



AGENDA

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TRAILS AND LANDSCAPING COMMITTEE [CITIZENS OVERSIGHT COMMITTEE]

MONDAY, November 19, 2012

7:00 p.m.

Hoyer Hall

Clayton Community Library City Hall

*6125 Clayton Road
Clayton, CA 94517*

COMMITTEE MEMBERS

Jake Pauline (Chair)	Kelly Marshall (Vice Chair)
Larry Casagrande	Anthony Chippero
Robert Erich	Harun Simbirdi
Alyse Smith	Bob Steiner
Councilmember 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
- 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 *

November 19, 2012

1. CALL TO ORDER & ROLL CALL – Chairperson Pauline.
2. INTRODUCTION OF NEW COMMITTEE MEMBERS
3. 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.

4. CONSENT CALENDAR

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

- (a) Approval of Action Minutes from the Committee regular meeting of May 21, 2012.
- (b) Landscape Maintenance Staff Activity Report since May 2012

5. CONTINUED/OLD BUSINESS

- (a) Adopt a Trail Program Status verbal update
(Chair Pauline/Committee Member Smith)
Recommended Action: Receive report.
- (b) Status report of the deferred landscape Maintenance District Projects
(Maintenance Supervisor Janney)
Recommended Action: Receive report.
- (c) Future Clayton Pioneer articles re: Adopt a Trail and Landscape Maintenance District Status report verbal update
(Chair Pauline) Recommended Action: Receive report

6. 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.

(Chair Pauline, Committee members Steiner, and Casagrande)

Recommended Action: Provide comments, approval and recommendation for submittal to the City Council.

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

Letter dated with City Manager letter dated October 22, 2012 in response to letter dated Oct 13, 2012 from Jack and Joan Healy re: Clayton Rd landscaping.

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

- (a) Consideration Future Clayton Pioneer TLC column ideas – committee member to write
- (b) Assignment of Committee Report: to the City Council at its December 18 meeting – FY 2011/2012 Annual Report Landscape Maintenance District – Measure B.
- (c) Future Agenda Items: (all future agendas will include minutes; status on Adopt a Trail; Maintenance Work Status Report for the District; Deferred projects status report)
Jan/Feb 2013 – mid-year budget status; selection of new Chair and Vice Chair
May 2013 – proposed landscape District Budget for FY 2013/14
August/September- FY 2012/13 TLC prepared draft Annual Report
- (d) Committee Member communications
- (e) Staff Communications/Announcements –

- 8. 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.

#

Agenda Date: 11/19/12

Agenda Item: 4(a)

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

May 21, 2012

1. COMMITTEE CALL TO ORDER & ROLL CALL

A. The meeting was called to order at 7:02 p.m. by Vice Chair Kelly Marshall at Hoyer Hall, Clayton Library 6125 Clayton Rd, Clayton, CA.

Committee Members present: Larry Casagrande, Anthony Chippero, Harun Simbirdi, Bob Steiner, Vice Mayor Joe Medrano (ex-officio Member).

Committee Members absent: Robert Erich, Jake Pauline (Chair), Alyse Smith.

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

2. INTRODUCTION OF NEW COMMITTEE MEMBERS: Vice Chair Marshall noted new member Huran Simbirdi. Mr. Simbirdi provided a brief self-introduction. Asst. to the City Manager Hoffmeister stated that staff had an incorrect email address for Mr. Simbirdi so he was not aware of the prior meeting. His absence was due to staffs incorrect email address and the materials emailed to him did not bounce back so we were unaware of an issue with his email until he made phone contact with staff.

3. PUBLIC COMMENTS

None.

4. CONSENT CALENDAR

(a) *Action Minutes from the Committee special meeting of May 21, 2012*

(b) *Landscape Maintenance Staff Quarterly Activity Update since April 2012*

(c) *New Trail and Landscape Committee informational brochure for 2012.*

Motion by Committee member Steiner, seconded by Committee member Chippero to approve the consent calendar. Motion passed. (vote: 5-0)

5. CONTINUED/OLD BUSINESS

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

Chair Pauline and Committee member Smith were to provide an update, however both were absent. By consensus the Committee continued this item to the next agenda.

(b) *Status report of the deferred landscape Maintenance District projects.*

Maintenance Supervisor Janney reported on status of the Deferred Landscape Maintenance District projects. The Committee had no questions and by consensus accepted the report.

(c) Status report of the City Council action on the TLC recommendation for Daffodil Hill landscape project.

Asst. to the City Manager Hoffmeister stated that the City Council approved the project at its May 1, 2012 meeting. The project costs will be split with CBCA 50/50; city share to be funded by the Landscape Maintenance District; and the ongoing maintenance operations included as part of the Landscape Maintenance District; and that the TLC should in the future review and staff consider contracting out the maintenance of the Daffodil Hill area. The further approved the inclusion of the area to be a part of the Landscape Maintenance District.

No action taken; informational item only.

(d) Status report of Clayton Pioneer articles regarding Adopt = a = Trail and Landscape Maintenance District.

Chair Pauline wads to provide an update, however is absent. Committee member Steiner noted that the Committee was going to have a photo taken so that it could be used in the Pioneer and elsewhere such as City Web site. It was suggested to do outdoors in the landscape area, however at the next meeting it will be dark early (standard time) and photo will need to be done indoors. Later on a separate weekend daytime might work to gather and have an outdoor picture taken.

By consensus the Committee continued this item to the next agenda.

6. NEW BUSINESS

(a) Consideration and recommendation to the City Council on the Landscape Maintenance District proposed budget for Fiscal Year July 1, 2012 through June 30, 2013.

Asst. to the City Manager Hoffmeister provided an overview of the Landscape Maintenance District budget expenses and revenues for FY 12-13. Maintenance Supervisor Janney provided information regarding the deferred maintenance projects and clarified that they typically cross over fiscal years. Undertaking additional projects is not do able at this time as efforts are on the existing projects under construction or soon to be under construction, and the routine maintenance.

Asst. to the City manager Hoffmeister explained the expected revenues are increased by 2.1% which is the CPI change from April 2012 to April 2013. 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 \$19,657 more than last year. The CPI adjustment will result in an increase of \$4.48 over last year rate. However this is less than last year's increase of \$5.80 when the CPI was 2.8%. The new rate would be \$217.85 per residential parcel; and all non-residential parcels shall have a rate of \$217.85 per acre or fraction thereof).

The proposed budget for FY 12/13 does not include any new projects or programs. The approved and recently added projects for FY 11/12 adjust the adopted budget from \$330,000 to \$476,111. The proposed total expenses for FY 12/13 are substantially less as there are not any additional projects

proposed, only maintenance activities. The budget does include two new annual expenses: Daffodil Hill maintenance (\$12830/yr) and new emergency radios maintenance (\$1368/yr). There is also an increase of \$1000/yr for the temp labor recruitment/hire process as they must obtain background (Livescan) clearance.

The budget also maintains has one of the smallest reserves (\$115,127) as compared to prior years. The reduced reserve is due to the additional landscape and new landscape projects now underway. However the reserve is still adequate reserve for cash flow of bill payments and non - major unexpected situations.

In response to questions Mr. Janney stated that Maintenance has 5 full time permanent employees who's time is split in parks, trails and open space, streets (crack sealing/striping and street sign replacement), street lights, storm drainage/creeks; building and grounds maintenance; and Landscape Maintenance District (street rights of way). The City augments with 6-8 seasonal workers during spring to fall.

In response to questions Supervisor Janney stated that there would not be another major renovation project until sufficient landscape reserve funds were available. Staff would have a better assessment of the status after the completion of some current projects at mid-year – January 2013.

Asst. to the City Manager Hoffmeister noted that the Landscape Maintenance Tax approved by the voters did not include extra funds for renovation/major replacement plantings. It is a pay as you go plan. Extra funds from cost efficiencies are used and rolled into the Landscape District reserve (fund balance) and when those are sufficient in amount, staff brings forward information for the TLC to review and consider.

Maintenance Supervisor Janney noted that staff is using the Replacement and renovation criteria developed by the TLC and approved by the City Council as its guidance for identifying potential candidate projects and brings forward the information to the TLC for review, input direction etc.

Motion by Committee member Steiner, seconded by Committee member Casagrande to recommend approval to the City Council of the proposed FY 12/13 Landscape Maintenance District Budget, including the incorporation of deferred project of \$330,000 as presented by staff.

7. **CORRESPONDENCE** – Informational Only

None

8. **COMMITTEE ITEMS**

(a) Consideration future Clayton Pioneer TLC column/article ideas- committee member(s) to prepare.

It was noted that Chair Pauline was taking the lead on this but was absent. Committee members suggested waiting and considering after upcoming renovation projects completed. Vice Chair Marshall suggested that something on Adopt a- Trail sponsors needed could also be an idea to generate more adopter, as she did not think very many knew about the program.

(b) Assignment of Committee Report to the City Council at its June 5th meeting.

Vice Chair Marshall suggested and committee members agreed that Chair Pauline be contacted to attend and provide the TLC recommendation regarding the proposed budget.

(c) Future agenda items:

Minutes;
Status on Adopt a Trail;
Maintenance Work Status Report for the District;
Deferred projects status report
TLC Annual Report for FY 2011/12

(d) Future meeting dates:

August/September- FY 2011/12 TLC prepared draft Annual Report
February 2013 – mid-year budget status
May 2013 – proposed landscape District Budget for FY 2013/14

It was noted by Staff that the next work item will be the TLC subcommittee presentation of the proposed FY 11/12 Annual Report. It was targeted to be brought forward to the TLC in fall; Committee members targeted as a tentative next meeting date of September 17, 2012; however that would be subject to the subcommittee having completed a proposed report. Staff will keep the Committee members apprised of when the next meeting could be done after receipt of the draft report.

(e) Committee member communications:

None

(d) Staff Communications:

None.

8. ADJOURNMENT

Upon call by Vice Chair Marshall, the meeting adjourned at 7:35 p.m.

Minutes prepared by:

Laura Hoffmeister, Asst. to the City Manager

APPROVED BY THE COMMITTEE

Jake Pauline, Chair

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: 11/19/12

Agenda Item: 5a

Adopt a Trail updated as of 10/12/12

Adopters/Revenues

<u>Name</u>	<u>Sponsor Type</u>	<u>Trail Section</u>	<u>Amount Recvd</u>	<u>Date \$ Recvd</u>	<u>Ag. Recvd</u>	<u>Start Date</u>	<u>Renewal Date</u>
Pauline Family Black Diamond Electric	Volunteer Labor Financial	Cardinet Trail (Library - Lydia Ln Pk) Cardinet Trail (Library - Lydia Ln Pk)	\$200 \$1000	2/1/2011 2/1/2011	Yes	3/1/2011 3/1/2011	3/1/2013 3/1/2013
Passport2Clayton (P2C) Passport2Clayton (P2C)	Volunteer Labor Financial Sponsor	Bruce Lee Trail (Upper Easley Trail) Bruce Lee Trail (Upper Easley Trail)	\$200 \$1000	2/1/2011 2/1/2011	Yes	3/1/2011 3/1/2011	3/1/2013 3/1/2013
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	3/1/2013 3/1/2013
Siegel Family Diablo Ford	Volunteer Labor Financial Sponsor	Lower Easley Trail Lower Easley Trail	\$200 \$1000	2/1/2011 2/1/2011	Yes	3/1/2011 3/1/2011	3/1/2013 3/1/2013
<u>Available</u>	Volunteer Labor Financial Sponsor	Donner Creek Trail Donner Creek Trail	\$200 \$1000	2/1/2011 2/1/2011	Yes	3/1/2011 3/1/2011	3/1/2013 3/1/2013
Dan Pauline Banister Electric	Volunteer Labor Financial Sponsor	Cardinet Trail (Safeway - Lydia Ln Pk) Cardinet Trail (Safeway - Lydia Ln Pk)	\$200 \$1000	2/1/2011 2/1/2011	Yes	3/1/2011 3/1/2011	3/1/2013 3/1/2013

Adopt a Trail Expenses

<u>Date</u>	<u>Purpose</u>	<u>Amount</u>
3/8/2009	19.5 hrs maintenance temp labor make/ install signs	\$219.00
4/17/2009	materials for sign posts	\$1527.34
6/23/2009	signs printing (bay area barricade)	\$98.87
6/30/2009	t-shirts	\$289.51
8/9/2009	wood for future sign posts (Dolan's Lumber)	\$595.15
8/9/2009	sign printing (Bay Area Barricade)	\$10.93
5/14/10	Clayton Pioneer Ad	\$200.00
8/31/2011	Sign re-screening	\$10.82
8/31/2011	Signs (Bay Area Barricade)	\$209.35
8/31/2011	27 Hours maintenance reg/temp labor make/install signs	\$1116.80
11/30/2011	Oak Tree lights (Rear of Library)	\$3305.98
11/30/2011	Electrical wire and parts for Oak Tree Lights	\$437.00
12/30/2011	17 Hours reg/temp to install Oak Tree Lights	\$697.00
Total Expenses to Date		\$8717.75

Renewal and New as of 2/1/11 \$5050
Prior balance \$4200

Account Balance: \$9,250- \$8717.75= \$532.25

CITY OF CLAYTON

ADOPT

A

TRAIL



This is the inaugural year of the Clayton Adopt-a-Trail program. The program aims to:

- Augment financing provided by Measure B
- 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 can have two adopters: a financial adopter and a clean-up adopter. Besides paying the annual 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. 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.

Up to 10 T-shirts will be provided to each clean-up group.

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 673- 7369**, and a Committee member will return your call.



City of Clayton
Clayton Adopt-a-Trail Program

APPLICATION

Date: _____

Adopt-a-Trail Group: _____

TYPE OF Sponsor (circle one)

Financial

Labor

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.

(signature/date)

Group Coordinator

ADOPT-A-TRAIL WORK PLAN

Proposed Program Plan for: _____

[Insert 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 _____	_____

(signature/date)

Group Coordinator

(signature/date)

(for the Trails and Landscaping Committee)

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 _____

For questions, please contact _____

Phone

email

Payment received: _____
Date

By: _____



CITY OF CLAYTON

Peacock
Creek
Trail



1.27 Miles

Trail Grade
75% Steep
25% Level

Surface
Crushed Granite

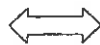
This Trail Segment Adopted By:

COMCAST
Cable

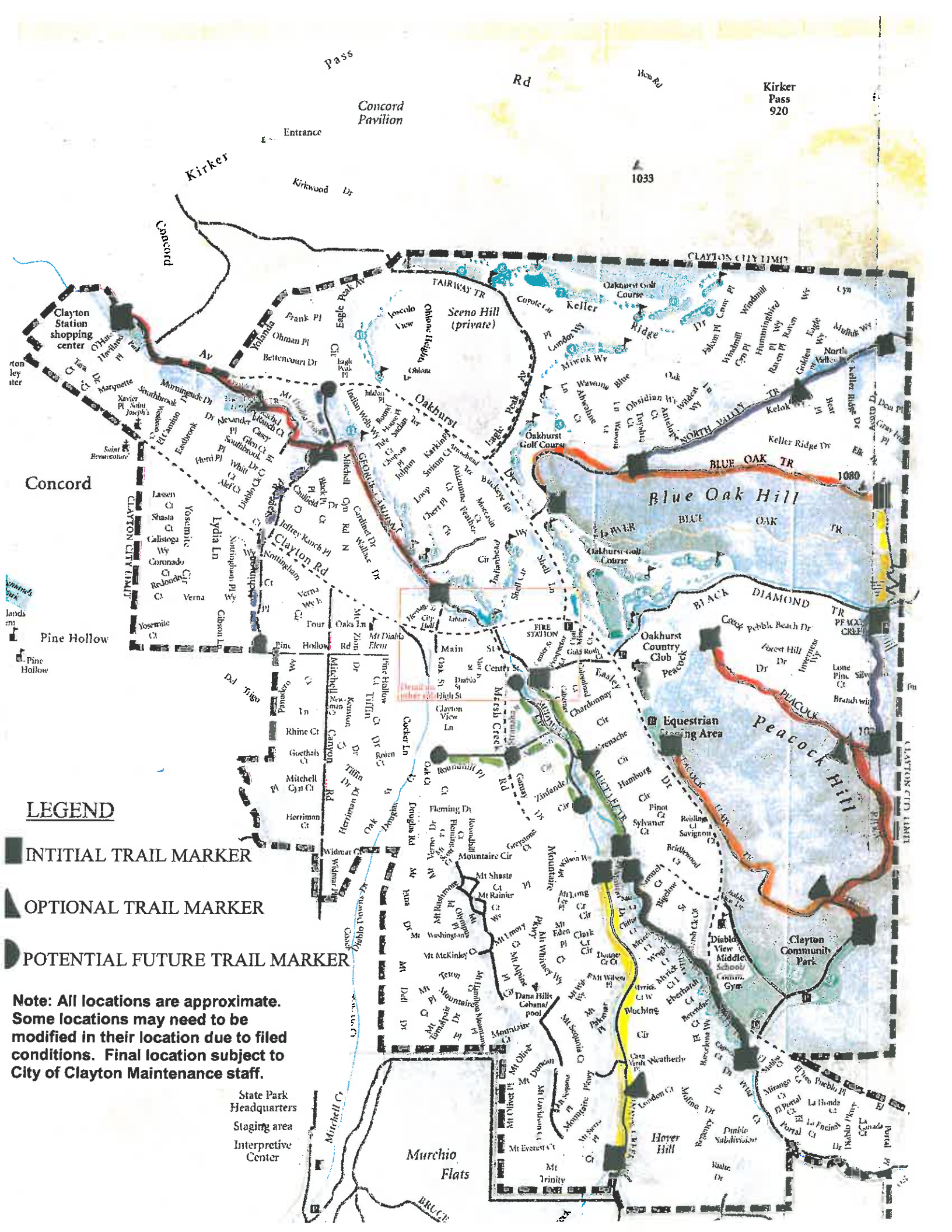
Clayton Valley
Little League

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



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

Memo

To: Trails and Landscape Committee
From: Maintenance Staff
Date: November 19 2012
Re: Landscape Deferred Project Status

The following is an update on approved deferred projects in the Clayton Landscape District

Spot Replant: Ongoing; finished with the replant, irrigation upgrade, and installation of a maintenance strip on the Clayton Road median noses. Next item is to replace eight tulip trees that were removed this past summer from disease in the median on Clayton Road at Westwood.

Keller Ridge Tree Trimming and Replacement: Staff has applied for some urban forestry grant monies to help pay for this project. Started some irrigation repairs/upgrades along the road. Plan is to start replacing trees after the trees are installed along Clayton Road Median (see above)

Jeffery Ranch Court Replant: On hold until a neighborhood meeting can be organized to get input from area residents.

Clayton Road Downtown Median Project: This project was completed and accepted by the Clayton City Council at their September 18th meeting. The total cost of the project was \$304,173.78 which was \$15,537.72 under the approved budget of \$319,711.50. The contractor maintenance agreement ends on November 28th when the Cities Landscape District will take over the maintenance of the project area.

Daffodil Hill: This project was also completed and accepted by the Clayton City Council at their September 18th meeting. The total cost of the project was \$47,500.00 which came in within budget. Half the monies for this project came from CBCA with the other half from the Landscape District. The contractor's maintenance agreement also ends on November 28th for this project and the Landscape District will take over maintenance duties for this site.

Irrigation Central Control Upgrades: Evaluation of existing equipment has been made for needed upgrades; the technical issues that we were experiencing with system set up have been resolved. These issues included the placement of radio antennas for communication with the controllers within the Landscape District. The company representatives performed radio signal tests from numerous locations within the City to our Maintenance yard where the central controller computer will be located. Issues with the software have been resolved to work with our computer network and windows 7. Upgrades needed to our ten existing evolution controllers (these are the only controllers in the District that can be centrally operated) in the Landscape District is under way.

Trail Repairs: The over lay of the Bruce Lee Trail (upper Easley) is still on hold until a street repair project is put out to bid and awarded. At this time estimated time for bids is spring of 2013 on the Cities pavement project.

Agenda Date: 11/19/12

Agenda Item: 6a

City of Clayton Trails & Landscape Committee

**Annual Report
2011-2012**

Message from the Chair:

The following Annual report is for the 2011-2012 fiscal year. This report contains a detailed account of the expenditures of revenues collected by measure B. All revenues collected by Measure are to be used on the Landscape Maintenance District (LMD). Measure B required the formation of a citizen oversight board to assure that the Measure B funds are being used for their intended purpose. The Citizen Oversight Committee is now known as the Trails and Landscape Committee (TLC). The 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 and submit recommendations on future budgets, and present an annual report for use by the Council and the citizens of Clayton. Traditionally the annual report starts with a message from the chair.

I would like to start by welcoming our new members. Larry Casagrande, Alyse Smith, Harun Simbirdi, and Anthony Chppero were appointed by the City Council to serve two terms. These four individuals are welcome additions and are already making an impact. I would like to thank our current members as well, Robert Steiner, and Robert Erich. I would like to highlight and provide a special note of gratitude to Kelly Marshall. Kelly has served on the Committee since its inception and is integral to its operation. The professional knowledge that Kelly brings to our meetings is a huge benefit. In 2012 we witnessed the retirement of two longstanding members; Lorraine Mole and Virginia Siegel. Thank you to all current and past members for your service to our community.

Over the past 2 years I have learned a lot. I have seen firsthand how our local government works (or in some cases doesn't). I have also learned that the TLC has an important, but limited scope of operation. The committee is only an advisory board. As one member put it; the committee has no teeth. The ultimate power and responsibility still reside in the democratically elected City Council. All in all the Council almost always follows the recommendation of the committee but it is not bound to.

2011-2012 was a good year for the LMD. The attached report highlights all of the different ways your tax dollars have been used. In the end you the tax payer are the judge and jury. So with that in mind read the attached quarterly reports and then take a drive around town and check it out. Ask yourself this question. Is your \$217 per year being spent correctly? If the answer is no then join the TLC. If your answer is yes then join the TLC. We need more civic minded Claytonians to get involved.

Finally, thanks to our Adopt-a-Trail program the tree lights at the rear of the library are operational. The program provided \$4800 to fix the lights. Next time you are near the library at night take a gander, the signature oaks that characterize our town can now be seen at night again. I would like to thank all of our sponsors; Discovery Builders, Passport2Clayton, Diablo Ford, Banister Electric, the Employees of the Federal Credit Union, the Pauline Family, the Siegel Family, Black Diamond Electric, and Dan Pauline. The donations received by these generous individuals and entities have been put to good use, and I would like to personally say thank you.

Jake Pauline
Chair

TLC Recommendations, Projects, and Work Product Review 2011-2012

- ✓ **TLC received and reviewed staff reports regarding maintenance activities see attached City Maintenance Quarterly Update Reports.**
- ✓ **Reviewed Incoming and outgoing correspondence between citizens and staff regarding various concerns and observations relating to landscaping and trail issues.**
- ✓ **Reviewed and recommended the proposed Landscape Maintenance District budget for FY 2012/13 to the City Council**
- ✓ **Received and reviewed the status of the deferred landscape Maintenance District Projects, currently implemented throughout the city.**
- ✓ **Reviewed the proposed re-landscaping plan, conducted a physical tour of the site, and subsequently recommended to the City Council, the adoption of the staff's plan for the re-planting of the median on Clayton Road from Oakhurst to Mitchell Canyon Road.**
- ✓ **Recommended to the City Manager that \$4,800 of the accumulated Adopt a Trail fund be used to replace three (3) up-lights on the Cardinet Trail, directly beside the library, in the open space between the trail and the creek.**
- ✓ **Reviewed staff reports, and recommended to the City Council, the final landscape plan and proposed maintenance program for Daffodil Hill.**
- ✓ **Recommended that the city council accept, and include CBCA's monetary, participation in the proposed landscape plan for Daffodil Hill.**
- ✓ **Recommended that *Daffodil Hill* become part of the Landscape Maintenance District.**
- ✓ **Reviewed and accepted a revision of the trails and landscape brochure.**
- ✓ **Discussed methods whereby increasing public interest and active participation in the Adopt-a-Trail program via articles in the Clayton Pioneer. In addition, formed a committee to explore the option(s).**
- ✓ **Complimented the city maintenance staff for the commendable job they do in effectively maintaining and managing the city's system of trails and landscaping within their operating budget.**

ADOPT-A-TRAIL PROGRAM:

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

- Augment financing provided by Measure B
- Provide a venue for volunteers to help Clayton maintain and enhance its trail network
- 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 to 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:

In May of 2012, the TLC recommended a proposed budget to the City Council, which was based on the existing FY 2011-2012 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 2.08% and in their July 3rd 2012 meeting, the City Council adopted an annual assessment of \$955,317.82 or \$217.86 per residential parcel 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.***

For FY 11/12: assessments were \$213.42 per single family parcel; or per nonresidential acre or fraction thereof. – estimated revenue received \$936,063.80 these were recommended by the TLC at its May 23, 2011 meeting and approved by the City Council at their July 5, 2011 meeting.

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
- Posting meeting minutes at the City website at 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

APPENDIX

- ²⁰¹¹⁻²⁰¹² ~~2013-2014~~ Adopted Budget
- Adopt-a-Trail Sponsors & Financial Statement
- City Maintenance Quarterly Report(s) - Trails and Landscaping — added by staff
- Articles published in the *Clayton Pioneer* during fiscal year **2011-2012**
- Trails and Landscape Committee Informational brochure
- TLC Roster
- 2012-2013 Adopted Budget

Agenda Item
5(a)

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

Account Number	Account Name	2009-10 Actual 6/30/2010	2010-11 Adopted Budget	2010-11 Actual 4/30/2011	2010-11 Projected 6/30/2011	1011-12 Proposed Budget
7111	Salaries/Regular	159,665	162,632	151,954	180,350	182,632
7112	Temporary Help	73,187	94,150	59,475	85,310	94,150
7218	LTD Insurance	1,456	1,545	993	1,128	1,589
7220	PERS Retirement	35,387	34,527	31,644	34,527	35,592
7231	Workers Comp Insurance	5,441	5,627	5,627	5,627	2,679
7232	Unemployment Insurance	5,708	5,938	5,938	5,938	6,999
7233	FICA and Medicare	7,288	9,561	7,299	9,687	9,561
7246	Benefit Insurance	34,635	33,239	30,454	32,709	32,709
7311	General Supplies	32,788	38,718	32,245	38,718	42,988
7316	Landscape Replacement	200	20,000	-	20,000	20,000
7335	Gas & Electric Serv.	27,467	28,840	20,596	28,840	29,000
7338	Water Service	71,995	180,000	96,753	145,000	183,600
7342	Machinery/ Equip Maint.	10,003	8,758	7,769	10,665	10,000
7343	Vehicle Maintenance	7,665	8,334	6,022	8,334	8,334
7344	Vehicle Gas, Oil, and Supplies	8,525	8,494	7,331	9,000	9,000
7381	Property Tax Admin Cost	3,368	3,400	3,550	3,737	3,737
7389	Misc. Expenses	704	-	-	-	-
7412	Engineering Inspection	-	-	1,425	-	-
7419	Other Prof. Services	157,801	133,355	30,068	128,600	141,181
7488	CERF Charges/Depreciation	12,936	12,936	12,936	12,936	12,936
7520	Project/Program costs (materials)	-	260,000	148,500	260,000	330,000
7615	Property Taxes	2,292	2,300	2,332	2,332	2,370
8101	Transfer to General Fund	26,970	29,918	29,918	29,918	29,918
	Total Expenses	685,461	1,082,272	692,827	1,059,678	1,168,985

4604	Clayton LMD Assessment	897,294	910,434	865,042	910,571	936,054
5601	Interest	12,843	5,000	13,689	14,000	5,000
5702	Donations for Adopt A Trail	1,400	-	4,850	6,050	-
5606	Unrealized Inv Gain/Loss	7,358	-	-	-	-
	Total Revenue	918,895	915,434	883,560	930,621	941,054
	Annual Balance (Shortfall)	233,435	(166,838)	190,733	(129,055)	(227,931)
	Beginning Fund Balance	383,729	617,164	617,164	617,164	488,108
	Ending Fund Balance	617,164	450,325	807,897	488,108	260,177

Agenda Item
5(a)

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

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

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

Adopt a Trail updated as of 6/30/12

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>
Pauline Family Black Diamond Electric	Volunteer Labor Financial	Cardinet Trail (Libary - Lydia Ln Pk) Cardinet Trail (Libary - Lydia Ln Pk)	\$200 \$1000	2/1/2011 2/1/2011	Yes	3/1/2011 3/1/2011	3/1/2012 3/1/2012
Passport2Clayton (P2C) Passport2Clayton (P2C)	Volunteer Labor Financial Sponsor	Bruce Lee Trail (Upper Easley Trail) Bruce Lee Trail (Upper Easley Trail)	\$200 \$1000	2/1/2011 2/1/2011	Yes	3/1/2011 3/1/2011	3/1/2012 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
Siegel Family Diablo Ford	Volunteer Labor Financial Sponsor	Lower Easley Trail Lower Easley Trail	\$200 \$1000	2/1/2011 2/1/2011		3/1/2011 3/1/2011	3/1/2012 3/1/2012
Dan Pauline Bannister Electric	Volunteer Labor Financial Sponsor	Cardinet Trail (Lydia Ln Pk - Westwood Pk) Cardinet Trail (Lydia Ln Pk - Westwood Pk)	\$200 (from CBCA) \$1000	2/1/2011 8/7/2009	Yes	3/1/2011 3/1/2011	3/1/2012 3/1/2012

Available
Available

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
Total Expenses to date		\$8717.75

Donations

Renewal and New as of 3/1/11	\$5050
Prior balance	\$4200
	\$9250

6/30/2012 Account Balance: \$9250-\$8715.75 = \$532.25



LANDSCAPE MAINTENANCE DISTRICT WORK UPDATE

4/16/12 to 5/21/12

- Spot spray herbicides and pull weeds in the Landscape District Citywide.
- Started to turn on and repair all irrigation systems within the Landscape District.
- Contractor has moved on site and started the landscaping project on Clayton Road between Mitchell Canyon Road and Oakhurst Drive.
- Discussions with Clayton Road landscape contractor to add in City Council approved Daffodil Hill landscape/irrigation project.
- The City hired contractor will begin during the Week of May 21st the annual abatement of weeds for fire prevention and safety purposes; this includes cutting down weeds in open space along residential property lines of open space and along trails of the City Landscape Maintenance District -- Target date for completion is mid- June.
- The water fountain automatic water leveling system failed and needed repairing do to corrosion. The necessary parts were replaced and the water fill system is now working properly.
- Recruitment for seasonal maintenance workers underway, review of applications and interviews being scheduled – target is to hire a 6 more (currently have 2) for a total of 8.
- Assisted in preparation proposed Landscape Maintenance District budget for Fiscal Year 12/13.

QUARTERLY REPORT
UPDATE
TRAILS & LANDSCAPING
10/24/11 to 4/16/12

- Spot spray herbicides and pull weeds in the Landscape District Citywide
- Irrigation systems are turn off within the Landscape District. Systems only being turn on when needed due to weather conditions or plant material (new plantings).
- Bid set plans were completed for the Clayton Road median project and put out to bid. At the Clayton City Council meeting on April 3 the lowest responsible bidder was awarded the contract. Work is scheduled to begin at the beginning of May and to be completed during the summer.
- Installation of new lighting was completed for the Adopt a Trail program along the trail behind the Clayton Community Library.
- The second Trim of the Landscape has been completed and the start of a first trim in 2012 began before the seasonal workers were laid off this past winter. With some trimming completed on Clayton Road and Oakhurst Drive.
- Trimmed all the Crape Myrtle trees within the Landscape District.
- Started replanting on Clayton Road medians noses from El Camino Road to Atchinson Stage Road; Installed new irrigation to meet the new water conservation rules, installed a new maintenance strip, replanted the Crape Myrtle trees that were falling over, and new rosemary ground cover,



QUARTERLY MAINTENANCE REPORT UPDATE TRAILS & LANDSCAPING DISTRICT 5/16/11 to 10/24/11

- Spot spray herbicides and pull weeds in the Landscape District Citywide
- Most irrigation systems are turn off within the Landscape District. Systems only being turn on when needed do to weather conditions.
- Completed more contract work on safety trimming of trees along Oakhurst Drive from Yolanda Circle to City limits that were hanging into the sidewalk and street. Trimmed all the North side trees along Oakhurst Drive from Eagle Peak Drive to Yolanda Circle. All the trees were also trimmed along Pine Hollow Road within the Cities Landscape. Large Oak tree at Old Marsh Creek Road and High Street was lifted and trimmed.
- Completed the Marsh Creek Circle re-plant.
- Completed the Water Fountain re-plant project.
- The second Trim of the Landscape is nearly completed with trimming still to be done on inbound Marsh Creek Road by the Middle School, in bound Clayton Road to the Water Fountain, and Peacock Drive.
- Over the summer made numerous repairs to the irrigation system from repairing main line breaks, replacement of irrigation valves, to the repair of sprinkler heads.
- Installed the trail markers for adopted a trail on the Bruce Lee trail (upper Easley) and Lower Easley. Change or replaced sponsor sign on Cardinet trail and Diablo View trail (Peacock Drive to Community Park)



"It's Your Paper"
CLAYTON PIONEER

— Last Updated on October 22, 2012 —

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- 2011**
- 2010**
- 2009**
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- Competition Results for Team or Individual**
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City gives green light for new median landscaping

December 05, 2011 - By Tamara Steiner

Clayton's main drag is about to get a whole new look. At the Nov. 16 meeting, the City Council voted to tear out the deteriorating landscaping in the median between Mitchell Canyon Road and Oakhurst Drive and replace it with five illuminated live oak trees, flowering shrubs and terraced walls.

"It will be spectacular," said Councilman Howard Geller. "I can't wait for the first shovel to hit the ground."

The \$230,000 project has been in the works for six years, waiting for water and money.

City Maintenance Supervisor John Johnston, started working on the design in 2006, but it was sidelined by a two-year drought and a sluggish economy.

This year, the Landscape Maintenance District, which operates on a "pay-as-you-go" basis, finally had enough money in the bank to include the project in its capital improvement budget. All of the existing plants and trees in the median will be torn out and the irrigation system replaced with a computerized system that will save on water and labor.

"Sadly, this means the four crape myrtles have to go." There was simply no way to incorporate them into the new design without "sacrificing the vision," Johnston said.

"When you drive into town, we want a canopy of trees down the main boulevards," Johnson explained.

But, it is important in that the canopy be high enough that drivers can see the Town Center when coming down Clayton Road. The oaks, all illuminated with LED lighting, will lift the ceiling as you drop into town, Johnston said.

Between the oak trees are raised planters with flowering shrubs, ground covers, some pavers and terraced walls next to the CVS store.

The council praised Johnston for a well thought-out design that will "showcase the city."

"The plan is awesome," said Julie Pierce before joining fellow council members in a 4-0 vote. "It will knock their socks off." Councilman Dave Shuey was absent.

The city will put the project out for bid in the early spring 2012.





CLAYTON PIONEER

— Last Updated on: October 22, 2012 —

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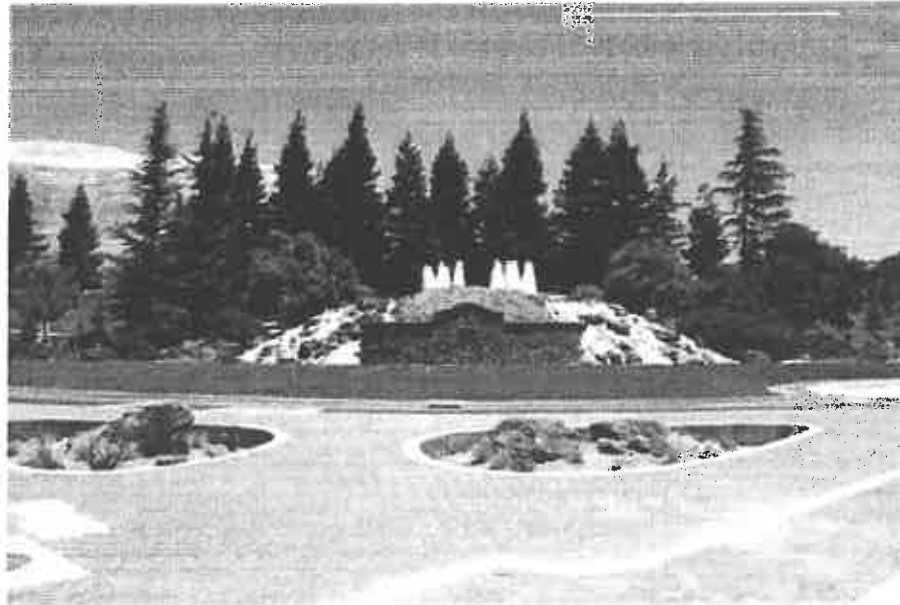
2011

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Clayton Fountain still green, less thirsty



June 20, 2011 - By Tamara Steimer

City crews finished the re-landscaping of the Clayton Fountain last week with a splash of green sod across the front.

The new design is drought-tolerant and low maintenance and reduces the previous lawn area by 65 percent. Bioswales in the median and at the east end of the fountain are designed to manage storm water, filtering it and sending it back into the ground instead of allowing it to run off into the storm drains.

The new landscaping replaces the high maintenance, water thirsty lawns and annuals that died in last year's drought. After some initial criticism of the starkness of the design, public reaction to the finished product has been overwhelmingly positive, says Maintenance Supervisor Mark Janney.

"I know that there were some negative comments about the boulders in the Pioneer Letters to the Editor," says Clayton resident Linda Pinder. "But now that the actual plantings are in I think it looks terrific. I think this will once again be a lovely setting for prom and wedding photos."

The fountain project is one of seven Landscape Maintenance District projects slated for completion this year. The city has allocated \$260,000 for all seven which will include median landscaping and pavers along Clayton Road and Oakhurst Blvd and new trees on Keller Ridge Drive.

The city's gateway, known as Daffodil Hill, is a project of the CBCA which is currently in the design and bidding process.





CLAYTON PIONEER

— Last Updated on October 22, 2012 —

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Daffodil Hill project still on pause

April 09, 2012 - By Tamara Steiner

Once upon a time, springtime brought daffodils to the hillside at Clayton and Marsh Creek Roads.

Now weeds and a few brave poppies cover the ground. Boulders are scattered over the hillside like so many giant meatballs and a monument sign sits at the top proclaiming "Clayton" to all who pass.

The Clayton Business and Community Association (CBCA) started working on the civic project almost five years ago. The improvements so far, have cost the club over \$60,000.

Earlier this year, the CBCA Daffodil Hill committee together with landscape architect Stephen Lane presented a creative design to the City Council. The plans include oak trees, ground cover, seating areas and flowering bushes. At that time, the committee was hoping to get the planting done before this fall.

But, the project stalled because the CBCA has not been able to pin down a viable bid to complete it.

By most contractors' standards, the job is small, and it has been difficult to get them to bid on it, CBCA president Keith Haydon told the City Council at the April 3 meeting. "And the bids we did get were all over the map," he said. One private bid was \$29,000 and the other was \$68,000.

Hoping to get a better deal if the smaller project were bid as part of a bigger job, the club asked the city to include the hillside in the request for bid for the much larger median project. But even that bid came in too high -- \$52,000 for Daffodil Hill; still too much, said Haydon.

CBCA wants the city to help pay to finish the hillside. "We're willing to contribute a significant portion, but we aren't a bottomless pit. We've invested over \$60,000 so far and don't have much to show for it."

Because the hillside has been a CBCA project from the start, there are no city funds budgeted for its landscaping. Councilman Joe Medrano wants to find city funds to finish the project. "Not to finish it would be a travesty," he said. Other Council members are more cautious.

Julie Pierce said "In some ways, it would have been better not to have done anything than leaving it half done. But, I'm reluctant to commit city funds."

The hill is not part of the Landscape Maintenance District but the District has the option to annex it, said City Manager Gary Napper.

The Council sent the matter to the Trails and Landscape Committee to evaluate annexation and voted unanimously to award the median project to Stockbridge Construction, the low bidder at \$290,711, not including any Daffodil Hill



City Council approves CBCA plans for Daffodil Hill

TAMARA STEINER
Clayton Pioneer

Daffodil Hill came one step closer to actually sprouting some daffodils after the city council approved a landscaping plan for the city's gateway at the corner of Marsh Creek and Clayton Road last week.

The Clayton Business and Community Association is donating the entire project, which has been on the table since 2005.

The hardscape, boulders, trail improvements and new monument sign were installed in the summer of 2009. But the landscaping was sidelined until the drought was over and the water use restrictions were lifted.

"I drive by that hill two or three times a day and it just cries for color," says Nicole Hackett, a

member of the CBCA committee responsible for the project.

The committee worked with project management consultant Steven Lane to come up with a plan that includes live oak trees, ground cover and flowering shrubs.

"There will be color in every season," said Hackett.

Overall, council members were pleased with the plans. Hank Stratford was concerned that the heritage oak on the hill would eventually be covered by the new live oaks. The committee agreed to remove one of the six oaks planned and move the remaining ones a little further apart.

The CBCA will maintain the landscaping for the first six months after which it will become part of the Landscape Maintenance District.

The next step is for the



DAFFODIL HILL PROJECT MANAGER STEVEN LANE presented the CBCA plan to the city council at the Sept. 20 meeting. Lane worked with the committee to create a plan which the council says should be the "signature gateway" to the city.

CBCA to take the council's approval and final bids to the membership for a vote at their September meeting. If approved, planting will begin in October.

CLAYTON'S TRAILS & LANDSCAPE COMMITTEE (TLO)

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 Landscapes 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 Landscapes 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
and for the Landscapes 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;
Olm's Bulletin Board, 1028 Diablo St

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



2012 Trails & Landscape Committee Members

Jake Pauline (Chair)
Kelly Marshall (Vice Chair)
Larry Casagrande
A.J. Chippero
Robert Kitch
Harun Simbirdi
Alyse Smith
Bob Steiner



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 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

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



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 leave your contact information on the Adopt-A-Trail Hot Line at 925-673-7369 and a Committee member will return your call

CURRENT COMMITTEE ROSTER
TRAILS AND LANDSCAPING COMMITTEE

Larry Casagrande
(Term: Dec. 2011 – December 2013)

Anthony Chippero
(Term: June 2011 - December 2013)

Robert Erich
(Term: Dec. 2011 - December 2013)

Kelly Marshall
(Term: June 2010 – December 2012)

Jake Pauline (Chair)
(Term: June 2010 - December 2012)

Harun Simbirdi
(Term: June 2011 – December 2013)

Alyse Smith
(Term: Dec. 2011- Dec. 2013)

Bob Steiner
(Term: June 2010- December 2012)

City of Clayton
Landscape Mtn 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	192,066	162,632	162,632	162,632
7112	Temporary Help	67,947	94,150	94,150	94,150
7218	LTD Insurance	1,192	1,057	955	1,138
7220	PERS Retirement	39,157	35,592	35,592	36,868
7231	Workers Comp Insurance	5,627	2,679	2,679	9,966
7232	Unemployment Insurance	4,960	6,999	6,999	5,449
7233	FICA and Medicare	8,823	9,561	9,561	9,561
7246	Benefit Insurance	37,021	31,175	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	127,291	180,000	180,000	180,000
7342	Machinery/ Equip Maint.	14,607	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	3,737	3,737	3,737
7412	Engineering Inspection	1,425	-	1,423	-
7419	Other Prof. Services	105,687	141,181	141,357	156,555
7486	CERF Charges/Depreciation	12,936	13,500	13,500	13,500
7520	Project/Program costs	277,702	330,000	476,111	-
7615	Property Taxes	2,332	2,370	2,398	2,398
8101	Transfer to General Fund	29,918	30,756	30,756	30,756
8111	Transfer to CIP Fund	-	50,000	50,000	-
	Total Expenses	1,011,865	1,210,723	1,358,508	857,885

4604	Clayton LMD Assessment	910,571	936,054	936,054	955,711
5601	Interest	18,712	5,000	8,000	5,000
5606	Unrealized Inv Gain/Loss	(5,000)			
	Total Revenue	924,283	941,054	944,054	960,711
	Annual Balance (Shortfall)	(87,582)	(269,669)	(414,454)	102,826
	Beginning Fund Balance	617,163	529,581	529,581	115,127
	Ending Fund Balance	529,581	259,912	115,127	217,953

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
	Environtech Enterprises	44,708	53,416	53,416	53,416
	Waraner Brothers -Tree trimming	15,300	15,000	15,000	15,000
	Waraner 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
	Martel 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 (ww treatment)		2,241	2,241	2,241
	Water Feature Extra + 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		8,000	8,000	8,000
	Daffidol Hill Landscape Mtn Supplies/water		-	-	12,830
	EBRCSA-Radio Mtn PW radlo's		-	-	1,368
	Total	158,540	141,181	141,357	156,555
7311	Herbicides		16,000	16,000	16,000
	Fertilizer		7,000	7,000	7,000
	Irrigation		15,000	15,000	15,000
	Misc Supplies		2,000	2,000	5,000
			40,000	40,000	43,000
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		328,011.00		
	Irrigation Central Controller System \$30k		30,000.00		
	Tree Replacement Trimming \$10k		10,000.00		
	Jeffrey Ranch Relandscaping \$2.5K		2,500.00		
	Keller Ridge Tree Replacement \$16.6K		16,600.00		
	Daffidol Hill \$29k		29,000.00		
			476,111.00		

Extra to run pump for fountain

10 events (31 days @ \$160=\$4960.)

Art n Wine, Memorial Day, 4th of July, Halloween Parade/Ghost Walk, Veterans Day, Xmas Tree Lighting, Presidents Day, Thanksgiving, Garden Tours, Oktoberfest



Agenda Date: 11/19/12

Agenda Item: 7

COMMUNITY
DEVELOPMENT (925) 673-7340
ENGINEERING (925) 363-7433

6000 HERITAGE TRAIL • CLAYTON, CALIFORNIA 94517-1250
TELEPHONE (925) 673-7300 FAX (925) 672-4917

City Council
HOWARD GELLER, MAYOR
JOSEPH A. MEDRANO, VICE MAYOR
JULIE K. PIERCE
DAVID T. SHUEY
HANK STRATFORD

October 22, 2012

Jack and Joan Healy
317 Mt. Palomar Place
Clayton, CA 94517

Re: Median Landscaping on Clayton Road

Dear Mr. and Mrs. Healy:


Thank you for your letter received at City Hall on October 17th inquiring about certain landscaped areas in the Clayton Road median. First of all, I am pleased you like the final outcome of our public median improvements along Clayton Road. The Clayton City Council was excited about the design of the landscape plan when it was presented to us for funding and we are now thrilled at its beautiful appearance to our community. Funding came from the Citywide Landscape Maintenance District ballot measure approved by Clayton voters in 2007.

Concerning the unfinished median area just south of the Atchinson Stage intersection, that segment is indeed scheduled for completion sometime in the middle of November 2012. City Maintenance personnel will be filling in the small perimeter trenches with "gold dust" gravel to match the other areas plus finish installing the appropriate ground cover plants.

The median trees in the section near the Tara Drive intersection (Westwood Subdivision) had to unfortunately be removed because several were dead and the remainder was infected with a disease characteristic to the Tulip tree variety. Similar to other replacements included in the recent improvements to the Clayton Road median, this section will also be replanted with the London Plane Columbia Sycamore tree which looks very similar to the Tulip tree but is more hardy and disease resistant. Those plantings should be done by the end of November 2012 just in time for natural irrigation waters to assist in their growth. Again, all of these beautification projects were funded by property owners through the Citywide Landscape Maintenance District, which has its own source of funds to make these improvements and to maintain our public landscaping. Please remember this source of funds when the renewal of the District comes up for voter re-consideration before 2017 since it was a ten (10) year assessment. Without these funds, no monies would exist to upgrade and continue such landscaping improvements in our City (note: the recent Clayton Fountain landscaping, the hillside next to the CVS/Pharmacy, and the SE hill 'Daffodil Hill' adjacent to Clayton Road/Marsh Creek Road intersection were also improved using these funds).

Thanks again for letting us know you approve of our landscape improvement projects to date.

Sincerely,


Howard Geller
Mayor

Jack & Joan Healy
317 Mt Palomar Place
Clayton, CA 94517

Received

OCT 17 2012

City of Clayton

October 13, 2012

CC: City Manager
Maintenance

Howard Geller
Mayor
Clayton Townhall
Clayton, CA 94517

gold dust & gravel cover (when rain
lets up
mid-Nov.)

Dear Mayor Geller;

I am not sure if you are the proper party to address this issue, if not could you please forward this letter.

First of all, the landscaping on the center divide on Clayton road looks great. This letter addresses one small unfinished area to an otherwise outstanding job. The area is the center divide just south of Atchinson Stage intersection that is unfinished. It needs some black paper with sand on top and some mulch.

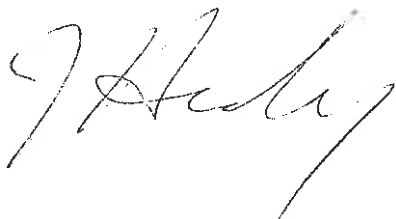
Can you tell me if it is scheduled to be done?

Further down Clayton road they had to cut down 8 or 9 trees. Will they be replaced?

dead & diseased old Fig Tree

✓ replanted London Plane
Columbia Sycamore

Very truly yours



end of Nov.
paid LMO.

January 2013

January 2013							February 2013						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28		

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Dec 30	31		Jan 1, 13	2	3	4	5
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21 MILK HOLIDAY	22	23	24	25	26	
27	28	29	30	31	Feb 1	2	
Jan 27 - Feb 2							8

Agenda Item: 8

February 2013

February 2013

Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2013

Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jan 27 - Feb 2	Jan 27	28	29	30	31	Feb 1	2
Feb 3 - 9	3	4	5	6	7	8	9
Feb 10 - 16	10	11 LINCOLN HOLIDAY	12	13	14	15	16
Feb 17 - 23	17	18 PRES. DAY HOLIDAY	19	20	21	22	23
Feb 24 - Mar 2	24	25	26	27	28	Mar 1	2