insurance monies as most of the trees have been damaged from auto accidents.

In response to Committee members questions staff clarified that trail resurfacing has been brought fairly current. The city evaluates every two-three years based upon when the city has sufficient funds to do a street paving project. Trail repaving is add on to the street paving project where appropriate and needed, and provided the LMD budget has such funds available trail repaving,

this provides economies of scale – lesser cost. Staff provided in the packet a diagram which shows the trails that are currently paved.

Motion by Chair Casagrande, seconded by Committee member Lowe to recommend approval of the proposed Landscape Maintenance District budget for FY 2013/14 as presented, including the incorporation of current year unspent projects totaling \$119,100 and FY 13/14 new projects and additional funding of prior approved projects for a total of \$82,900. Motion passed (Vote 8-0.)

**6. CORRESPONDENCE – Informational Only**

*Email dated April 30<sup>th</sup> from Libuska Bonnat regarding desire for improvements to landscaping on Peacock Creek Drive, and city staff response.*

*Email dated April 29, 2013 from Glenn Miller regarding desire for improvements to landscaping on Peacock Creek Drive and city staff response.*

**7. COMMITTEE ITEMS**

*(a) Assignment of Committee Report to the City Council at its May 21, 2013 or June 4, 2013 meeting.*

No committee members would be available for the May 21<sup>st</sup> meeting. Vice Chair Lowe volunteered to attend the June 4<sup>th</sup> meeting and verbally report to the City Council the highlights of the May 20<sup>th</sup> TLC meeting.

*(b) Future agenda items:*

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)

*Sept/October- FY 2012/13 TLC prepared draft Annual Report*

A Sub Committee was established for preparation of the draft Annual Report for FY 12/13. The Sub Committee will consist of Chair Casagrande, Vice Chair Lowe and Committee member Steiner. The Subcommittee will meet once the city provides the fiscal year end numbers, with the goal of having a draft completed early September for review by the TLC at a meeting in September. If the report is not ready in time for September meeting then it would be at an October meeting.

*January/Feb 2014 – mid-year budget status; selection of new Chair and Vice Chair*

*May 2014 – proposed landscape District Budget for FY 2014/15*

*(e) Committee member communications:*

Committee member Steiner reported on the success of the Clayton Cleans Up which was held on April 27 from 9-Noon at City Hall courtyard. He said that this was the largest turn

out ever – with over 200 attendees. Committee member Fitzgerald staffed the TLC information table and spoke to the attendees about the TLC and the Adopt a Trail program.

Committee member Alyse Smith mentioned that maybe the knowledge about landscaping the city maintenance staff has, with their experience of plants and irrigations, should be shared with HOAs. It was determined that the issue was best handled by the HOA and their management companies and landscape companies. HOAs can also hire appropriate professionals to provide them information such as landscape architects. It was mentioned that the Contra Costa Water District also provides water audits and irrigation analysis often at no charge, which would be another resource for the HOA's. It was clarified that if someone called the City Maintenance supervisors with something specific as it relates to the City maintained landscape areas, such as our experience with a particular plant we have, or issues with soil, or irrigation equipment the city uses, the city staff could respond to such specific questions on the city experiences as it related to our public maintained areas.

*(e) Staff Communications:*

None.

## **8. ADJOURNMENT**

Upon call by Chair Casagrande, the meeting adjourned at 8:35 p.m. The next meeting of the Trails and Landscape Committee is tentatively planned for Monday September 16, 2013 at 7:00 pm Hoyer Hall, Clayton Community Library. Alternative date of October 21, 2013 at 7:00 pm was also established.

Minutes prepared by:

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Laura Hoffmeister, Asst. to the City Manager

APPROVED BY THE COMMITTEE

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Ryan Lowe, Vice- Chair



Agenda Date: 10/28/13

Agenda Item: 3(b)



# **MAINTENANCE WORK UPDATE TRAILS & LANDSCAPING**

**5/20/2013 to 10/28/13**

- Spot spray herbicides and pull weeds in the Landscape District Citywide.
- We have started to turn down or off Irrigation systems within the Landscape District. Crews over the summer made major repairs to systems replacing gate valves and control valves. Also constantly replacing and repairing sprinkler heads throughout the Landscape District.
- Continued our semi-annual trimming of the Landscape over the summer in the following areas; Oakhurst Drive Median from City limits to Clayton Road, Clayton Road outbound from Center Street to City Limits, Diablo Parkway, Middle School hillside along Marsh Creek Road, Old Marsh Creek Road from Clayton Road to Easley Drive inbound, Clayton Road inbound from City limits to Mitchell Canyon Road, Atchinson Stage Road, Eagle Peak from Oakhurst Drive to Keller Ridge Drive, along Keller Ridge Drive, in the downtown area at the Post Office pathway, Marsh Creek Road by Plaza, pathway running to the elementary school, pathways running between and in Westwood and Southbrook neighborhoods.
- Had the following area trees trimmed; Median Trees were lifted on Clayton Road from City limits to the Middle School, All the Oak trees going up Peacock Creek Drive were structurally trimmed, Removed three dead pine trees along Mitchell Canyon Road, Lifted trees along trail from Peacock Creek Drive to Middle School, Trimmed a large Oak tree on Main Street by tear drop, removed down limbs and safety trimmed trees along Cardinet Trail by Lydia Lane Park, Safety trimmed trees along Old Marsh Creek Road by Easley Drive.
- Finished the weed abatement in the open space City wide; it was all completed before the start of the Fire season.
- The upgrades to a central control irrigation system continued with the installation of software to run the system. Continue upgrades to the DX controllers located out in the field. Still working out all the bugs in the systems controls with the installer.

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

**TUESDAY, June 4, 2013**

1. **CALL TO ORDER & ROLL CALL** – The meeting was called to order at 7:00 p.m. by Mayor Pierce in Hoyer Hall of the Clayton Community Library, 6125 Clayton Road, Clayton, CA. Councilmembers present: Mayor Pierce, Vice Mayor Stratford, Councilmembers Diaz and Geller. Councilmembers absent: Councilmember Shuey. Staff present: City Manager Gary Napper, City Attorney Mala Subramanian, City Engineer Rick Angrisani, and City Clerk Laci Jackson
2. **CLOSED SESSION**- None.
3. **PLEDGE OF ALLEGIANCE** – led by Mayor Pierce.
4. **CONSENT CALENDAR**- It was moved by Vice Mayor Stratford, seconded by Councilmember Geller, to approve the Consent Calendar (Passed; 4-0 vote).
  - (a) Approved the minutes of the regular meeting of May 21, 2013.
  - (b) Approved Financial Demands and Obligations of the City.
  - (c) Adopted Resolution 12-2013 calling for the preparation and filing of the Engineer's Annual Report for the levy of FY 2013-2014 assessments in the Diablo Estates Benefit Assessment District.
  - (d) Adopted Resolution 13-2013 approving a three (3) month Addendum No. 6 to the base Memorandum of Understanding with the Clayton Police Officers Association (CPOA), effective July 1, 2013 through September 30, 2013.
  - (e) Adopted Resolution 14-2013 approving a three (3) month Addendum No. 5 to the base Memorandum of Agreement with the Clayton Undesignated Miscellaneous City Employees Group, effective July 1, 2013 through September 30, 2013.
5. **RECOGNITIONS AND PRESENTATIONS**- None.
6. **REPORTS**
  - (a) Planning Commission- No meeting held.
  - (b) Trails and Landscaping Committee – Vice Chair Ryan Lowe thanked the City Council for awarding the weed abatement contract for fire prevention in time to get weeds cut by June 9th. He noted the Committee received a number of updates at the meeting. He stated the Adopt-a-Trail sub-committee is seeking new business sponsors. The Committee also reviewed a preliminary draft Landscape Maintenance District Budget with an increase of assessment revenue by the CPI 2.4%. He noted the budget next year is not sufficient for any new major capital landscape projects. He noted a sub-committee will be working on its Annual Report and the Committee will meet again in September or October.

**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>
<b>Sudberth Family</b>	Volunteer Labor	Cardinet Trail (Libary - Lydia Ln Pk)	\$200	8/12/2013	Yes	9/1/2031	3/1/2015
<b>CBCA</b>	Financial	Cardinet Trail (Libary - Lydia Ln Pk)	\$1000	8/12/2013		9/1/203	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 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
<b>Stegel Family</b>	Volunteer Labor	Lower Easley Trail	\$250	1/7/2013	Yes	TBD	TBD
<b>Available</b>	Financial Sponsor	Lower Easley Trail					

**Available**  
Cardinet Trail (Lydia Ln Pk - Westwood Pk)  
Cardinet Trail (Lydia Ln Pk - Westwood Pk)

**Available**  
Donner Creek Trail  
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
	Additional expenses for latest adopters signs and installation	unknown
	Total Expenses to date NOT including outstanding expenses for latest signs and relocation	TBD
		\$8717.75

**Donations**

Renewal and New as of 10/20/13 \$1450  
Prior donations \$9250  
\$10,700

10/30/2013 Account Balance: \$10,700-\$8715.75 = \$1982.25

**this amount will be reduced based upon outstanding expenses yet to be determined**

Agenda Date: 10/28/13

Agenda Item: 4(a)



# Memo

**To:** TLC Committee  
**From:** Maintenance Department  
**Date:** 10/25/2013  
**Re:** Deferred Maintenance

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As of January 1, 2010, the City of Clayton joined with other local public agencies to adopt the "Regional Landscape Water Conservation Ordinance". This ordinance has changed the way we must all approach public and private landscape projects. Before any upgrades, plantings, or renovations can be done, a complete analysis of the irrigation system, soils, plantings, and hardscape, must be looked at. Any project with a combined square footage of 2,500 or more will fall under the guidelines for the water ordinance. Many of the city's irrigation systems will have to be upgraded before any replanting can be done. The following list below describes the projects that staff is currently working on that will meet the requirements of the water ordinance.

## **Keller Ridge Drive Tree Replacement:**

Staff will be replanting approximately 40 trees along Keller Ridge Drive complete with added soil and new irrigation bubblers. This area will also need to have a smart controller installed based on the criteria per the water ordinance.

Staff is currently drawing up the design and specifications for this project to be put out to bid.

## **Landscape Entry Medians for subdivisions:**

Staff is working on conceptual designs for the median entries located throughout the city. All landscaping will include upgrades to the irrigation system, drought tolerant plantings, lighting and hardscape.

## **Clayton Greens Lawn:**


Redesign landscaping on Jeffery Ranch Court and Caulfield Court. This project will require a meeting with the homeowners to discuss possible landscape plantings.

## **Trail Repairs:**

Staff is looking at the replacement of the decking boards for several bridges along the trail system.

Agenda Date: 10/28/13

Agenda Item: 5(a)



CLAYTON

**City of Clayton**  
Trails and Landscape Committee

**Annual Report 2012-2013**

**Message from the Chair:**

The Trails and Landscape Committee has some new faces for 2013. I'm pleased to announce the addition of three new members to the committee: Don Fitzgerald, Clayton Smith and Ted Sudderth and returning member Bob Steiner. We are only one member shy of the maximum allowed on the TLC. I'm pleased to see that the prior Chair's message for more Claytonians' to serve on this committee has worked!

The new members are eager to roll up their sleeves and provide meaningful contributions to the TLC. I would like to thank Bob Steiner for agreeing to serve another term on the TLC. Bob now holds the distinct honor of being the longest tenured member of the TLC. Bob's leadership has been instrumental in getting me up to speed in my new role as the Chair. We also have a new Vice Chair – Ryan Lowe. I also want to acknowledge Jake Pauline as he has been a significant contributor to the success of the TLC. His leadership will be sorely missed. I'm looking forward to working with the new and existing committee members along with Laura Hoffmeister and Mark Janney to ensure that we all execute on our commitments to the TLC going forward!

The following Annual Report is for the 2012 – 2013 fiscal year. This report contains a detailed account of the expenditures of revenues collected by Measure B. All revenue collected by this measure is used on the Landscape maintenance District (LMD). Measure B required the formation of a Citizen Oversight Board to assure that Measure B funds are being utilized for their intended purpose. The Citizen Oversight Committee is made up of citizens of Clayton that are appointed by the City Council to serve two year terms. The committee will advise the council on LMD projects and maintenance reports review & submit recommendations on future budgets and present an annual report for use by the Council and the citizens of Clayton.

There will be a renewed emphasis on the Adopt-A-Trail program beginning in FY 2013-2014, with new members Ted Sudderth and Don Fitzgerald volunteering to lead the program. This program is designed to attract sponsors (families, individuals or businesses) who either make an annual financial pledge and/or a commitment to supply a work group to augment the efforts of the maintenance staff with regard to trail maintenance on one of eleven (11) trail segments. Posted at the head of each adopted trail is a plaque bearing the name of both the financial and the work-group sponsor. The annual financial sponsorship is \$1,000, while work group sponsors pay \$250 per year.

Regards,  
Larry Casagrande  
Chair

**LANDSCAPE MAINTENANCE DISTRICT CELEBRATES ITS SIXTH YEAR:**

The Citywide Landscape Maintenance District (“District”) ended its Sixth year of operation on June 30, 2013. It operates and maintains the public roadway landscaping and its irrigation system, the trail system, and the “Clayton fountain.” It also provides weed abatement and fire breaks in the open spaces. The District does not include any of the city parks/sports fields, the City Hall and Library Landscape , or the downtown Grove Park which are funded by other taxes.

Measure B, passed by voters in June 2007, established a Citizens’ Oversight Committee that is commonly known as the Trails and Landscaping Committee (“TLC”) which advises the City Council and staff on matters concerning the District budget, priorities, and responsibilities. The TLC consists of up to eleven 11 non-paid, volunteer citizens of Clayton and the Vice Mayor who serves as the City Council’s non-voting representative in an ex-officio liaison capacity. The TLC currently meets quarterly to oversee the operation of the District.

**2013-2014 TLC MEMBERS:**

Citizens and their respective terms who are currently serving as members of the TLC:

Hank Strafford	(Ex-Officio)
No Alternate	(Ex-Officio-Alternate)
Larry Casagrande (Chair)	December 2011 - December 2013
Ryan Lowe (Vice Chair)	December 2012 - December 2014
Alyse Smith	December 2011 - December 2013
Robert Erich	December 2011-December 2013
Bob Steiner	June 2012 – December 2014
Anthony Chippero	June 2011 - December 2013
Don Fitzgerald	December 2012 – December 2014
Harun Simbirdi	June 2011 – December 2013
Clayton Smith	December 2012 – December 2014
Ted Sudderth	December 2012 – December 2014

### TLC Recommendations, Projects, and Work Product Review 2012-2013

- ✓ TLC regularly receives and reviews reports on maintenance staff activities see attached City Maintenance Quarterly Report Update covering the periods: 5/21/12-11/19/12, 11/19/12-3/25/13, and 3/25/13-5/20/13. Some of the more significant issues in the reports include, but were not limited to:
  - Acknowledged that the landscape project along the Clayton Road median from Mitchell Canyon Road to Oakhurst Drive is completed, as well as Daffodil hill.
  - Removal of trees in the open space that were causing damage or were a danger to residential property, in the areas of Stranahan, Mitchell Canyon and Bigelow.
  - The on-going management and repair of the entire irrigation system within the Landscape District.
  - A new four year contract with a private contractor for weed abatement and fire control.
  - Status report regarding the energy efficiency of the Clayton Fountain Water Feature pumps.
- ✓ Re-enforced the committee's commitment to expanding the Adopt-A-Trail program.
- ✓ Reviewed Incoming and outgoing correspondence between citizens and staff regarding various concerns and observations relating to landscaping and trail issues.
- ✓ Reviewed and approved the proposed landscape district budget for FY 2012-2013.
- ✓ Once again, complimented the City Maintenance staff for the commendable job they do in effectively managing the available water supply and the maintaining the entire irrigation system.



**ADOPT-A-TRAIL PROGRAM:**

The Adopt-a-Trail program continues to improve with TLC members working as volunteers to support the effort. The program aims to:

- Augment financing provided by Measure B
- Make the trails cleaner
- Celebrate the trails' sponsors and volunteers
- Foster civic pride through volunteerism, philanthropy, and cleanliness

The TLC has identified several trail segments for adopt. Each segment can have two adopters: a financial adopter and clean-up adopter.

*Please see the APPENDIX section of this report for a current listing of adopters.*

**TLC RECOMMENDS BUDGET FOR FISCAL YEAR 2012-2013 TO CITY COUNCIL:**

The TLC submitted a proposed budget to the City Council, which was based on the existing FY 2012-2013 assessment, subject to adjustment by the Consumer Price Index (CPI), but capped to a 3% maximum increase per Measure B. Subsequently, the CPI was published at an increase of 2.1% and in July 2012, the City Council adopted a total annual assessment of \$955,711 encompassing all residential parcels or non-residential parcel acre. *A copy of the adopted budget and further explanation of Fund 210 is included in the APPENDIX section of this report.*

### **COMMUNITY OUTREACH:**

Both the TLC and the District continue to reach out to the public to keep citizens informed of their activities in a variety of ways, which include:

- Inviting the public to attend quarterly TLC meetings
- Requesting comments and questions via email to [cityinfo@ci.clayton.ca.us](mailto:cityinfo@ci.clayton.ca.us)
- Posting meeting minutes at the City website at [www.ci.clayton.ca.us](http://www.ci.clayton.ca.us)
- Presenting summaries of TLC meetings at City Council meetings
- Publishing quarterly reports of maintenance staff activities
- Submitting articles about the District to the Clayton Pioneer newspaper

[Thanks to the Clayton Pioneer newspaper for publishing articles about the activities relating to Clayton's trails and landscaping. The articles, which appeared during the last fiscal year, are included in the *APPENDIX* section of this report].

## **APPENDIX**

- 2012-2013 Budget
- City Wide Landscaping Maintenance District Fund No. 210
- City Maintenance Quarterly Report(s) - Trails and Landscaping
- Adopt a Trail Sponsors
- Articles published in the *Clayton Pioneer* during fiscal year 2012-2013
- Trails and Landscape Committee Informational brochure

City of Clayton  
 Landscape MIn District CFD 2007-1 Fund 210  
 Estimated Budget 2012/13

Account Number	Account Name	2010-11 Actual 6/30/2011	2011-12 Adopted Budget	2011-12 Projected 6/30/2012	2012-13 Proposed Budget
7111	Salaries/Regular	182,088	182,632	182,632	182,632
7112	Temporary Help	67,847	94,150	94,150	94,150
7218	LTD Insurance	1,182	1,057	955	1,138
7220	PER8 Retirement	38,187	35,592	35,592	36,868
7231	Workers Comp Insurance	5,827	2,679	2,679	9,966
7232	Unemployment Insurance	4,880	6,999	6,988	5,449
7233	FICA and Medicare	8,823	9,561	9,561	9,561
7246	Benefit Insurance	37,021	31,178	31,175	31,175
7311	General Supplies	33,441	40,000	40,000	43,000
7316	Landscape Replacement Material	-	20,000	20,000	20,000
7335	Gas & Electric Serv.	25,525	29,000	24,000	25,000
7338	Water Service	127,281	180,000	180,000	180,000
7342	Machinery/ Equip Maint.	14,807	9,000	9,000	9,500
7343	Vehicle Maintenance	8,331	8,334	12,484	12,000
7344	Vehicle Gas, Oil, and Supplies	12,140	9,000	10,000	10,500
7381	Property Tax Admin Cost	3,737	3,797	3,737	3,737
7412	Engineering Inspection	1,426	-	1,423	-
7418	Other Prof. Services	106,887	141,181	141,367	156,555
7486	CERF Charges/Depreciation	12,936	13,500	13,500	13,500
7620	Project/Program costs	277,702	880,000	478,111	-
7816	Property Taxes	2,332	2,370	2,398	2,398
8101	Transfer to General Fund	29,818	30,756	30,756	30,756
8111	Transfer to CIP Fund	-	50,000	50,000	-
<b>Total Expenses</b>		<b>1,011,865</b>	<b>1,210,723</b>	<b>1,358,508</b>	<b>857,885</b>

4604	Clayton LMD Assessment	910,571	938,054	938,054	956,711
5601	Interest	18,712	5,000	8,000	5,000
5606	Unrealized Inv Gain/Loss	(5,000)			
<b>Total Revenue</b>		<b>924,283</b>	<b>941,054</b>	<b>944,054</b>	<b>960,711</b>
<b>Annual Balance (Shortfall)</b>		<b>(87,582)</b>	<b>(269,669)</b>	<b>(414,454)</b>	<b>102,826</b>
<b>Beginning Fund Balance</b>		<b>617,163</b>	<b>529,581</b>	<b>529,581</b>	<b>115,127</b>
<b>Ending Fund Balance</b>		<b>529,581</b>	<b>259,912</b>	<b>115,127</b>	<b>217,953</b>

Account Number	Account Name	2010-11 Actual 6/30/2011	2011-12 Adopted Budget	2011-12 Projected 6/30/2012	2012-13 Proposed Budget
7419	Wildland Resource Mgmt	46,550	1,600	1,600	1,600
	Envirotech Enterprises	44,708	53,416	53,416	53,416
	Warner Brothers -Tree trimming	15,300	15,000	15,000	15,000
	Warner Bros Svc 1 x per yr+2 x trails	30,385	35,000	35,000	35,000
	NBS Admin Fees+Del letters	3,868	3,624	3,800	3,800
	Marlet Water Systems	475	1,000	1,000	1,000
	Rodent Control	8,151	7,500	7,500	7,500
	Advertising for TEMP labor/Live Scans	146	1,000	1,000	2,000
	Sprayer Sales Company (w/w treatment)		2,241	2,241	2,241
	Water Feature Exdra + repair contingency	1,157	5,000	5,000	5,000
	Water Feature \$650x12	7,800	7,800	7,800	7,800
	Sub Division/City Entry Signs	-	3,000	3,000	3,000
	Deffidol Hill Landscape Mtn Suppliee/water	-	-	-	12,830
	EBRCSA-Radio Mtn PW radio's	-	-	-	1,358
	<b>Total</b>	<b>168,840</b>	<b>141,181</b>	<b>141,357</b>	<b>188,565</b>
7311	Herbicides		16,000	16,000	16,000
	Fertilizer		7,000	7,000	7,000
	Irrigation		16,000	15,000	15,000
	Misc Supplies		2,000	2,000	5,000
			<b>40,000</b>	<b>40,000</b>	<b>43,000</b>
7520	Reserve Projects				
	Trail Resurface - Bruce Lee Trail \$50k		50,000.00		
	Trail Crack sealing/repair \$10k		10,000.00		
	CL Rd Median/Roadway Re-Landscape \$328,011k		528,011.00		
	Irrigation Central Controller System \$30k		30,000.00		
	Tree Replacement Trimming \$10k		10,000.00		
	Jeffrey Ranch Re-landscaping \$2.5K		2,500.00		
	Keller Ridge Tree Replacement \$16.6K		16,600.00		
	Deffidol Hill \$29k		29,000.00		
			<b>476,111.00</b>		

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

. Citywide Landscape Maintenance District — Fund No. 210

In June 2007, Clayton voters approved a replacement real property special tax to continue funding the operation and maintenance of 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 noxious weed abatement in Oakhurst 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 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 is completing its 5th 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.

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 2011 to April 2012) posted at 2.1%. The District's revenue projection has been increased by that factor accordingly and is set at a total of \$955,711 for FY 2012-13, an annual increase of \$19,657. Adding the interest earnings of \$5,000 pushes the total revenue budget to \$960,711. Pursuant to its oversight charge, the citizens' TLC considered the CPI change and the District's budget at its meeting on May 21st and adopted a motion to recommend the City Council implement the 2.1% CPI annual rate adjustment.

The Landscape Maintenance District has aggressively been installing improvements to the City's roadway landscaping over the course of the past two (2) years. An accounting of the District's activities and improvements is listed below, which included appropriations from the District's reserves in May 2010 (\$260,000) and more recently to fund the Clayton Road Median Project, complete the beautification of Daffodil Hill, and install plants in the terraced walls west of the CVS Pharmacy:

a. Oakhurst Drive decorative pavers in narrow medians plus plants (done)	\$ 70,000
b. Tree replacements on Keller Ridge Drive (partially complete)	\$ 16,600
c. Deferred Tree Trimming (done)	\$ 20,000
d. Clayton Fountain renovation and replanting project (done)	\$ 70,000
e. Restore plants: Oakhurst Dr., old Marsh Creek Rd., Clayton Rd. (partia1)	\$ 45,000
f. Marsh Creek Circle replanting/headlight glare mitigation (done)	\$ 19,400
g. Replant Jeffry Ranch Court island (not done yet)	\$ 2,500
h. Clayton Road Median Re-Landscaping Project (under progress)	\$263,072
Completion of Daffodil Hill Beautification Project (under progress)	\$ 22,250

CVS Terrace Retaining Wall Landscaping (under progress)	\$ 27,640
i. Trail Resurfacing, remainder of Bruce Lee Trail (with Street Project)	\$50,000
I. Master Remote Computer Controller for all irrigation Systems (not yet)	\$ 30,000
m. Trail Crack-Sealing and Minor Repairs (with Street Project)	\$ 10,000
n. Tree Replacement and Trimming (in progress)	<u>\$ 10,000</u>
Total:	<u>\$656,462</u>

The installation and commencement of these significant landscape restoration and District improvement projects illustrate the success of the District in managing the voter's preference for a "pay-as-you-go" ballot tax measure. The defeated Measure "0" (2005) would have issued a revenue bond in its initial year to attack the public improvements sooner but conservative Clayton voters disliked the higher annual assessment and the bonded indebtedness of the District. Entering the District's 6th year of operation has allowed the accumulation of reserves to accomplish many of the same objectives, just slightly later than some might have wished.

Noteworthy expenses of the District include its annual weed abatement Citywide (\$35,000 before the fire season), and a huge expense of \$53,416 to abate noxious and exotic weeds in the Oakhurst Hills (a condition of project approval for the Oakhurst residential development). Metered water service is left at its historical expense of \$180,000 per year yet it can fluctuate wildly depending on seasonal climates and strange weather patterns. However, as landscaping improvements are installed they are accompanied by irrigation system upgrades and efficiencies in irrigation, which temper this expense allocation and cause operational savings.

Personnel services for this labor-intensive work accounts for 40% of the District's budget this year (\$350,939), up 10% from last year's portion of 30% caused by increases in employee pension system rates, workers' compensation rates, and the amount of time the crews spend on District tasks. 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 (5) to activities 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 also contributes its annual allocation of \$13,500 to the City's Capital Equipment Replacement Fund (CERF), from which Maintenance vehicles and equipment are purchased for use in maintaining the Landscape District. An expense of \$31,402 (3.6% of annual District revenue) is transferred to the City's General Fund to pay for administration and overhead activities of the City (e.g. telephones; payroll processing; accounts receivable and payable; District direction) attributable to the District's annual operations.

Consistent with the District's stated mission to maintain and improve the Landscape District, it is recommended we continue our aggressive program to further enhance the appearance and sustainability of the District's plants and landscaping. Given the magnitude of previously-assigned landscape improvement projects and tasks noted above that remain incomplete, no monies from the District are proposed for transfer this year to the City's Capital Improvement Project Budget. This fact should not be misconstrued that no additional projects or improvement ideas for the

District are forthcoming; rather, it is a tacit admission the District needs to finish previously-prioritized projects before undertaking new improvements.

With all of these actions, the District's ending fund balance on 30 June 2013 will still be a healthy \$217,307, which equates to a reserve of 23% of its annual tax revenue. The reserve status is confirmation the City does not siphon "surplus" monies of the District into its General Fund but uses the special tax revenues for its intended purposes.

-END-

Agenda Date: 11/19/12

Agenda Item: 4(b)

## WORK UPDATE TRAILS & LANDSCAPING

5/21/12 to 11/19/12

- Spot spray herbicides and pull weeds in the Landscape District Citywide
- Turn off all irrigation systems in the Landscape District. Over the past summer made numerous repairs to the irrigation system within the Landscape District. The problems we're seeing are from maturing trees crushing pipes to parts failing because of an aging system. These problems will only get worse as time passes and will use up more man hours and resources to keep the systems operating.
- The Landscape project along Clayton Road median from Mitchell Canyon Road to Oakhurst Drive was completed along with Daffodil Hill.
- Had a major irrigation failure (a threaded ninety cracked at the control valve) at the Clayton Water Fountain at the beginning of July which flooded the pump vault. The water caused major damage to some of the relays and the filter pump that needed replacement. All in all it could have been much worse; we were able to dry out the majority of the electrical parts. Now all systems are up and working for the Water Fountain.
- The Clayton Entry signs were taken in to the original artist that constructed them and refurbished over the summer. They have been returned and rehung; he is now working on the informational signs that hang under the Entry signs. Also the City commissioned for him to make a spare entry sign in case one of the two get damaged beyond repair in the future.
- Continued our semi-annual trimming of the Landscape over the summer along Oakhurst Drive, Clayton Road, Marsh Creek Road, and along neighborhood streets. Still have the medians and part of Clayton Road to complete for a full trim cycle.
- Crack seal portions of the trail along El Molino Drive (Donner Creek)
- Removed trees in the open space that were causing damage or were a danger to resident property. The areas were Stranahan, Mitchell Canyon, and Bigelow





Agenda Date: 3/25/13

Agenda Item: 6(b)

## QUARTERLY REPORT UPDATE TRAILS & LANDSCAPING 11/19/12 to 3/25/13

- Spot spray herbicides and pull weeds in the Landscape District Citywide. Also applied pre-emergent to the Landscape Citywide.
- Started to turn on Irrigation systems in the Landscape District over the past few weeks. Over the winter months made numerous repairs to the irrigation system within the Landscape District. The problem we continue to see is from maturing trees crushing pipes to parts like valves failing because of an age. These problems will only get worse as time passes and will use up more man hours and resources to keep the systems operating.
- Water Fountain had more electrical problems with the main panel needing replacement that feeds all the electricity to the Fountain. After this was repaired we found the Geysler Pump had failed so the pump motor was replaced with a higher energy efficient one. See staff report that was given to the Clayton City Council in your packet for more information on the pumps and their energy usage.
- The Clayton Entry signs now have the new and refurbished informational signs rehung underneath them, completing the entry signs.
- Continued our semi-annual trimming of the Landscape over the winter along Oakhurst Drive, Clayton Road, Center Street, and trimming some of the Crape Myrtle trees.
- Removed trees in the open space that were causing damage or were a danger to residential property on East Myrick Court. Also did sight trimming along Clayton Road at Mitchell Canyon Road for the signal.
- Lower the flood lights for the downtown informational signs so they will be less prone to vandalism.
- Replace the 8 tulip trees that had died in the Clayton Road median by the Westwood subdivision with 8 new Sycamore trees.

Agenda Date: 5/20/13

Agenda Item: 3b

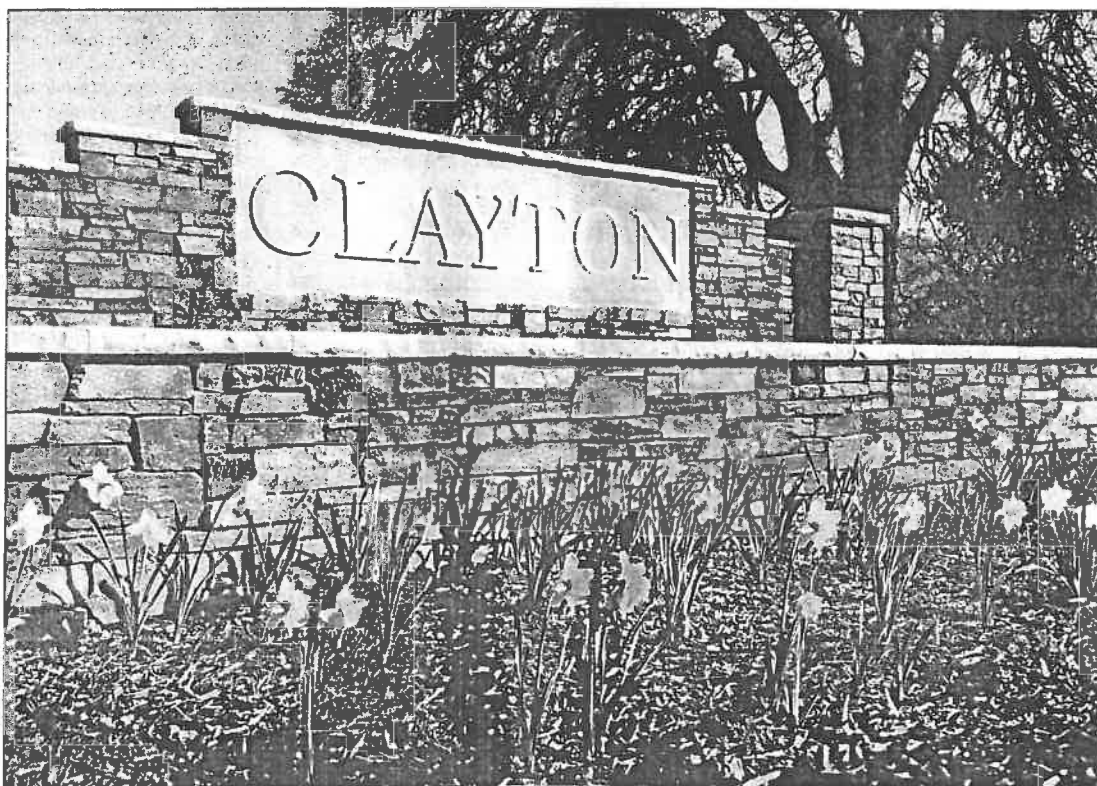


## **MAINTENANCE WORK UPDATE TRAILS & LANDSCAPING**

**March 25, 2013– May 20, 2013**

- Spot spray herbicides and pull weeds in the Landscape District Citywide.
- Continued to turn on Irrigation systems in the Landscape District. Crews are repairing the irrigation system from major replacement of valves to replacing sprinkler heads within the Landscape District.
- Continued our semi-annual trimming of the Landscape over the last month along Oakhurst Drive in the median, downtown area, and along Clayton Road by Westwood subdivision.
- Removed trees in the open space that were causing damage or were a danger to residential property on Stranahan Circle. Also did trimming along Eagle Peak Drive from Oakhurst Drive to Miwok Way of deadwood from the Ash trees and thinned the plum trees.
- Enter into a new four year contract for the Weed abatement (for fire) with Waraner Bros. Tree Service. Work has started with a June 7 forecasted finish to all the abatement work. City crews have also started the Cities part of the weed abatement using the Cities tractor.
- The upgrades to a center irrigation system continued with the installation of a base radio at the Maintenance offices and upgrades to the field to the DX controllers.

# Daffodil Hill blooms again



**A COMMUNITY-WIDE LANDSCAPING EFFORT** of the city's gateway at Marsh Creek and Clayton Roads is paying off this month with the return of the daffodils – a sure sign that spring has arrived. The \$60,000 project nurtured by the Clayton Valley Garden Club and financed by the city of Concord and a grant from the Clayton Business and Community Association was completed last fall when the Garden Club planted more than 200 daffodil bulbs, a tradition that began sometime around 2000 and gave the hill its nickname.

## Trails and Landscape Committee revs up Adopt-a-Trail program

This year, in addition to their regular responsibilities, the Trails and Landscape committee has agreed to place additional emphasis on the Adopt-a-Trail program. This program is designed to attract sponsors (families, individuals or businesses) who either make an annual financial pledge and/or a commitment to supply a work group to augment the efforts of the maintenance staff with regard to trail maintenance on one of our eleven (11) trail segments. Posted at the head of each adopted trail is a plaque bearing the name of both the financial and the work-group sponsor. The annual financial sponsorship is \$1,000, while work group sponsors pay \$250 per year.

### ADVISORS TO CITY COUNCIL

A provision of Measure B requires the city council to appoint an oversight committee to help the city implement the voter approved plan, and to manage the current and future needs of the LMD. The eleven person committee is directly responsible for compiling and submitting, annually, to the City Council, a report including, but not limited to, a review and comments on the district's annual operating budget, a review of the detailed Quarterly Maintenance Reports submitted by the City's maintenance staff, as well as any recommendations the committee believes are relevant, and in the best interest of the city's trails and landscaping activities.

The volunteers serving on this committee are appointed by, and serve as advisors to, the



**NEWLY APPOINTED MEMBERS** of the City of Clayton's Trails and Landscape Committee (Citizens Oversight Committee). Standing - Clayton Smith, Larry Casagrande (Chair), Ryan Lowe (Vice Chair), Ted Sudderth, Don Fitzgerald. Seated - Robert Erich, Bob Steiner, Alyse Smith, Anthony Chippero

City Council in matters relating to the activities covered by the public Landscaping and Maintenance District (LMD). The LMD was formed in 2007 by the passage of Measure B, and

is funded by a special 10-year parcel tax.

*Anyone interested in participating in the Adopt-a-Trail program please contact Chairperson, Larry Casagrande at (925) 693-0073.*

### CLAYTON'S TRAILS & LANDSCAPE COMMITTEE (TLC)

Formed by the Clayton City Council in August 2002

Composed 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 city's 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

Remains open to use for spending within and for 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.claytonmo.us](http://www.claytonmo.us)

Printed copies at:  
City Hall, 800 Heritage Trail,  
Clayton Library, 6125 Clayton Road  
City's Bulletin Board, 1028 Third St

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



### 2012 Trails & Landscape Committee Members

- John Prillner (Chair)
- Kelly Marshall (Vice Chair)
- Larry Casgrain
- A.J. Chippen
- Robert Krich
- Harv Stalder
- Alvaro Smith
- Bob Weber



Trails & Landscape Committee  
2012

## 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 9,000 city trees
- 255 acres of open space
- 7 miles of creek side trails
- 20 miles of open space trails
- Approximately 80 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 donations

If you are interested in participating in this program or would like additional information please leave your contact information on the Adopt-A-Trail Hot Line at 928-679-7869 and a Committee member will return your call

### 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 hand 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



Clayton Pioneer -  
July 26, 2013

Agenda Date: 10/28/13

Agenda Item: 6(a)

aires. And that's with retiring at  
only 55.

- Pete Laurence

AT THE annual  
memoration, U.S. allies  
fought alongside Am  
- especially South  
- will also be honored.  
Local dignitaries, m

### KUDOS TO CITY

It occurred to me while I was walking on one of our fabulous trails that someone needs to be thanked for all the "mowing" of the weeds etc. that need constant maintenance. I was watching the guys who were trimming the trees along Clayton Road and wondering if they ever get the thanks they deserve. And a big shout-out to the people who drive the street sweepers and pick up our garbage! Thanks to all of you who make Clayton the best place in the world to live! You are appreciated!

- Alexandria Lafferty

## Rotary, fr

Adopt-a-Village was c  
by Sebastopol Rotarians  
and Kathie Mayhew, who it  
travels to Uganda identifi  
number of villages and w  
with local leaders to cust  
programs for each village, fi  
ing the precepts that sic  
hungry children can't learn  
water borne diseases accou

# Dead birds signal a g Nile Virus threat in C

The Contra Costa Mosquito & Vector Control District announced last week that three dead birds and two groups of mosquitoes tested positive for the virus.

Two of the birds, both American crows, were found near Marsh Creek Road and Byron Highway, and Balfour Road and Walnut Boulevard in Brentwood. The third bird, also

district. "Their dead bird re coupled with our mosquito veillance help us under where the virus is active i county and where we sl concentrate our control eff

Bass warns everyone guard against mosquito not just the people in areas. Here are some tips:

- Wear mosquito rep when mosquitoes are pre

**Laura Hoffmeister**

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**From:** M Wagner <mikewagner2006@yahoo.com>  
**Sent:** Saturday, August 17, 2013 12:05 PM  
**To:** lhoffmeister@ci.clayton.ca.us  
**Subject:** Re: Keller Ridge Drive Median Entry #3

Hi Laura,

Thank you so much for your insightful follow-up!

Hopefully, the Trail & Landscape Committee can figure out how to re-design and plant the median entry to Keller Ridge.

I recall about a year or so ago, that the sprinklers spent more time watering the Street, than the actual planter. That may have been due to a car jumping the curb and damaging the sprinklers at the time. I'm not sure.

In any event, there should be no reason not to have some nice landscaping in the back two-thirds of the planter, given that it is not susceptible to autos jumping the curb during the right turn onto Keller Ridge Drive.

As you might be aware, I spend a tremendous amount of my free time cleaning up bottles, cans, branches, and debris from the gutters of Eagle Peak and all of Keller Ridge Drive. I wish that my "neighbors" did the same.

Regards,

Mike Wagner  
5200 Keller Ridge Drive  
Clayton, CA 94517

**From:** Laura Hoffmeister <lhoffmeister@ci.clayton.ca.us>  
**To:** mikewagner2006@yahoo.com  
**Cc:** gnapper@ci.clayton.ca.us; mjanney@ci.clayton.ca.us; 'John Johnston' <jjohnston@ci.clayton.ca.us>  
**Sent:** Friday, August 16, 2013 4:23 PM  
**Subject:** RE: North Park - Keller Ridge #2

Hi Mike:

I spoke to Mark about the shrubs that are dead looking, at the median entry off Eagle Peak. He said that water system had a problem the end of June first part of July when it got real hot, after the irrigation was fixed in that planter he waited to see if the plants would come back, some did and some did not. They will include removing the dead plants when they are up there next week. As far as maintenance level all Landscape Maintenance maintained areas are attended to for weeding/trimming 2 times a year. Mark indicated that they were last on Keller Ridge area in Spring time (I did not get the exact date) and then would typically return in fall for the second time.

The irrigation system, although repaired, according to Mark is in need of replacement and this will be one of the areas that the Trail and Landscape Committee will consider along with other areas as part of the mid-year budget review process to determine funding availability to plan for additional irrigation replacements throughout the district and how to prioritize if limited funds.



Hope this helps clarify.

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

Email: [LHoffmeister@ci.clayton.ca.us](mailto:LHoffmeister@ci.clayton.ca.us)  
Ph. desk/vm: (925) 673-7308  
Ph. cell/vm/txt: (925) 250-8532  
Fax: (925) 672-4917

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**From:** M Wagner [<mailto:mikewagner2006@yahoo.com>]  
**Sent:** Friday, August 16, 2013 2:59 PM  
**To:** [gnapper@ci.clayton.ca.us](mailto:gnapper@ci.clayton.ca.us)  
**Subject:** Re: North Park - Keller Ridge #2

Hi Gary,

Thanks!

Yes, the weeds along the curb/fence of North Park are dead so it does appear that they were sprayed with weed-killer (Round-Up).

I assume that they will be raking these dead weeds up and out of the soil now that they are dead.

Hopefully, the Landscaping Committee can figure out something to do with the island/planter at the entrance of Keller Ridge Drive.

Hope my photos can aid in that.

Best regards,

Mike :)

**From:** Gary Napper <[gnapper@ci.clayton.ca.us](mailto:gnapper@ci.clayton.ca.us)>  
**To:** M Wagner <[mikewagner2006@yahoo.com](mailto:mikewagner2006@yahoo.com)>  
**Cc:** [mjanney@ci.clayton.ca.us](mailto:mjanney@ci.clayton.ca.us); John Johnston <[johnston@ci.clayton.ca.us](mailto:johnston@ci.clayton.ca.us)>; Laura Hoffmeister <[lhoffmeister@ci.clayton.ca.us](mailto:lhoffmeister@ci.clayton.ca.us)>  
**Sent:** Friday, August 16, 2013 2:59 PM  
**Subject:** FW: North Park - Keller Ridge

Hi Mike:

Got your message – here is Maintenance’s answer on the North Valley Park.

The Keller Ridge Drive median issue: I chatted with Maintenance about dead plants needing to be removed and instructed them to spend next week going up (or down) Keller Ridge Drive to attend to the landscaping.

Take care,

Gary

GARY A. NAPPER  
City Manager

**Laura Hoffmeister**

**From:** Laura Hoffmeister <lhoffmeister@ci.clayton.ca.us>  
**Sent:** Wednesday, October 23, 2013 10:37 PM  
**To:** 'M Wagner'  
**Cc:** 'mjanney@ci.clayton.ca.us'; 'John Johnston'  
**Subject:** RE: Landscape Committee Mtg #3  
**Attachments:** TLC agenda 102813.doc; Landscape Dist budget.pdf

Mike – as requested please find attached the agenda for the upcoming meeting of the TLC. Note the public can comment under public comment – however the TLC members can not take action on any public comments—

As to the plants that were cut back by maintenance I spoke to them and they indicated that they do typically re-sprout new growth – it does not happen overnight, but with the rains and some little bit of time they should regrow. It does require some patience and a bit of time. This has occurred in other areas of the district where certain plants have been cut back ( the dead tops removed) as the roots are still alive and the woody sprouts do get new growth, usually by the following spring. Mark Janney is monitoring the situation and if the regrowth does not occur in spring and irrigation is sufficient it will be put on the schedule for replanting. They do not want to replant where regrowth will occur, due to the limited amount of funds for replanting for the entire City needs.

I have checked the city budget for the Landscape District and the TLC for FY 13/14 had recommended and the City Council approved an amount of \$20,000 to address additional infill of planting city wide...however there are many areas in need including Peacock Creek Drive, old marsh creek road etc. – which location get done when is part of the process of looking at the irrigation system where replanting is to occur, those areas that have adequate irrigation will be higher priority – those that need to have irrigation repairs/replacement – especially replacement will be lower priority, unless part of the project to replace irrigation – such as the prior approved Oakhurst Blvd, Clayton Road and for FY 13/14 Peacock Creek Drive – we can not replant where there is not irrigation system working. Irrigation system repairs take more funding. The \$20,000 funding amount for replanting is not enough to do all areas that have a need at one time, but a little amount each year, to address some replanting. (see the criteria included in the attachment to the budget) The criteria is what we go by as this was recommended by the TLC and accepted by the City Council after the adoption of Measure B as our working guidance of Measure B implementation. It is reviewed annually by the TLC and city council as part of the budget process- for the TLC that is in May and for the City Council in June.

I have attached the budget information that was reviewed and recommended by the TLC and adopted by the City Council for the Landscape District for FY 13/14. The current FY (13/14) budget status will be reviewed by the TLC at mid year – usually early February then by the City Council late Feb – then in May the TLC will meet to review and make recommendations for the FY 14/15 budget for the City Council budget meetings in June 2014.

As to the trimming thanks for all the volunteering you are doing on that. As you recall Measure B allowed only enough funds to trim 2 x per year in the Landscape District. Previous to Measure B we were only able to trim once every 18 months, so Measure B was an improvement. This standard though is still not as frequent as most homeowners have on their own property which could be quarterly monthly or weekly trimming of their plants. Obviously temperature and rain and irrigation affects how fast plants grow, and sometime they grow faster than at other times of the year, due to seasonal issues, other times due to just the annual climate conditions. So sometimes in a 6 month period plants may bounce back and grow faster from a trim, and at other times the growth may be slower. Regardless of the amount of growth the Measure B funding was for 2 x per year. Other than that there may be areas near homes where they trim themselves more frequently and other homes do not. Some areas may also have assistance from the Annual Clayton Cleans Up day in April while others do not – so that also plays into how regrowth amounts may be in-between the city trimming.

Hopefully this background information will be helpful.

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

Email: [LHoffmeister@ci.clayton.ca.us](mailto:LHoffmeister@ci.clayton.ca.us)  
Ph. desk/vm: (925) 673-7308  
Ph. cell/vm/txt: (925) 250-8532  
Fax: (925) 672-4917

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**From:** M Wagner [mailto:mikewagner2006@yahoo.com]  
**Sent:** Monday, October 21, 2013 5:35 PM  
**To:** lhoffmeister@ci.clayton.ca.us  
**Subject:** Re: Landscape Committee Mtg #3

Laura,

Yes, the areas of interest are essentially concentrated ones.... such as on the North side of Keller Ridge between Raven Way and Golden Eagle Way.

Also, the median at the beginning of Keller Ridge which I have noted in previous e-mails.

I will total up the number of dead bushes and report back.

Right now, I am actually hand trimming various bushes on Oakhurst Drive for Mr. Janney.

It's amazing how much work one person can do in one hour.

Mike :)

**From:** Laura Hoffmeister <[lhoffmeister@ci.clayton.ca.us](mailto:lhoffmeister@ci.clayton.ca.us)>  
**To:** 'M Wagner' <[mikewagner2006@yahoo.com](mailto:mikewagner2006@yahoo.com)>  
**Sent:** Monday, October 21, 2013 5:33 PM  
**Subject:** RE: Landscape Committee Mtg #2

Mike:

Keller Ridge Drive is a long street do you have a more specific location that you can provide...

I also share with the TLC at their meetings any correspondence (emails included) and responses from staff if applicable – so that the TLC are aware of the residents comments/concerns/suggestions related to the Landscape Maintenance District – they are printed out and provided to them as part of their meeting packet so they get the information as emailed in

Laura Hoffmeister  
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**From:** M Wagner [<mailto:mikewagner2006@yahoo.com>]  
**Sent:** Monday, October 21, 2013 5:17 PM  
**To:** [lhoffmeister@ci.clayton.ca.us](mailto:lhoffmeister@ci.clayton.ca.us)  
**Subject:** Re: Landscape Committee Mtg #2

Hi Laura,

Thank You.

I would just like to bring attention to some shrubs on Keller Ridge Drive that are dead and have been trimmed back by the maintenance staff. I don't believe that they will be coming back anytime soon, and would like to "identify" these areas for new "planting" next Spring.

Regards,

Mike

**From:** Laura Hoffmeister <[lhoffmeister@ci.clayton.ca.us](mailto:lhoffmeister@ci.clayton.ca.us)>  
**To:** 'M Wagner' <[mikewagner2006@yahoo.com](mailto:mikewagner2006@yahoo.com)>  
**Sent:** Monday, October 21, 2013 3:12 PM  
**Subject:** RE: Landscape Committee Mtg

Hi Mike:

At this time they do not have a specific date yet selected – I was hoping for October 28<sup>th</sup> but I am awaiting to hear back to see if there is a quorum and the chair will be out of town that date. If not on October 28 I hope we can hold a meeting sometime in November – again it depends on getting a quorum – I will let you know when we have the next one scheduled – as well as the meeting location

Laura Hoffmeister  
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6000 Heritage Trail  
Clayton, CA 94517

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Ph. cell/vm/txt: (925) 250-8532  
Fax: (925) 672-4917

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**From:** M Wagner [<mailto:mikewagner2006@yahoo.com>]  
**Sent:** Monday, October 21, 2013 2:08 PM  
**To:** [LHoffmeister@ci.clayton.ca.us](mailto:LHoffmeister@ci.clayton.ca.us)  
**Subject:** Re: Landscape Committee Mtg

Dear Miss Hoffmeister,

When is the next Landscape Committee Meeting scheduled for?

Regards,

Mike Wagner

**Laura Hoffmeister**

**From:** Laura Hoffmeister <lhoffmeister@ci.clayton.ca.us>  
**Sent:** Friday, October 25, 2013 1:37 PM  
**To:** 'Chris Reed'  
**Cc:** ljackson@ci.clayton.ca.us  
**Subject:** RE: Trails and Landscape Comm.  
**Attachments:** TLC agenda 102813.doc

Chris:  
My apologies for not replying earlier – have been out sick.

Thank you for expressing an interest in the Trails and Landscape Committee (TLC)

The committee has a maximum of 11 members that serve two year terms. Currently there are 10 members serving. So if you are interested you can obtain an application form from the City Clerk – Laci Jackson- at 673-7304 or email at [ljackson@ci.clayton.ca.us](mailto:ljackson@ci.clayton.ca.us) -- there are some members terms expiring Dec 2013, and we will formally announce their openings and they can also reapply and we may receive other applications as well. The City Council makes the selection, usually in January then the next meeting of the TLC would be about February.

The purpose of the committee is to oversee and make recommendations on the special tax funds collected and used for the roadway landscape maintenance, open space maintenance and public trails. It does not include the park areas. Basically to ensure collected funds are going to the purposes for which the Landscape Maintenance District was established.

They typically meet three times a year: One to review draft budget, usually in May. Then in fall usually Sept or October to review the Annual Report the committee does as the Measure B oversight Committee for the tax measure – it is a review of the prior fiscal year revenue and expenses and identify any highlights that occurred in the district. Staff does not put this document together it is done by the committee members themselves, usually a subcommittee of a few that will meet separately to prepare the draft, when draft done then staff schedules a meeting of the entire committee to review and if acceptable the final report is then sent to the city council. The TLC has a member that makes an oral report at a City Council meeting following the TLC meeting to brief the council and public as to what their last meeting covered. Also the TLC – usually the Chair - will present the Annual Report to the City Council. Then the next meeting is typically held in February or so to do a mid-year budget review of the current fiscal year.

The committee also has a subcommittee that works on adopt a trail program. This is to get financial sponsors and labor sponsors that would adopt trail segments and pay funds and quarterly clean the trail.

So there are three formal meetings a year of the TLC, then depending on if working on the annual report subcommittee or adopt a trail subcommittee those subcommittees may hold additional separate meetings.

The next meeting of the TLC is Monday October 28<sup>th</sup> 7pm I have attached the agenda here. You can also get more information from the City website at this links –

<http://www.ci.clayton.ca.us/index.php?section=36>  
link above for agendas and minutes and meeting packets

<http://www.ci.clayton.ca.us/index.php?section=110>  
link goes to the Annual Reports that the TLC does

<http://www.ci.clayton.ca.us/index.php?section=95>

Link goes to the adopt a trail information

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**From:** Chris Reed [<mailto:cerclayton@yahoo.com>]  
**Sent:** Sunday, October 20, 2013 1:56 PM  
**To:** [lhoffmeister@ci.clayton.ca.us](mailto:lhoffmeister@ci.clayton.ca.us)  
**Subject:** Trails and Landscape Comm.

Hello Laura-my name is Chris Reed and we have lived in Clayton since 1999, currently on Mountaire Parkway. I was hoping to learn a bit more about the Trails and Landscape Committee. In particular, I am interested in understanding:

- Are there any openings?
- What does the time commitment look like?
- What are the responsibilities of the committee?

Thank you for your help.

Chris Reed  
925-672-9895

Agenda Date: 10/28/13

Agenda Item: 7(e)

TRAILS & LANDSCAPING COMMITTEE	Address	Telephone/Fax
→ Larry Casagrande Term exp. 12/13	239 Jeffry Ranch Place	P 693-0073 E lkcl@chevron.com
→ Anthony Chippero Term exp. 12/13	1713 Indian Wells Way	H 234-6471 B (415) 839-8793 E achippero@comcast.net
→ Robert Erich Term exp. 12/13	1044 Pebble Beach Drive	H (925) 946-0371 E erichlaw@mac.com
Don Fitzgerald Term exp. 12/14	1491 Indianhead Circle	H 673-5221 E fitzgala@comcast.net
Ryan Lowe Term exp. 12/14	407 Mt. Sequoia Court	H 617-653-1780 E rlowe@pablowe.net
→ Harun Simbirdi Term exp. 12/13	1353 El Camino Drive	P 338-6075 E simbirdi@yahoo.com
→ Alyse Smith Term exp. 12/13	601 Condor Place	P 693-0040 E alysei@comcast.net
Clayton Smith Term exp. 12/14	8 Long Creek Circle	H 672-2529 B 439-2181 x3421 E clayton@alum.calberkeley.org
Bob Steiner Term exp. 12/14	4701 Morgan Territory Road	H (925) 672-4642 672-5854 E rws32@earthlink.com
Ted Sudderth Term exp. 12/14	1031 Kenston Drive	H (925) 672-4377 E unkted@aol.com



**PRESS RELEASE**

**City of Clayton  
now accepting applications for**

**TRAILS AND LANDSCAPING COMMITTEE**

**Office Term: January 2014- December 2015**

The "Trails and Landscaping Committee" comprised of up to 11 members is appointed by the Clayton City Council. This citizens Committee advises the City Council and City Manager on maintenance, improvement and financial matters related to the 2007 Citywide Landscape Maintenance District (a community facilities district). The District has an annual budget to maintain the roadway and median public landscaped areas, public open space/hillsides of the City, annual weed abatement and seasonal fire break tasks, the Clayton Fountain, and the Trails System of the City.

For Applications and more information:

In person: Clayton City Hall  
6000 Heritage Trail

By mail: call City offices at 925-673-7300

E-mail: contact [ljackson@ci.clayton.ca.us](mailto:ljackson@ci.clayton.ca.us)

City's web site: [www.ci.clayton.ca.us](http://www.ci.clayton.ca.us)

Please return a completed application to the City Clerk by 5:00 p.m. Friday, December 13, 2013. Appointments are expected at a City Council meeting in January.



**APPLICATION FOR  
TRAILS AND LANDSCAPING COMMITTEE**

Name \_\_\_\_\_ Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

E-mail address: \_\_\_\_\_ Length of residency in Clayton \_\_\_\_\_

Occupation \_\_\_\_\_ Present employer \_\_\_\_\_

Why are you interested in serving on this Committee? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is your vision for the trails and public landscaped areas of our City? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please share your interests and hobbies, special training or education: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List 3 references with phone numbers: 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

\* \* \* \* \*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_