



# AGENDA

## REGULAR MEETING

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## TRAILS AND LANDSCAPING COMMITTEE [CITIZENS OVERSIGHT COMMITTEE]

**MONDAY, January 24, 2011**

**7:00 p.m.**

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

### **COMMITTEE MEMBERS**

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

- A complete packet of information containing staff reports and exhibits related to each item is available for public review in City Hall located at 6000 Heritage Trail on Monday prior to the Committee meeting.
- Agendas are posted at: 1) City Hall, 6000 Heritage Trail; 2) Library, 6125 Clayton Road; 3) Ohm's Bulletin Board, 1028 Diablo Street, Clayton; and 4) City Website at [www.ci.clayton.ca.us](http://www.ci.clayton.ca.us)
- Any writings or documents provided to a majority of the Committee after distribution of the Agenda Packet and regarding any public item on this Agenda will be made available for public inspection in the City Clerk's office located at 6000 Heritage Trail during normal business hours.
- If you have a physical impairment that requires special accommodations to participate, please call the City Clerk's office at least 72 hours in advance of the meeting at (925) 673-7304.

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

January 24, 2011

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

2. (a) Selection of Chair for 2011 (current Chair is Virginia Siegel first selected as Chair for 2009 then reselected by the TLC for 2010)  
(b) Selection of Vice Chair for 2011 (Jerry Kosel was Vice Chair in 2009 through end of his term in June 2010. August 2010 Kelly Marshall was selected by the TLC as Vice Chair to serve the remainder of 2010)

3. **CONSENT CALENDAR**

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

- (a) Approval of Action Minutes from the Committee regular meeting of August 30, 2010.
- (b) Quarterly report from Public Works Department outlining District maintenance tasks and services performed in the last five months. *Informational only*
- (c) Status update of the approved deferred improvement projects: *Informational only*
1. Oakhurst Blvd median island replanting and hardscape
  2. Marsh Creek Circle landscape replacement mitigation project.
  3. Keller Ridge Drive street tree trimming and replacement
  4. Clayton Water Feature re-landscaping (Oakhurst Blvd/Clayton Rd intersection)
  5. Deferred Tree Trimming
  6. Clayton Greens subdivision cul-de-sac landscape islands (Jeffery Ranch Court/ Caulfield Ct./ Black Point Place)
  7. Citywide Irrigation Inventory Assessment
  8. Median Demonstration Project
  9. Arterial Roads infill planting project

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

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

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

**5. CONTINUED/OLD BUSINESS**

- (a) Verbal status update on "Adopt-a-Trail" Program for the Landscape Maintenance District.  
(Committee members Siegel and Mole)

**6. NEW BUSINESS**

- (a) Consider approval of the Trails and Landscape Committee Annual Report for FY 2009/2010 as the Citizens Oversight Committee for Measure B.  
(Chair Siegel, Committee members Steiner, Marshall)  
Recommended Action: Provide comments, approval and recommendation for submittal to the City Council.
- (b) Consideration of proposed replanting and hardscape project for Clayton Road Library Median island and Median island from Library to Clayton Rd/Center Street intersection, and allocation of funds from the Landscape District Reserve for the project.  
Recommended Action: Provide recommendation to the City Council
- (c) Selection of Meeting dates for 2011

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

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

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

- (a) Next/Future Clayton Pioneer TLC column ideas
- (b) Assignment of Committee Report – Annual Report presentation to the:  
• City Council at its Tues. February 1, 2011 or Tues. February 15 meeting
- (c) Future Agenda Items: Draft Budget (May 2011)  
FY 2010/11 Annual Report (August/Sept 2011)
- (d) Committee Member communications
- (e) Staff Communications/Announcements - Clayton Cleans Up coordinated/sponsored by the Clayton Pioneer will be held Sat. April 16<sup>th</sup> 9am – noon Clayton City Hall Courtyard – Rain or Shine (contact 672-0500 for info or to help)

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

# # # # #



Agenda Date: Jan. 24, 2011

Agenda Item: 2(a)(b)

## Memo

**To:** Trails and Landscape Committee members  
**From:** Laura Hoffmeister, Asst. to the City Manager  
**Meeting Date:** January 24, 2011  
**Re:** Selection of Chair and Vice Chair for 2011

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### Background:

At the December 2008 meeting the TLC selected to serve in 2009 Virginia Siegel as Chair and Jerry Kosel as Vice Chair. In February 2010 the TLC selected these two to continue to serve for 2010. In June 2010 Jerry Kosel did not reapply for the TLC and his Vice Chair position was vacant. At the August TLC meeting Kelly Marshall was selected to serve as Vice Chair for the remaining period.

### Duties:

#### Chair:

The Chair's duties include chairing the TLC meetings, reviewing the draft TLC Agenda which staff has prepared prior to finalization. After the TLC has approved signing the minutes of the meetings that staff has prepared. Signing any other letters or items that may require the Chair's signature related to TLC matters, and preparing the Chair's message for inclusion in the TLC Annual Report.

#### Vice Chair:

The Vice Chair handles the above duties of the Chair in absence of the Chair.

### Procedure:

The current Chair should ask for nominations/volunteers for serving as Chair for 2011. A vote of the TLC should then be called for the nominations/volunteers.

The new Chair should then ask for nominations/volunteers for serving as Vice Chair for 2011. A vote of the TLC should then be called for the nominations/volunteers.

Agenda Date: Jan 24, 2011

Agenda Item: 3(a)

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

**August 30, 2010**

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

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

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

Committee Members absent: None

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

**2. INTRODUCTIONS:** New Trails and Landscape Committee members introduced: Jake Pauline and Robert Steiner.

**3. CONSENT CALENDAR**

*(a) Approval of Action Minutes from the Regular Committee meeting of May 17, 2010.*

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

*(c) Status update of the hardscape pavers project for median island "nooses" on Oakhurst Blvd. (from Clayton Road to City Limits)*

*(d) Status update of the Marsh Creek Circle berm replacement landscaping and fence for auto light glare.*

*(e) Status of update on Irrigation and Evaluation project.*

*(f) Status update on re-landscape project at the Clayton Fountain Water Feature area (Oakhurst Blvd./Clayton Rd. intersection)*

Motion by Committee member Mole, seconded by Committee Chair Siegel. Motion passed. (vote: 6-0)

**4. PUBLIC COMMENTS**

Ted Meriam, Clayton resident, conveyed his comments as to the importance of the TLC and thanked the committee volunteers. He stated he is also a candidate for the City Council for the November 2010 election.

Jim Diaz, Clayton resident, also thanked the TLC members for their time to volunteer on city committee and be involved. He also stated he thought the work of the TLC was important to the Community and that he is also a candidate for City Council in the November 2010 election.

## **5. CONTINUED BUSINESS**

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

Committee member Mole and Siegel stated that she had CD federal Credit Union and would be a Labor Sponsor only at \$250. Others seemed interested from earlier contacts and letters would need to be sent out to follow up on renewal. Jake Pauline said that his company Black Diamond Electric is interested in renewing but has not been contacted and would need a letter and invoice to pay the renewal. Committee member Mole stated that the follow up with letters regarding renewal would be the next step. Chair Siegel volunteered to follow up with the letters. Committee member Pauline stated that he could contact potential new sponsors such as Cemex and Safeway. He could speak to them as a trail sponsor as well. Committee member Mole would provide the contact information to him. Committee member Mole noted that by the next meeting all the time frames would have expired or the earlier ones already been almost two years since they first signed up and would have an update at the next meeting later in the year. Committee Chair Siegel noted that in the first year some did not start right away so a bit of a lag time in the renewal was not a concern.

## **6. NEW BUSINESS**

*(a) City Council referral to TLC for review of request by Clayton resident to increase the frequency of cutting weeds along the trails.*

Maintenance Supervisor Janney explained that at the June 29<sup>th</sup> City Council a resident requested more frequent weed cutting along the trails and suggesting it would save time - and presumably be some cost savings. The City Council referred the inquiry to the TLC for review and response. The following financial information was provided: One added trim would be \$2,252.80. in additional costs. There are no cost savings with an additional tractor mowing. Using weed whackers would take more labor and days to complete the same area thus costing more.

A complete cut of weeds in the entire open space up to the fence lines including the contract areas would be \$24,546.16 to \$29,546.16. A later cut also raises concerns with the danger of having equipment running in the heat of summer and the potential of starting fires. The weeds currently sprouting near the main trails consist of star thistle, a late summer early fall weed. Cutting of this plant also increases its spread. The best method of control is to hire specialized weed abatement contractor to spot spray, and hand removal. The Oakhurst open space has such contractor as it is a requirement of the development EIR that would be ongoing into the future. The cost for this area is \$36,000 per year and included in the LMD budget. There is no mandated requirement to address this weed in any other city area and it is not included in the minimal service standards of Measure B.

The resident also indicated that if mowing done earlier when the weeds are lower it may not take as long to do as the grass would be shorter, thus saving time and presumably money which could be used for the additional trimming. An earlier start date is not achievable the ground is too wet to support weight of the tractor and wetness of weeds clogs the blades. The start date is monitored to start as soon as the ground and grasses are dry enough to allow use of the tractor the first pass is done. A second time is also done later in the season as part of the overall fire abatement program along the main trail (Cardinet) In addition weed inhibitor is applied about 2 feet out from the main trails to reduce weed growth adjacent to the main trails in spring and fall.

Measure B approved by the voters, set forth minimum level of service standards in the Landscape Maintenance District. All standards are being met at this time. Per measure B minimum service levels can not be decreased to increase other areas. Service levels however can be increased based upon funds available, budget, etc.

Committee members noted that there are not sufficient funds to achieve more mowing. They also concurred with fire danger with later mowing in the summer. They also noted that a second pass is done along the Cardinet major trails as part of the overall fire abatement program. In addition weed inhibitor is applied about 2 feet out from the main trails to reduce weed growth adjacent to the main trails in spring and fall.

Consensus of the Committee to have the Mayor send a letter back to the resident that the TLC reviewed cost information and the Measure B levels of service standards which called for two times a year along the path, which is currently being done. Their ideas were fully reviewed and the analysis showed that it is not financially achievable. There were not any cost savings from the idea and the analysis showed it would require additional funds. Any additional costs would be possible only if new funds are identified and there were issues related to starting early due to wet ground and a third cutting weeds later in summer have higher fire danger.

*(b) Review of concept to use/accept donated chips in landscape areas (both medians and non median – edge of roadway)*

Maintenance Supervisor Janney explained that a request to investigate the feasibility of using wood chips from tree trimming companies in the landscape district landscaping had been received. The resident suggested it could save the Landscape District money, by not having to purchase decorative bark for top dressing and covering up bare spots.

Maintenance Supervisor Janney noted that a program would need to include the inspection of materials being drop off, to ensure that the material does not have diseased tree branches etc. Contaminated materials would adversely affect the City trees. Additionally there would be prep work needed in the landscape before any application of the woodchips, which would need to be done by city staff. Another concern would be the City chooses what tree company would be allowed to dump woodchips, and finding a suitable location for storage of the woodchips before application in the landscape area. The location would need to be secure so people and companies would not make it into a dumping ground. Maintenance staff contacted some tree companies who informed him that their donated materials are mixed loads and they could not guarantee disease free. Maintenance Supervisor Janney provided some samples he had obtained from tree companies.

Oversight of such a program would all take staff time and resources away from other duties within the Landscape District. Staff believes this type of program would carry great risk with disease and low quality materials (leafs etc).

Should the TLC recommend to the City Council to undertake a donated chips program staff has prepared a preliminary program outline of what would be involved in its start up and implementation.

After discussion the TLC concluded it could not support the use of donated chips as there was not a way to control for disease trees and the spread of live oak etc and added cost for staff to store and spread. Chair Siegel and Committee member Marshall spoke of their professional experiences and that maintenance staff analysis is correct, the risks are too great to the investment in the District's current plantings to have the potential of getting a disease from donated materials.

Motion by Chair Siegel, seconded by Committee member Mole, to not establish or allow the use of donated chips program for the Landscape District. Motion passed. (vote: 6-0)

*(c) Review of request to consider roadway medians and plants to be more colorful; use of more flowering type landscaping.*

Maintenance Supervisor Janney explained that at the June 1, 2010 City Council meeting the TLC's recommendation for the criteria for future improvements within the Landscape District was presented.

The approach was approved by the City Council, as well as funding for the first two priorities decorative hardscape pavers in the Oakhurst medians and replanting of the Clayton Fountain water feature. However a Councilmember suggested that roadway landscaping and median landscaping should be more colorful. The City Council referred this without action on the merits of the suggestion to the TLC.

The TLC vision subcommittee had completed an assessment and submitted their report to the TLC in late 2006. The TLC accepted the report and this information is also was also used being used as reference by Maintenance staff in the preparation of future District improvements.

In 2006 the Maintenance Staff had prepared a potential median island replanting concept that utilized decorative hardscape and grouped plants at specific focal points. This concept plan was presented to the TLC and the TLC felt it might be a good approach to consider in the future. The concept included use of color plants grouped at key focal points. Until the Oakhurst median project is completed staff will have a better understanding of the actual work, costs involved and then make suggestions for other median work.

Committee members noted that both the TLC vision and concept plan for Clayton Road Library median includes the use of drought tolerant, low maintenance color plantings at appropriate places. Chair Siegel noted that it appeared that the Councilmember's suggestion was already being taken into consideration by the Committee and staff.

*(d) Consideration of establishing a subcommittee to work on the Annual Report, which covering FY 09/10 ending June 30, 2010.*

Chair Siegel asked for volunteers to help put together the FY 2009-10 Annual Report. It was noted by the Chair that there was already an existing template and the document could use the same format as in the past. Committee member Steiner volunteered to assist in putting together the draft document. Committee member Marshall volunteered to help review the document during its preparation and Chair Siegel volunteered to assist in the review and would prepare the Chair's message to be included. After brief discussion the consensus of the Committee was to use the same format as in prior years. City Staff member Hoffmeister stated that she would email Committee member Steiner the prior year Annual Report so he could have a format to follow.

*(e) Review of updated TLC brochure*

Assistant to the City Manager Hoffmeister noted that she had updated the TLC public brochure with the inclusion of the new committee members names and updated some of the text regarding the drought conditions and actions that were taken. It should be reviewed and updated annually by the Committee or a member or subcommittee of the TLC.

Consensus of the Committee to accept the updated brochure as prepared by City staff and make copies available at City Hall and the Library and City web site.

*(f) Selection of Vice Chair for remainder of 2010*

Chair Siegel noted that Jerry Kosel was the Vice Chair, however he did not reapply to continue on the TLC, thus the TLC does not currently have a Vice Chair. The Vice Chair would back up the Chair in the absence of the Chair. The Vice Chair time frame would be through end of 2010, when new Chair and Vice Chair would be selected to serve during 2011. Depending on meeting schedule there is likely to be one more meeting in 2010 (Annual Report). The Chair noted that her schedule may result in missing a meeting and would like to have a Vice Chair to conduct the meeting if she is unable to do so.

Committee member Marshall volunteered to serve as Vice Chair. Motion by Chair Siegel for Committee member Marshall to be Vice Chair, seconded by Committee member Mole. Motion passed. (vote: 6-0)



6. **CORRESPONDENCE** – review of incoming and outgoing correspondence. – Informational Only
- a) Downtown planter boxes irrigation
  - b) Bushes Atchison Stage/Clayton Rd intersection sight obstruction
  - c) Weeds along road edge Mitchell Canyon Road
  - d) Tree branches along trail abutting Gold Rush Ct. fence
  - e) Broken Spilt Rail fence back of Shell Ln/ Oakhurst/Clayton Road
  - f) Peacock Creek entry sign letters falling down
  - g) Regency Drive entry median
  - h) Shrubs blocking sidewalk Peacock Creek Drive
  - i) Caulfield Drive fence abutting open space along Cardinet Trail
  - j) General Detailed response regarding Doggie Mitt stations and trash cans along trails

7. **COMMITTEE ITEMS**

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

Consensus to wait until the Annual Report completed and the next article could highlight that information.

(b) *Assignment of Committee Reports:*

City Council September 7, 2010 – Jake Pauline.

(c) *Future agenda to include:*

- Adopt a Trail subcommittee status report.
- FY 09/10 Annual Report
- Status of approved deferred maintenance projects (Clayton Water Feature, Median noses, Marsh Creek Rd/Marsh Creek Circle berm re-landscape project, Irrigation Assessment project, etc.

(d) *Future meeting dates:*

The next meeting was suggested to be set after the TLC Annual Report Committee members had completed the draft document. Staff would send out an email once the information was completed.

(e) *Committee member communications:*

None.

(f) *Staff Communications:*

Councilmember Gellar noted that there is free irrigation audit that could be conducted by CCWD and would be also free to the City. Councilmember Gellar had spoken with Water District Board Member Campbell about this. City staff explained that they have had audits conducted in the past and the Water District did not find any significant recommendations that they could make and noted that the City was doing all the right things to conserve and manage its irrigation watering. After further discussion City Maintenance Supervisor Janney stated that the last audit was done several years ago and having a new audit could be done. The best time to do the audit would be after the irrigation systems are on, and some of the deferred landscape maintenance projects are completed since they would include some changes to existing irrigation. TLC members stated that they felt that the City Maintenance staff was doing a great job in managing the water and noted that the city reduced its watering below the drought limits, and that regardless the city turns off its water during the winter periods minimizing leaks to laterals etc. Most of the water issues are related to systems being stuck on or breaks in the laterals and main lines, not due to water application rates.

**8. ADJOURNMENT**

Upon call by Chairperson Siegel, the meeting adjourned at 8:50 p.m.

Minutes prepared by:

\_\_\_\_\_  
Laura Hoffmeister, Asst. to the City Manager

APPROVED BY THE COMMITTEE

\_\_\_\_\_  
Virginia Siegel, Chairperson

Agenda Date: Jan. 24, 2011

Agenda Item: 3 (b)

# QUARTERLY REPORT UPDATE TRAILS & LANDSCAPING

8/25/10 to 1/24/11

- Completed the winter trimming of Crape Myrtle Trees City wide
- Spot spray herbicides and pull weeds in the Landscape District Citywide
- Sprayed pre-emergent herbicide in the Landscape District for winter and spring weed control.
- Sprayed pre-emergent and post emergent herbicide along the main trails for winter and spring weed control.
- All irrigation systems are turn off within the Landscape District.
- 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 traffic lanes. Safety removal of dead trees on the hillside at the Main Street off ramp. Trimmed the trees along Keller Ridge Drive and Marsh Creek Circle as part of the replant projects.
- Completed the bricking of noses along Oakhurst Drive. We have started a replant along Oakhurst Drive in the median. This includes the installation of a new irrigation system from Eagle Peak Dr to Indian Head Way including bubblers to the trees. These systems meet the new water ordinance guidelines.
- Had some minor storm damage within the Landscape District with a tree falling on Clayton Road in front of City Hall, a large Oak and Willow tree falling on the trail by Lydia Lane Park.
- Spread wood chips in some dirt areas in the Landscape District one area was along Lydia Lane and the other area on Marsh Creek Road in the medians islands by Diablo Parkway (these wood chips were donated by Warner Tree Experts)
- Had the Peacock Creek sign lettering replaced existing lettering had deteriorated and was not staying mounted to the landscape planter wall (see attached photo)



Replaced Signage due to vandalism and aged mounts ---  
work done through PMSigns Clayton CA \$2,323.15

Agenda Date: Jan. 24, 2011

Agenda Item: 3(c)



# Memo

**To:** Trails and Landscape Committee  
**From:** Maintenance Staff  
**Date:** January 24, 2011  
**Re:** Status of the approved deferred Landscape Maintenance District Projects

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1. Oakhurst Drive Median Project (see attached pictures)
  - 5,000 sq ft of brick pavers have been installed on the Oakhurst Drive medians
  - New irrigation system was installed in the median between Eagle Peak Drive and Indian Head way. This included the relocation of the lateral line the installation of a bubbler system for the trees, the installation on 12 inch pop spray heads installed per new state/city water conservation regulations (inset from the curblines) .
  - Completed the installation or replacement of 19 (15 gallon) 'Columbia' London Plane trees in the Oakhurst medians
  - Removed dead and unhealthy ground cover/shrubs
  - Completed the installation of new and infill planting of 1,200 (1 gallon) Coprosma Kirkii ground cover (in the Oakhurst medians (inset from the curblines per new state/city water conservation regulations). An additional 600 one-gallon ground covers infill will be installed by apx. end of January )
  - Completed the installation of bark top dressing on various locations in the Oakhurst Drive medians.
  
2. Marsh Creek Circle landscape replacement mitigation project
  - Completed the installation of a 4 foot high by 75 feet long shielding fence (for car headlights of Oakhurst Blvd. into homes).
  - Completed the trimming of all the existing trees within the replanting area
  - Installation of replacement plants to be completed by mid February (target date is first week of February, however weather dependent).
  
3. Keller Ridge replacement and trimming of street trees.
  - All of the healthy trees were trimmed.
  - The next phase will be removal of apx. 40 unhealthy trees and replant with 'Columbia' London Plane trees. This is schedule to start by the middle to end of February.

- 4 Clayton Water Feature
  - City staff canceled contract with Landscape firm that was drawing up bid ready plans. This action was taken after there had been numerous deadlines that lapsed with no work product. City staff will determine if a new firm should be hired to prepare the bid package or if bid plans will be prepared in house. After a completed bid set of plans are done the project will be put out to public bid. The City Council will then decide to accept the lowest responsible bid or reject the bids. The time frame may still be able to start construction late spring 2011, however it could be fall 2011 depending on plan preparation and bid process time. (planting during the summer is not desirable due to plant stress and increased watering due to higher evaporation rates)
  
- 5 Deferred Tree Trimming
  - Completed the trimming of all the median trees on Clayton Road and Marsh Creek Road from Oakhurst Drive to Regency Drive.
  - Trimming and thinning of median trees ('Bradford' pears) along Old Marsh Creek Road is the next phase depending on funds available.
  
- 6 Clayton Greens Cul-de-sac replanting project (Jeffry Ranch Ct./ Caulfield Ct./Black Pointe Pl) (see attached picture for location)
  - Contacted Black Pointe Place homeowner representative. Black Pointe Pl has had supplemental maintenance by the homeowners with a written agreement with the city for many years. Because of the agreement the lawn in the cul-de-sac was maintained by watering from the homeowners own sources, and additional trimming etc is done by the homeowners. The representative of Black Pointe Pl., advised the city that they want to continue to the arrangement and no changes to the landscaping are needed in this area.
  - Jeffry Ranch Pl., and Caulfield Ct. residents do not have any written agreement and during the drought when the city turned off the water on the lawns as they were not interested in providing supplemental watering and maintenance thus the lawns are dead. Consideration of replanting of the lawns to other plant materials (ground cover/shrubs and hardscape) and/or having the homeowners re-consider supplemental maintenance with written agreement is the next step. Over the next couple of months city maintenance staff will be making contact with the homeowners to set up a meeting to discuss the situation with them and options for their consideration on how they would like to proceed.
  
- 7 Citywide Irrigation Inventory Assessment Project
  - No written update was provided by maintenance Supervisor John Johnston. He will be at the meeting to provide a verbal update.
  
- 8 Median Demonstration Project
  - The TLC over the years has reviewed and provided direction to proceed with this project which would be the median on Clayton Road in front of the Library. Staff with the TLC prior direction held off on proceeding on this in order to move forward with the Oakhurst median work which included the addition of hardscape (brick pavers). The Oakhurst project gave the staff and community an opportunity to see how the use of pavers would work both cost and aesthetically. Staff has found that the work went well, was within budget, will reduce labor, allows for concentration of plantings in larger more focused areas. The public has also positively responded to the work. Staff is recommending this project which will include the use of hardscape and focal point plantings including the use of perennial color be combined with adjacent median on Clayton Road to Center Street for the next project and has a separate agenda item for TLC consideration.
  
- 9 Arterial Road infill planting project
  - Oakhurst Blvd is nearing completion and staff is recommending that the Library Median and the adjacent median on Clayton Road from old Marsh Creek to Center Street as well as the landscape area adjacent to the sidewalk (west side) be the next project. There is a separate agenda item for this proposal.



**Oakhurst Blvd. -- Indianhead to Eagle Peak**  
completed median: new hardscape/ new planting/infill planting and new irrigation





**Oakhurst Blvd. -- Yolanda Circle to City Limits**  
completed median: new hardscape/ new infill planting/ new irrigation heads





**Oakhurst Blvd. -- Yolanda Circle to Eagle Peak**  
completed median: new hardscape/ new infill planting/ new irrigation heads



**Oakhurst Blvd. -- Eagle Peak to Yolanda Circle**  
completed median: new hardscape/new planting/relocated existing irrigation/new irrigation heads

**Clayton Greens cul-de-sac landscape islands**  
(Jeffrey Ranch Ct.; Caulfield Place; Black Point Place)



Adopt a Trail status as of 2/8/2010

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>
Pauline Family	Volunteer Labor	Cardinet Trail (Library - Lydia Ln Pk)	\$200	2/3/2009	Yes	3/1/09
Black Diamond Electric	Financial	Cardinet Trail (Library - Lydia Ln Pk)	\$1000	2/3/2009	Yes	3/1/09
Jeff Waldron	Volunteer Labor	Bruce Lee Trail	\$200	2/3/2009	Yes	3/1/09
<u>Available</u>	Financial Sponsor	Bruce Lee Trail				
Employees of						
CD Federal Credit Union	Volunteer Labor	Blue Oak Trail	\$200	2/9/2009	Yes	3/1/09
CD Federal Credit Union	Financial Sponsor	Blue Oak Trail	\$1000	2/9/2009		3/1/09
Kinder Care (Knowledge Learning Center)	Volunteer Labor	Lower Easley Trail	\$200	4/14/2009	Yes	5/1/09
<u>Available</u>	Financial Sponsor	Lower Easley Trail				
BSA Troops 262 & 284	Volunteer Labor	Donner Creek Trail	\$200	7/28/2009	Yes	7/1/09
<u>Available</u>	Financial Sponsor	Donner Creek Trail				
GSA Troops 30429 & 31895	Volunteer Labor	Cardinet Trail (Lydia Ln Pk - Westwood Pk)	\$200 (from CBCA)	8/7/2009	Yes	8/4/2009
CBCA	Financial Sponsor	Cardinet Trail (Lydia Ln Pk - Westwood Pk)	\$1000	8/7/2009	Yes	8/4/2009
Total Revenues			\$4200			

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
Total Expenses		\$2740.08

2/8/2010 Account Balance: \$4200 - \$2740.08 = **\$1459.92**

Agenda Date: Jan. 24, 2011  
 Agenda Item: 5(a)



Agenda Date: Jan. 24, 2011

Agenda Item: 6(a)



**Trails and Landscape  
Committee  
2009-2010  
Annual Report**

### Message from the Chair:

Clayton is a wonderful place to live. Even with all the fiscal and political turmoil at the state and national level, Clayton has a balanced budget, and our beautiful community is intact and operating effectively.

I have the privilege of chairing The Trails and Landscape Committee. This committee is comprised of a group of Clayton residents who volunteer to provide advice to the City Council about the use of Measure B funds, to make suggestions about how to keep Clayton's landscaping beautiful, and to steward its network of trails.

If you have not had an opportunity to enjoy our trail system, please consider doing so at your earliest opportunity. I believe that you can't completely appreciate Clayton until you experience our trails. Much of the world has to go on vacation to find hiking, walking, and biking trails such as ours . . . we just have to go home!

Much of the credit for keeping Clayton maintained as well as it is goes to our city maintenance staff and our volunteers. It takes a well run city to make volunteering so gratifying and successful. I sincerely appreciate my fellow Trails and Landscape Committee members, who work closely with, and have the support of our City Council and the Mayor. Also, I want to extend special thanks to the sponsors and volunteers who have stepped up to ensure the success of Clayton's Adopt-a-Trail program. There are many ways to serve your community. Please consider volunteering to maintain a section of trail—or to sponsor those who are willing to do so.

Clayton has become a bit of a sanctuary during these turbulent economic times, but our community leaders need your help to maintain this status. Although Measure B funds are protected from being stolen by the state, they are limited, and so the community needs volunteers to augment the effective way in which these monies are allocated.

The Trails and Landscape Committee meeting dates are posted on the City's website. Please join us anytime. Since we are a citizens' group, we need to hear directly from you as to how best serve our community.

I hope to meet you soon,

Virginia Siegel  
Chair

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

The Citywide Landscape Maintenance District ("District") ended its third year of operation on June 30, 2010. 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.

**2008-2009 TLC MEMBERS:**

Citizens who served on the TLC from July 1, 2009 to June 30, 2010 are:

<u>Member Name</u>	<u>Term of Office Expires</u>
Virginia Siegel (Chairperson)	30 June 2011 (Second term)
JoAnn Caspar	30 June 2012 (Second term)
Victor Geisler (former Vice-Chairman)	30 June 2010 (Second term)
Jerry Kosel (Vice-Chairman)	30 June 2010 (Second term)
Kelly Marshall	30 June 2012 (Second term)
Lorraine Mole	30 May 2012
Robert Erich	30 May 2012
Hank Stratford (Ex-Officio)	

### **TLC Recommendations Projects and Work Product Review:**

- TLC regularly received reports on maintenance staff's activities – see attached reports
- Provided assistance and recommendations regarding triage for water allocation
- Began work on recommendations for redesign of water feature landscaping
- Assisted with City of Clayton master tree list
- Made recommendations to the city council and provided assistance to staff with prioritizing landscape replacement projects
- Made recommendation to the city council to proceed with Marsh Creek Circle replanting project as proposed by City of Clayton maintenance staff.
- Recommended to the city council and direction to staff for the installation of pavers in selected median noses along Oakhurst Drive.

### **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.

Adopters as of June 30, 2010 include:

<u>Trail Segment</u>	<u>Financial Adopter</u>	<u>Clean-up Adopter</u>
Cardinet (Library to Lydia Lane)	Black Diamond Electric	The Pauline Family
Bruce Lee	None	Jeff Waldron
Blue Oak	CD Federal CU	Employees of CD Federal Credit Union
Lower Easley	None	Kinder Care
Donner Creek	None	BSA Troop 262 & 284 Girl Scout Troops 429 & 31895

**WATER RATIONING:**

The Contra Costa Water District ordered the city to reduce water usage by 45% (vs. 15% for homeowners) beginning on May 1, 2009. Prior to that date, the city had begun to look for alternative water sources to help offset the reduction. As of June 30, 2010, the city had upgraded the pump at the Clayton Library to water several medians and lawns along Clayton Road. City Staff also gained approval from the City Council to renovate an existing well behind the Clayton Post Office to irrigate the downtown raised planting boxes and the Grove Park. These well sources only partially make up for the loss of water that is supplied by Contra Costa Water. The City's Landscape District started a triage program in which the main objective was to save all of the trees, shrubs and selected ground cover, prioritized in that order. Irrigation was turned off on all lawns and bare areas. As a result, the lawns and some plants died, as expected. The District also temporarily reduced trimming and fertilizing some planting areas in

order to discourage new growth. The standard maintenance and irrigation schedule resumed when water rationing ended on May 1 2010. At this time, the TLC has begun to determine what should be done to the areas that have deteriorated due to lack of irrigation. This includes the bricking of medians noses along Oakhurst Drive, the replant of the Oakhurst Fountain, and the replant at Marsh Creek Circle. A more detailed discussion can be found in the APPENDIX "Water Rationing Plan."

### **TLC RECOMMENDS BUDGET FOR FISCAL YEAR 2010-2011 TO CITY COUNCIL:**

In May of 2010, the TLC submitted a proposed budget to the City Council which was based on the existing FY 2009-2010 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 1.72% and in July 2010, the City Council adopted an annual assessment of \$910,434, or \$207.56 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.

### **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 and CBCA 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 District. Articles which appeared during the last fiscal year are included in the APPENDIX of this report.

### **VOLUNTEERS WELCOME**

The members of the TLC invite you to join!

### **APPENDIX**

- ◆ Landscape Maintenance District Water Rationing Plan
- ◆ City Maintenance Quarterly Report(s) Trails and Landscaping District
- ◆ 2010-2011 Adopted Budget
- ◆ Articles published in Clayton Pioneer during fiscal year 2009-2010
- ◆ Adopt-a-Trail Budget
- ◆ TLC brochure

## LANDSCAPE MAINTENANCE DISTRICT WATER RATIONING PLAN

To achieve the Contra Costa Water District's 45% mandatory reduction in water usage the following objectives will be implemented to meet this goal.

### Objectives

- "Pool" all water meters within the Landscape District
- Read all Landscape District meters every two weeks
- Stop watering all lawn areas
- Turn off sprinklers in bare areas
- Manually adjust controllers for watering cycles
- Concentrate watering on newer and healthier planted areas
- Suspend trimming of the landscape during rationing
- Suspend planting of annuals at base of Clayton Fountain and along Main Street
- Option to drain the pond at the Clayton Fountain
- All District monies saved from using less water stay within the District's Fund and will be set aside for future water system improvements or restoration of turf areas or plants lost to the drought

### Purposes

- I. The Landscape District will "pool" all 43 water meters within the District so we can better achieve the overall 45% reduction in water usage. This allows us to divert water from metered locations where the water is not needed to areas that will need the water so we will be able to save the desired landscaping (see criteria below VI). Implementing meter "pooling" will allow the Maintenance Department more flexibility in attaining our goal of 45% water reduction mandated by the Water District.
  
- II. Maintenance staff will read the water meters every two weeks to ensure that we are meeting our goals of a 45% reduction in water usage over all. With the meters pooled together we will be better able to see if were keeping within our total allotment and if not make adjustments quickly before heavy penalties apply. There will be addition man hours to perform this job but will be offset from man hour saving from suspending trimming and from buying/using less water

- III. Maintenance staff will stop watering all turf area funded by the Landscape District. These areas are: Water Feature, Coal Mine Court, Peacock Creek Drive, Eagle Peak Ave and Indian Wells Way at both ends, Eagle Peak Ave at Miwok Way, Indian Head Way, Downtown at the off ramp, Tear Drop (where roses are), Christmas tree and above Black Diamond Plaza

Lawns are by far the largest user of water in a landscape. By not watering them we will be able to divert water to save shrubs and tree which are more costly to replace than lawn. An added benefit of not watering these lawns is when the drought is over we will be able to make upgrades to the sprinkler systems and get new thatch free turf. This will make watering much more efficient and make for healthier lawns in the future.

- IV. Maintenance staff will be going through the landscape and shut off individual sprinkler heads that are only watering dirt areas. This has already been done in most areas where we have experienced major plant loss over the years. There will be a small add cost in man hours since we will be checking for this throughout the year instead of just at the beginning of the watering season as in previous years.

- V. The irrigation controllers will be manually programmed throughout the water season to meet our goals of a 45% overall water reduction. Instead of a standard program that runs throughout the watering season we will be making adjustment to the controllers on an as-needed basis. This could mean daily or weekly or monthly. There will be additional man hours needed since we will be doing a lot more adjustments than in normal watering years. These additional man hours will be absorbed from savings from suspending the landscape trimming and buying/using less water.

- VI. Maintenance staff will be making an evaluation of all the landscaping plantings to determine what plants would be most cost and water effective for saving. The priority will be to save the newer and healthier landscape areas such as: Center Street trail area; old Marsh Creek Road; east bound side of Oakhurst Drive. Then, priority in order will be to save trees, shrubs, then lastly any ground cover (listed in order of cost priority and aesthetic impact).

- VII. Maintenance will suspend trimming the landscape during the summer and fall months. Under the standards of the Landscape District we trim the landscaping twice a year. By suspending trimming for the summer and fall we will be only trimming the shrubs an average of once a year during the declared drought period. By taking this action we will save water by not promoting the plant to re-grow after they are trimmed especially during the

hot summer months. Trimming will be done on a case by case basis for the following reasons; sight obstructions at intersections, overgrowth impeding walkways, and any other hazard found to endanger the public. Trimming will not be performed for aesthetic reasons during this time so as to save and conserve the plants during drought conditions.

- VIII. Maintenance will suspend the planting of annual flowers at the Clayton Fountain and at the tear drop on Main Street. We will also inform the Garden Club that there will not be sufficient water to be able to water the raised planter boxes along Main Street and Center Street that they maintain with annual color. This is being done because annuals use almost as much water as lawn areas.
- IX. As an option to save more water the Landscape District may have to drain the Clayton Fountain and put the pumps into storage. Maintenance staff will monitor this during the summer months and if we are not meeting the imposed 45% goal for water savings, then we will have to take this option. This water feature is like a swimming pool where water is being added all the time from evaporation and recirculation of the filter pump. The water feature is not metered separately from the nearby landscape so there is no accurate way to measure what it uses daily. If the water feature were to be shut down the pumps would need to be serviced to put them into storage while the feature is drained. This would allow the pumps to stay in operational condition until the time when the District turns the Fountain back on. There will be some cost to put the water feature into storage and restart. Overall there would be savings from the monthly maintenance contract which would be suspended and water usage.
- X. All monies saved from purchasing less water after added labor costs to implement the above plan remain within the District's restricted-use Fund and are proposed to be set aside for future uses; irrigation efficiency improvements, plant replacement from the drought, and hardscape installation for less watering in the future within the District. After the drought restrictions are lifted, Maintenance Staff will compile a list of projects to implement with the funding available for the Trails and Landscaping Committee to review and recommend to the City Council. It is unknown at this time what the amount of monies would be saved from less water usage but it could be substantial if the drought lasts multiple years.

### **Summary**

During the rationing the Maintenance staff will be responding and repairing all leaks as they are detected so as to conserve as much water as possible. Also WAP (work alternative personnel) will be employed in areas where hand watering may be more efficient to save trees or shrubs than using the existing irrigation systems. Adjustments to this plan may be made throughout the year to achieve the goal of 45% reduction on water usage and at the same time save as much of the plant life as possible.

Agenda Item: 2(b)  
Meeting Date: 8/18/09

**QUARTERLY REPORT  
UPDATE  
TRAILS & LANDSCAPING  
5/13/09 to 8/12/09**

- Trim Landscaping and removed dead plants
  - Eagle Peak Drive
  - Oakhurst Drive from City Limits to Clayton Road
  - Old Marsh Creek Road from El Molino to downtown
  - Atchinson Stage Road and Pine Hollow Road
  - West bound Peacock Drive
- Spot spray herbicides in Landscape District Citywide
- All irrigation being watered by manually programming controllers per rationing plan. Also hand watering some trees by WAP (work alternative personal)
- Continued to repair Irrigation systems within the Landscape District
- Completed weed abatement for fire breaks in the Landscape District
- Connected and upgraded the Library Well to Clayton Road Landscaping now watering from Mitchell Canyon Road to Oakhurst Drive and the off ramp to Main Street
- Connected the planter boxes on Main Street and Center Street to the High Street well (this also waters Endeavor Hall landscaping and the Grove Park)



Agenda Date: 11-16-09

Agenda Item: 2(b)



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**CITY MAINTENANCE  
QUARTERLY REPORT  
UPDATE  
TRAILS & LANDSCAPING DISTRICT**

**8/13/09 to 11/13/09**

- Started to Trim Landscaping and removed dead plants
- Spot spray herbicides in Landscape District Citywide
- Sprayed herbicides on and along all major trails in the Landscape District
- All irrigation turn off within the Landscape District
- Continued to repair Irrigation systems within the Landscape District
- Completed weed abatement for fire breaks in the Landscape District

Agenda Date: Feb. 8, 2010

Agenda Item: 2(b)



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**CITY MAINTENANCE  
QUARTERLY REPORT  
UPDATE  
TRAILS & LANDSCAPING DISTRICT  
11/13/09 to 2/8/10**

- Continued to Trim Landscaping and removed dead plants;  
Along Old Marsh Creek Road, Atchinson Stage Road, and Clayton Road from  
Mitchell Canyon Road to City Limits
- Spot spray herbicides in the Landscape District Citywide
- Trimmed all Crape Myrtle Trees in the Landscape District
- All irrigation still turn off within the Landscape District
- Replaced Filter Pump at the Water Feature and rewired the lighting within the  
vault that had been corroded
- Installed water bars in the quarter by dust trails at the Plaza to Center Street trail  
and the trail behind the retaining wall along Old Marsh Creek Road

Agenda Date: 5/17/10

Agenda Item: 2(b)



**CITY MAINTENANCE  
QUARTERLY REPORT  
UPDATE  
TRAILS AND LANDSCAPING DISTRICT  
2/9/10 to 5/14/10**

- Continued to Trim Landscaping and removed dead plants;  
Along Clayton Road from the City Limits to Mt. Zion, Clayton Road from  
Peacock Drive to Mitchell Canyon Road, Keller Ridge Drive, Center St and Eagle  
Peak Drive
- Spot spray herbicides and pull weeds in the Landscape District Citywide
- Over seeded lawns in the Landscape District
- Started to turn on and make repairs to the irrigation systems within the Landscape  
District. Contra Costa Water District has remove mandatory water rationing and  
is allowing average historical usage from 2005.06 and 07
- Mowed a strip of weeds along major trails for clearance (This was do to the  
extraordinary growth of the weeds this year and is not a regular maintenance  
item)
- Repaired the Trail at Bloching Circle do to damage from truck traffic caused by  
the City of Concord to access the sewer line for maintenance located in the open  
space.
- Contracted the trimming of the median trees along Oakhurst Drive from Eagle  
Peak Drive to Clayton Road.

City of Clayton  
 Landscape Mnt District CIP 2007-1 Fund 319  
 Estimated Budget 2006-11

Account Number	Account Name	2006-09 Actual 6/30/2006	2006-09 Adopted Budget	2006-10 Actual 4/30/2010	2006-10 Projected 6/30/2010	2010-11 Proposed Budget
7117	Salaries/Benefits	147,528	154,000	119,305	154,000	162,532
7212	Temporary Help	5,391	53,000	52,682	71,325	54,160
7215	LTD Insurance	1,400	1,500	1,134	1,427	1,545
7220	PERS Retirement	24,164	35,000	24,618	37,974	34,507
7221	City Attorney PERS					
7231	Voluntary Leave Insurance	9,799	9,900	9,441	9,441	9,957
7232	Unemployment Insurance	1,220	1,500	5,769	5,834	3,938
7233	FICA and Medicare	7,749	8,500	8,325	7,270	5,861
7236	Health Insurance	39,440	39,500	37,657	39,297	39,299
7241	General Supplies	25,500	38,710	16,911	36,718	34,718
7248	Landscape Replacement	6,895	25,500	-	20,000	200,000
7335	Gas & Electric Serv.	21,875	26,500	22,955	28,000	28,000
7338	Water Service	121,875	120,000	50,467	67,784	150,000
7342	Machinery/Equip Maint	11,593	8,750	3,857	8,750	8,750
7343	Vehicle Maintenance	718	8,354	3,305	8,354	8,354
7344	Vehicle Gas, Oil and Supplies	5,572	5,400	5,261	5,400	5,400
7361	Property Tax Admin Cost	3,348	3,000	3,159	3,000	3,400
7368	Misc. Expenses	-	-	96	96	-
7418	Other Prof. Services	18,287	13,781	74,033	119,733	133,359
7466	CENP Chemical Distribution	12,635	12,500	6,400	12,500	2,500
7515	Region Admin Fees					
7518	Property Taxes	2,274	3,000	2,362	2,205	2,300
8101	Transfer to General Fund	28,970	26,970	35,402	25,970	24,918
	<b>Total Expenses</b>	<b>692,611</b>	<b>730,035</b>	<b>458,730</b>	<b>694,754</b>	<b>1,062,271</b>

4804	Clayton I&M Assessment Interest	667,269	894,385	890,454	890,215	916,434
5301	Interest	6,972	3,000	7,332	7,430	5,000
5302	Donations for Acq. & Trak	3,800				
5306	Unallocated for Contingency	4,457				
	<b>Total Revenue</b>	<b>682,507</b>	<b>897,385</b>	<b>907,786</b>	<b>907,645</b>	<b>921,434</b>
	<b>Annual Balance (Shortfall)</b>	<b>229,204</b>	<b>169,331</b>	<b>400,033</b>	<b>247,804</b>	<b>(145,837)</b>
	<b>Beginning Fund Balance</b>	<b>183,233</b>	<b>383,729</b>	<b>383,729</b>	<b>383,729</b>	<b>631,553</b>
	<b>Ending Fund Balance</b>	<b>283,728</b>	<b>543,660</b>	<b>783,762</b>	<b>631,553</b>	<b>484,716</b>

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7418	Wildland Resource Mgmt	48,800	61,400	46,886	1,600	1,600
	Environmental Interpretation				50,478	50,478
	Gate widening	300	300			
	Maintenance -Tree trimming	13,700	15,000	10,800	15,000	15,000
	Price Hikes				(800)	-
	Postcard Repair reimbursement			(800)	(800)	-
	Wrecker Serv. Fee 1 x per yr @ 2 miles	29,500	30,000		30,000	31,200
	MPC Admin Fees-Dial letters	3,545	3,500	3,700	3,500	3,900
	Mixed Water Systems	2,005	-	200	700	1,000
	Resident Control	3,805	5,500	6,175	5,178	7,500
	Advertising for TRMP labor	734	734			1,000
	New Signs	3,160		51	51	
	Sprayer Sales Company (reimbursement)					2,201
	Water Feature Extra + repair contingency	421	2,600	307	307	3,600
	Water Feature 6832x13	7,300	7,000	6,700	7,800	7,800
	<b>Total</b>	<b>113,237</b>	<b>133,734</b>	<b>94,088</b>	<b>118,733</b>	<b>133,388</b>

7351	Fertilizer		13,200			13,200
	Fertilizer		5,000			5,000
	Irrigation		16,800			16,800
	Misc Supplies		4,000			4,000
	<b>Total</b>		<b>39,000</b>			<b>39,000</b>

Costs to run pump for fountain  
 12 events (31 days @ \$150=\$1800)  
 Art n Water, Memorial Day, 4th of July, Halloween Parade/Street Walk, Veterans Day, Green Tree Lighting,  
 Presidents Day, Thanksgiving, Garden Tours, OldGarden

## Citywide Landscape Maintenance District -- Fund No. 210

In June 2007, Clayton voters approved a replacement real property tax to continue funding the operation and maintenance of our citywide public landscaped areas. This annual tax is restricted to costs associated with roadway medians and parkways, our trails system, open space weed abatement, irrigation and also funds the "Clayton Fountain". Maintenance of City Parks is not included as an authorized expense under the District's Act; park maintenance obligation falls 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 third year of a 10-year approved operation (Measure B), and its citizens' oversight committee (Trails and Landscaping Committee, or TLC) meets quarterly 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 2009 to April 2010) arrived at 1.7%. The District's revenue projection was increased by that factor accordingly and is set at \$910,434 for FY 2010-11 (add interest earnings of \$5,000 for total revenue of \$915,434).

The Landscape Maintenance District opens the fiscal year with a projected positive equity of \$631,593, up significantly from last year by \$247,864 (66%) due to under-expending. There are several underlying causes for this return of District monies to the District's reserve:

- 1) Measure B's approved Budget allowed for the funding of one (1) more permanent Maintenance Worker to the organization to manage irrigation system controls and leaks. The District has not filled the position during the first two years of operation, relying instead on seasonal and temporary workers to manage this need. By doing so, the District "saves" approximately \$80,000 each year in salary and compensation benefits; and
- 2) The Contra Costa Water District imposed a mandatory 45% water reduction on outdoor irrigation users last year (in contrast to a 15% reduction on homeowners). This mandate necessitated City Council action to halt irrigation of water-intensive landscape to sustain the more valuable plant and mature signature trees of the District within allotted rations. Metered water expense savings of approximately \$97,000 (overlapping fiscal years) were realized yet at a more expensive cost to now replace with the lifting of the drought restrictions.

Noteworthy expenses of the District include its annual weed abatement Citywide (\$31,296 for the fire season), and the huge expense of \$55,016 to abate noxious and exotic weeds in the Oakhurst Hills (a condition of project approval for the Oakhurst residential development). Metered water service is restored at its traditional expense of \$180,000 per year, and personnel services for this labor-intensive work accounts for 33% of the District's budget this year (\$347,219).

Recognizing deliberate and cyclical dying of landscape and turf occurred in the District last year, the citizens Trails and Landscaping Committee (TLC) met on May 17<sup>th</sup> to consider staff proposition to commence replacement of dead and dying landscape using portions of the District's reserves. The TLC's recommendations were approved by the City Council on May 28<sup>th</sup> and call for the allocation and expense of \$260,000 from District reserves for the following replacement and improvement projects:

Oakhurst Drive decorative pavers in narrow medians	\$ 70,000
Clayton Fountain replanting project	\$ 70,000
Restore plants: Oakhurst Dr., old Marsh Creek Rd. & Clayton Rd.	\$ 45,000
Deferred Tree Trimming	\$ 20,000
Marsh Creek Circle replanting/headlight glare mitigation	\$ 19,400
Tree Replacements on Keller Ridge Drive	\$ 16,600
Replant Jeffry Ranch Court island	\$ 2,500
Project contingencies	<u>\$ 16,500</u>
Total:	\$260,000

Expense Account No. 7316 – Landscape Replacement contains this \$260,000 allocation from the District reserves to fund the approved landscape improvement project. The City Council further instructed staff to prioritize the replanting of the Clayton Fountain area.

The District also contributes its annual allocation of \$12,936 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 \$29,918 (3.3% of annual revenue) is transferred to the City's General Fund to pay for administration and overhead of the City (e.g. telephones; payroll processing; accounts receivable and payable; District direction) attributable to the District's annual operations.

With these actions, District's ending fund balance on 30 June 2011 will still be a healthy \$464,756, which equates to a reserve of 53% of its annual revenue. This reserve status is confirmation the City does not siphon "surplus" monies of the District into its General Fund; all revenues received are restricted use funds.

# City hopeful that new signage will spark more downtown shopping, dining



Terrance Weiner/Clayton Pioneer

**NEW GATEWAY SIGNAGE** is part of the Redevelopment Agency's long range plan for the revitalization of the Town Center.

New signs directing visitors to Clayton's Town Center were placed at the city's two entrances last week. The signs, one at the Oak Street off-ramp and the other at the city's new gateway at Clayton and Marsh Creek Roads, are part of the city's ongoing downtown revitalization plan. It is hoped that the signs will drive passing traffic downtown for dining and shopping.

"Instead of just flying by town at 40 mph, people will now know there's a 'there' there and hopefully come into town to grab a bite to eat or do some shopping," said local real estate

broker and former mayor Pat Laurence. "The signs look great."

The gateway project, also known as "Daffodil Hill" is a joint effort between the Clayton Redevelopment Agency and the CBCA and includes a new monument sign at the top of the hill. The landscape will be completed by mid to late September.

Irrigation for the Hill will come from the well at the library across the street.

The landscape design is still a work in progress and will include drought tolerant shrubs as well as some colorful ornamental plantings.

*From the Clayton Pioneer, Sept. 11, 2008*



# Claytonians show civic pride through trail volunteer efforts

Adopt-A-Trail was created by Clayton Pioneer.

Clayton's trail system has ranked the city on six occasions

as "great places to live" more

than 100 times. Clayton received Walking magazine's award as one of the five most valuable small cities in

America. And once in the last three years, Money magazine listed Clayton in its top 100 places to live, ranking the 27-mile trail system among the

city's other charms.

So it was not surprising that when the Trails and Landscapes Maintenance Committee (TLMC) put the city trails up for adoption, there were no shortage of volunteers. The Adopt-A-Trail program has garnered both financial support and volunteers. Gardeners and individuals, scout troops, local businesses and civic organizations have stepped up to the plate to adopt segments of Clayton's trails.

For Boy Scout Troops 404 and 362, their Adopt-A-Trail website goes beyond doing a good deed; it develops a life skill that they hope will help them in their adult life.

"We keep the trail free from litter and natural debris," said Ted Hall, the 13-year-old scout in charge for Troop 404 and scout patrol leader.

"I run these trails for some counties in Clayton Market," he added. "These trails have logs, poles, fences and stumps."

The group adopted the Donner Trail and consulted from Ranger Dave to determine Clayton. As for trash, he noted "This trail is not so bad."

According to Hall, the Clayton trails are beautiful. "I don't think I've ever gone to a park without seeing someone else," he reported.

## A FAMILY AFFAIR

Under the Adopt-A-Trail program set up years earlier this year, each year has more than 100 volunteers and one for them are Clayton TLMC member David Dismal. The trails are divided into 11 segments, each needing both financial and clean-up support.

The Pauline family of Clayton 2040 had been the first to sign up for the program. They sponsored the most recently used trail, the Cassin Trail, which runs from



Photo: Gene Berger/Clayton Pioneer

**MONIKA MAYTUM, LEFT, WITH SCOUTS NICK SWIATKO, Ted Hall and Anthony Maytum clear debris on the Donner Trail as part of their service to Clayton's Adopt-A-Trail program.**

See Adopt-A-Trail, page 6

## Adopt-A-Trail, from page 1

the Clayton Library to Lydia Lane Park, crossing three bridges.

"It was obviously to give back to the community," said Jake Pauline, whose company Black Diamond Electric provides the financial sponsorship.

"The trail is always pretty clean," said his wife Cristina, who runs on the trails. She attributes this to the strong sense of civic pride from Clayton residents living near the trail.

"Our lovely trail system and our community's volunteer spirit are among the major reasons our town was chosen as one of the best places to live in the nation," said Mayor Julie Pierce.

The trail program is augmented by Measure B funds, with the goal of providing a venue for volunteers to help Clayton maintain and enhance the popular trails. The annual fee to participate as a financial sponsor is \$1,000. For clean-up adopters, it's \$300. Markers are installed at each trail segment with the names of both the financial sponsor and the clean-up volunteers.

"In this age when cities have had to cut back services, one of

the ways for residents to give back is through volunteer efforts," Jake said. "These trails are a huge bonus for Clayton."

"If everyone can stretch out a bit," Cristina added, "we can keep the community looking beautiful. That's a great attitude to have."

Jake grew up in Clayton and his parents still live here. He and Cristina bought their home in Clayton a few years ago.

"We also get repaid in better property values," Jake said of community service. "And we teach our children the value in giving back to the community. Clayton is a great place to live. People choose to live in Clayton."

## THE PRIDE OF VOLUNTEERING

Nick Swiatko of Troop 262 has been a scout for 2½ years, since moving to Clayton from San Leandro. "My friends got me into it," said the 16-year-old, who enjoys the hiking and camping activities as well as pitching in on the trail.

"Leaving the debris is bad for the environment," he said, "because it makes walking difficult and poses a fire hazard."



Photo: Gene Berger/Clayton Pioneer

**THE PAULINE FAMILY, Johnny, Julia, Cristina, Jake and Analisa were the first to adopt a Clayton trail.**

So far the trail maintenance has not taken them a lot of time, but Hall believes that is because they are at the start of the program and still organizing what needs to be done.

Anthony Maytum, 11, and his mother Monika are also part of Troop 404. Monika wanted her son to understand how lucky he is to be living in a place like this.

"I hope he will teach it to his kids as well one day," she said. "We have to give back to the community."

"The Adopt-a-Trail program fosters civic pride through vol-

unteerism, philanthropy and cleanliness," said Dismal.

"It's not all about the merit badge," Swiatko said. "It is about giving back to the community."

Other Adopt-A-Trail participants include CD Federal Credit Union, the Clayton Business and Community Association, Girl Scout Troops 429 and 31835, Kinder Care and Jeff Waldron.

Both financial sponsors and clean-up adopters are needed. To adopt a Clayton trail, call 673-7369.



Adopt a Trail status as of 2/8/2010

<u>Adopters/Revenues 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>
Pauline Family Black Diamond Electric	Volunteer Labor Financial	Cardinet Trail (Library - Lydia Ln Pk) Cardinet Trail (Library - Lydia Ln Pk)	\$200 \$1000	2/3/2009 2/3/2009	Yes Yes	3/1/09 3/1/09
Jeff Waldron <u>Available</u>	Volunteer Labor Financial Sponsor	Bruce Lee Trail Bruce Lee Trail	\$200	2/3/2009	Yes	3/1/09
Employees of CD Federal Credit Union CD Federal Credit Union	Volunteer Labor Financial Sponsor	Blue Oak Trail Blue Oak Trail	\$200 \$1000	2/9/2009 2/9/2009	Yes	3/1/09 3/1/09
Kinder Care (Knowledge Learning Center) <u>Available</u>	Volunteer Labor Financial Sponsor	Lower Easley Trail Lower Easley Trail	\$200	4/14/2009	Yes	5/1/09
BSA Troops 262 & 284 <u>Available</u>	Volunteer Labor Financial Sponsor	Donner Creek Trail Donner Creek Trail	\$200	7/28/2009	Yes	7/1/09
GSA Troops 30429 & 31895 CBCA	Volunteer Labor Financial Sponsor	Cardinet Trail (Lydia Ln Pk - Westwood Pk) Cardinet Trail (Lydia Ln Pk - Westwood Pk)	\$200 (non-BCA) \$1000	8/7/2009 8/7/2009	Yes Yes	8/4/2009 8/4/2009
Total Revenues			\$4200			

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

Total Expenses

\$2740.08

2/8/2010 Account Balance: \$4200 - \$2740.08 = \$1459.92

## WHAT IS YOUR TRAILS AND LANDSCAPE COMMITTEE?

The TLC (Trails and Landscape Committee) is made up of 6 volunteers, your neighbors & friends, from the Clayton community. The TLC was formed by the Clayton City Council in August 2007 to help the City implement the voter-approved plan to manage the current and future needs of the City-wide Landscape Maintenance District (the CCLMD).

The TLC serves as the financial oversight committee and provides short-, mid-, and long-term implementation guidance to the City Staff and City Council regarding the spending of the special voter approved funds that can only be used for spending within and for the Landscape Maintenance District.

The Landscape Maintenance District consists of the roadway edge and roadway median landscaping, trail maintenance and fire abatement on trails and open space. City parks & the running of the Clayton Fountain are not included in the District.

## The TLC in Action!

The Trails and Landscape Committees meet on a quarterly basis on the 3<sup>rd</sup> Monday evenings of the month (7pm) at the City Library (Hoyer Hall Meeting Room) 6125 Clayton Road. Residents of Clayton are encouraged to attend these meetings to hear what is being proposed and to provide input and get their questions answered.

The TLC will be evaluating use of targeted hardscape and limited replacement planting options for drought losses as funds and water restrictions allow.

Meeting agendas are posted on: City web site at [www.ci.clayton.ca.us](http://www.ci.clayton.ca.us)  
City Hall, 6000 Heritage Trail;  
Clayton Library, 6125 Clayton Road;  
Ohm's Bulletin Board, 1028 Diablo St

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

## Your Trails and Landscape Committee Members

### Virginia Siegel (Chair)

Robert Erich

Kelly Marshall

Lorraine Mole

Jake Pauline

Bob Steiner

## IMPORTANT INFORMATION

FROM YOUR

## CLAYTON TRAILS and LANDSCAPE COMMITTEE



2010-2011



## WHAT are the STANDARDS and PRIORITIES of the District and the TLC?

- Firebreaks are Mandatory.
- Weeds are now cut along major trails and creeks twice yearly.
- Trees are trimmed for safety purposes first.
- Irrigation breaks are repaired as needed.
- Public roadway landscaping is trimmed twice yearly.
- Landscape areas are now fertilized one time a year as needed.
- Limited funds for targeted improvements of \$20,000 each year.

## TLC'S STRATEGIC FOCUS

- Take Care of what we have before planting something new
- Remove unwanted expenditures and control costs with strict oversight.
- Create Equity in the District.
- Implement Cost-Effective measures to improve irrigation and infrastructure and functions.
- Invest in improved equipment as a means to increase maintenance efficiency and effectiveness.
- Implement Seasonal and situational based labor to minimize costs.

## HOW IS THE DISTRICT FUNDED ?

The District is funded by a special 10-year special parcel tax "Measure B" passed by the Clayton voters in June 2007 that is currently \$ 207.56 per year that appears on your property tax bill. This assessment can only be increased for inflation with a maximum annual increase cap of 3% per year. This is the only source of funding for the Landscape District supplies, electricity, irrigation, water, and labor. All funds are kept separate and only used for the voter approved Landscape District expenses. *(The operation of the Clayton Fountain was not approved by voters to be included in the District).*



## QUICK FACTS of Your Landscape Maintenance DISTRICT – YOUR "FRONT YARD"

- The District landscape covers over 2,000,000 sq. ft.
- There are 40,700 sq. ft. of lawns and flowerbeds.
- There are over 2,871 trees in the City.
- There are 515 acres of open space.
- There are 7 miles of creek side trails and 20 miles of open space trails.
- There are about 50 street islands and medians.
- The District uses equivalent of only three full time staff and includes the use of some seasonal and volunteer workers as needed.
- From May 2008 to May 2010 the Contra Costa Water District had mandatory water reductions of 45% for the Landscape District. The District priorities was to preserve trees, then shrubs and to eliminate watering of lawns and groundcovers to stay within the limits and to avoid financial penalties through even higher water costs.
- Adopt-A-Trail program established to encourage trail maintenance funding and volunteering.





Agenda Date: Jan. 24, 2011

Agenda Item: 6(b)

## Memo

**To:** Trails and Landscape Committee  
**From:** Maintenance Staff  
**Date:** January 24, 2011  
**Re:** Recommendation by the Trails and Landscape Committee to the City Council to undertake rehabilitation of Clayton Road median landscaping and infill planting & irrigation work adjacent to sidewalk on the west side, at Clayton Road/old Marsh Creek Road intersection (Library median) to Oakhurst/Center Street intersection; and recommend authorization of \$115,000 from the Landscape District Reserve Funds for this project.

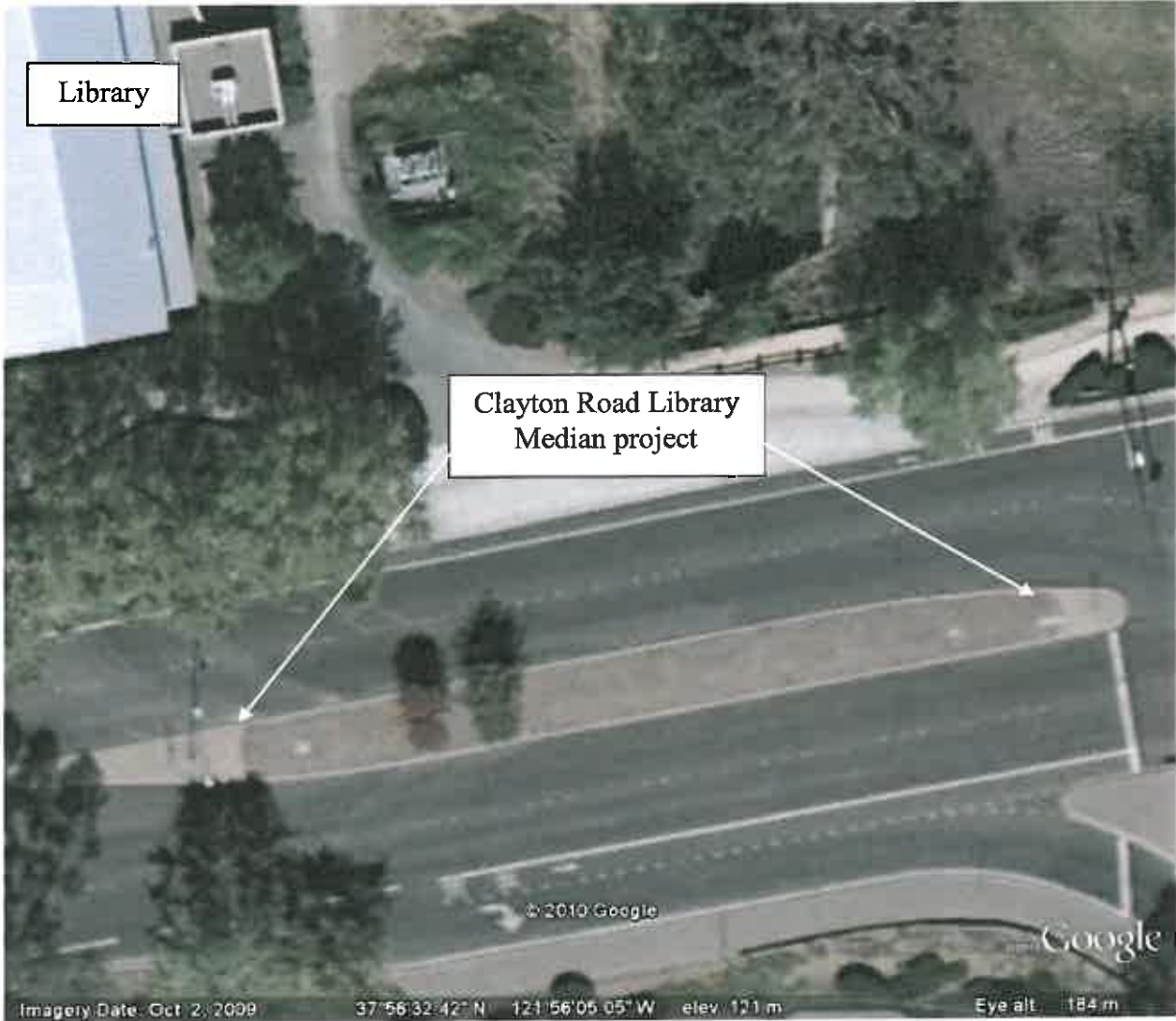
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This project was initially planned to be done concurrently with the CBCA funded Daffodil Hill landscape project. The Daffodil Hill project is being reworked by members of the committee and will require additional time. City staff has modified this project to extend to the intersection of Oakhurst Blvd. and is requesting moving this project forward independent of the Daffodil Hill project as well as seeking funding authorization from Landscape District reserve funds.

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

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





Library

Clayton Road Library  
Median project

© 2010 Google

Google

Imagery Date: Oct 2, 2009

37°56'32.42" N 121°56'05.05" W elev. 121 m

Eye alt. 184 m

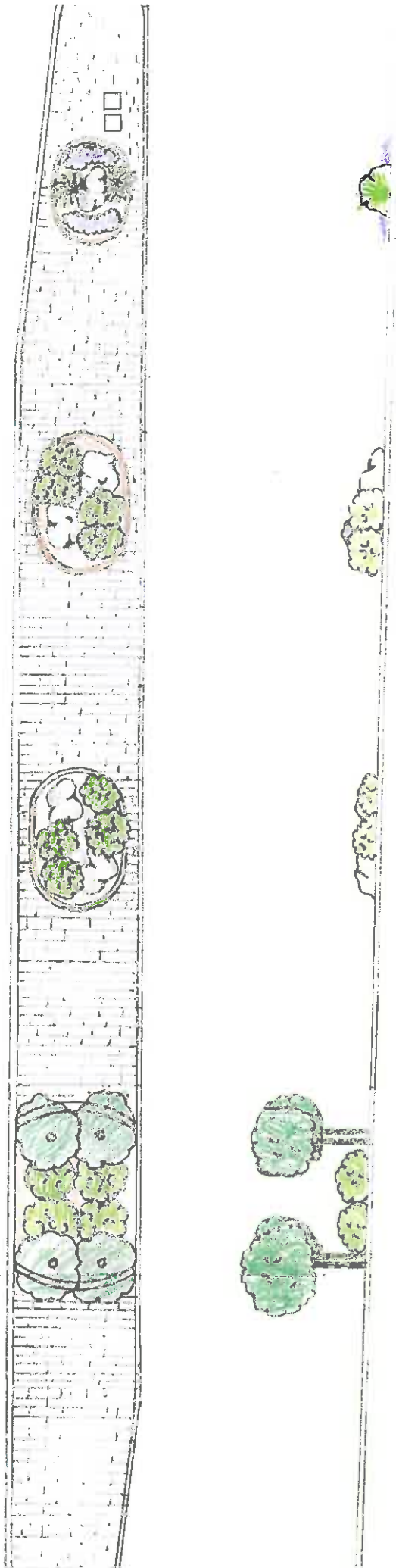


Clayton Road  
West side sidewalk infill  
Library to Center St

Clayton Road  
Library to Center St  
median

Imagery Date Oct 2, 2009 37°56'33.02" N 121°55'56.05" W elev 126 m Eye alt 257 m

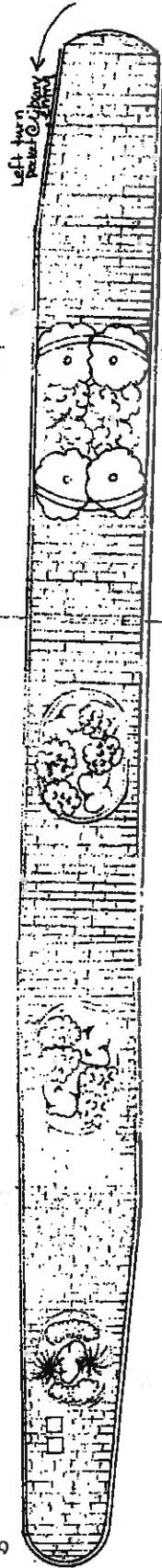
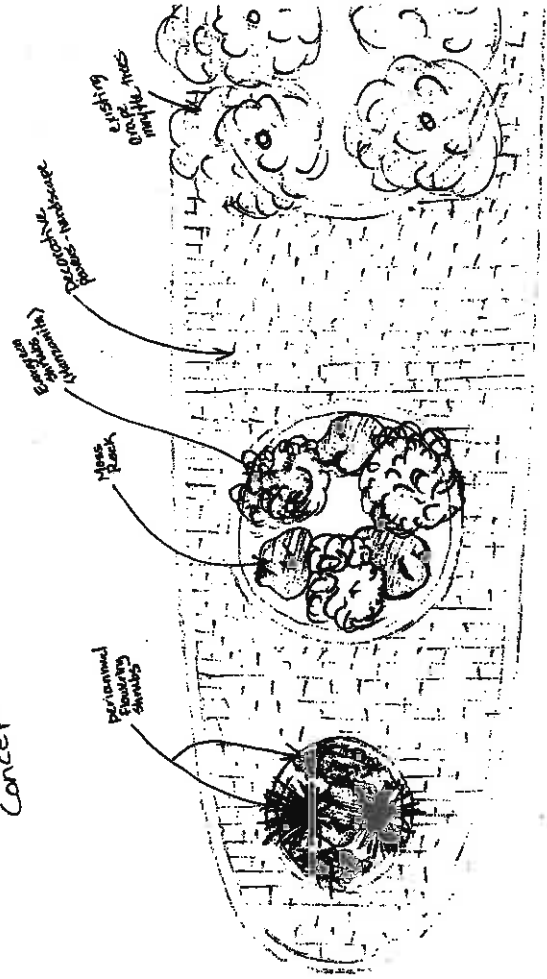




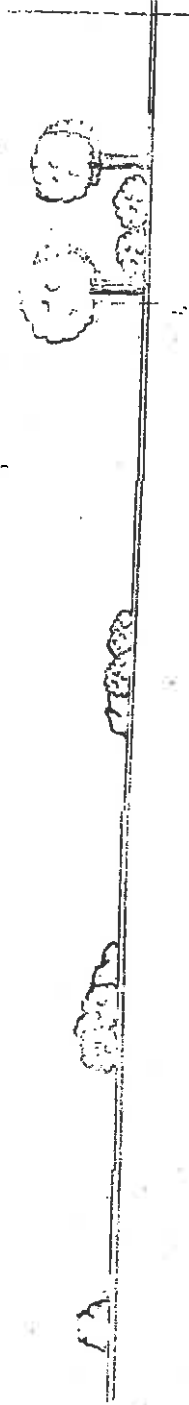
Clayton Rd.  
Library Mediscan



Concrete Plan



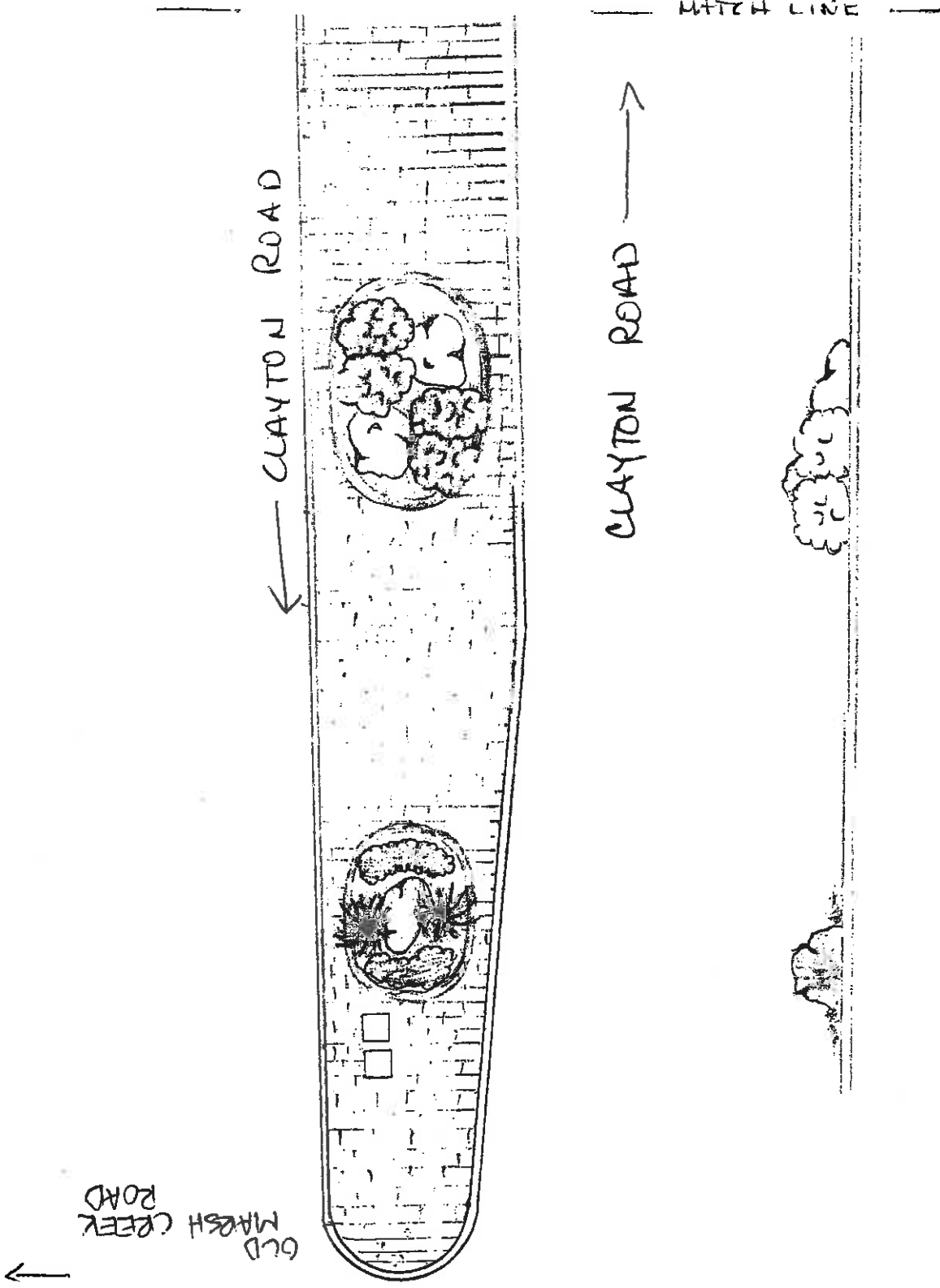
CLAYTON ROAD



← OLD MARCH CREEK ROAD

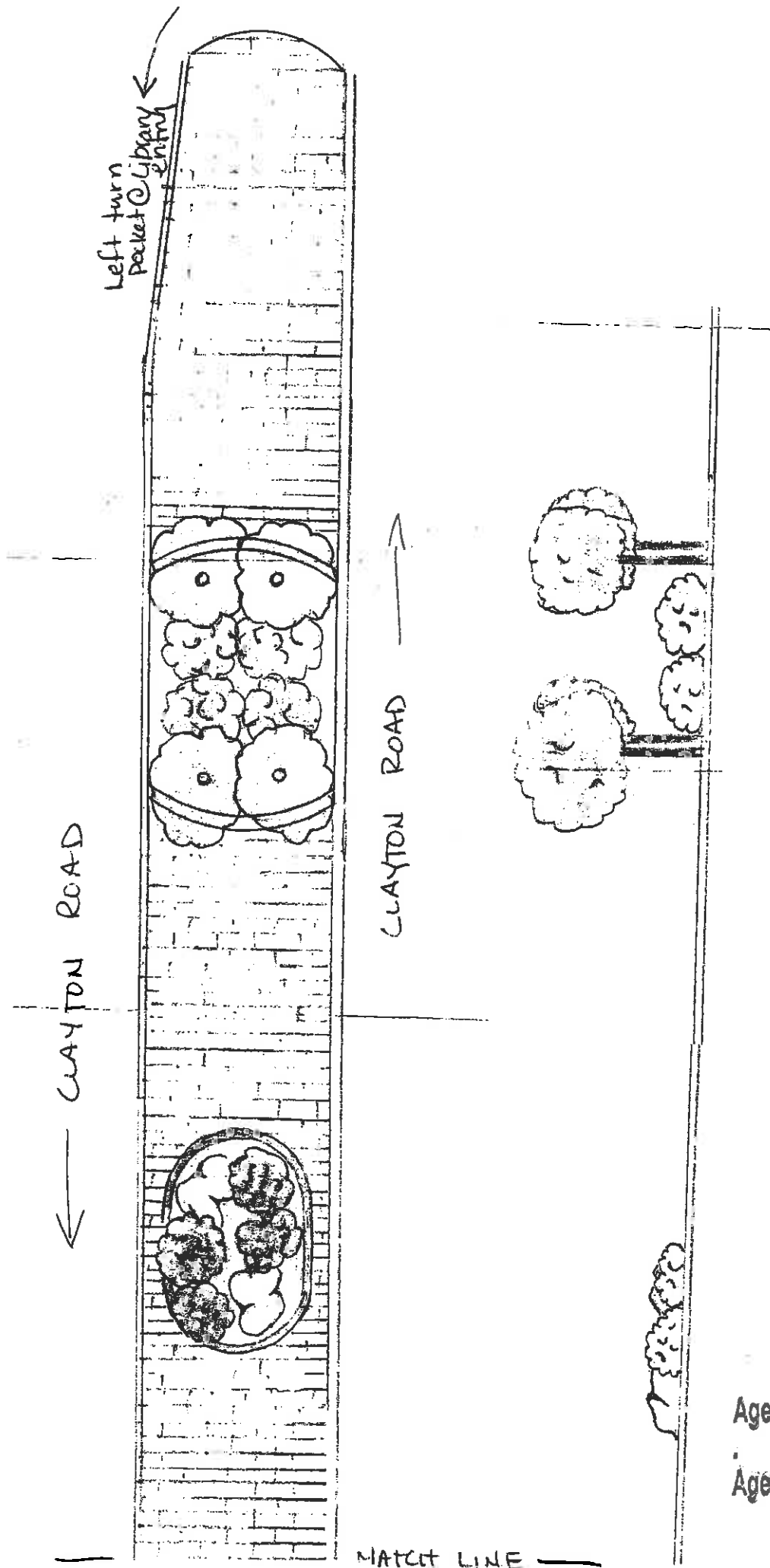
Agenda Date: 04.24.06

Agenda Item: 4(c)



Agenda Date: 04.24.06

Agenda Item: 4(c)

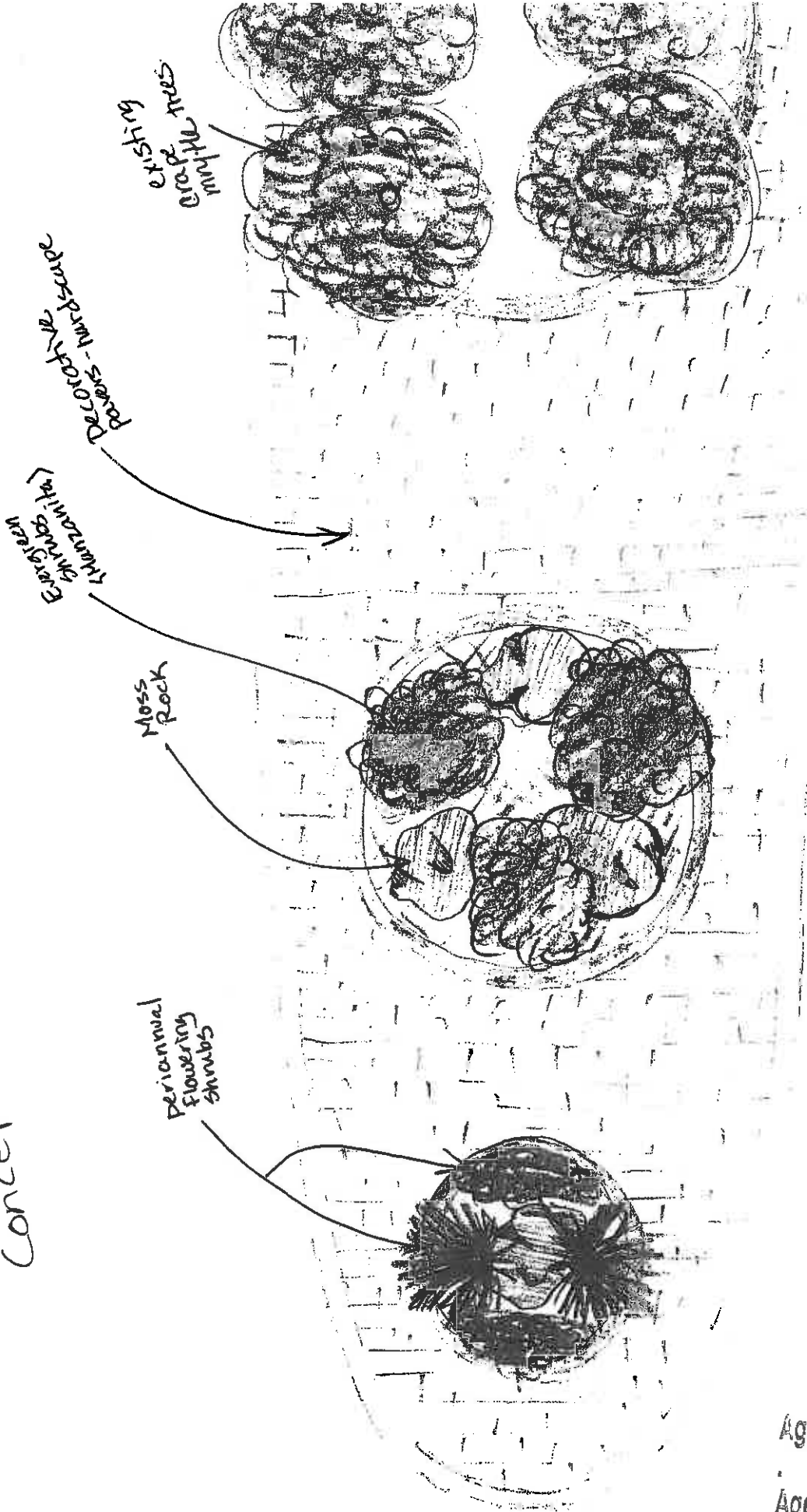


Agenda Date: 04.24.02

Agenda Item: 4(c)

MATCH LINE

# Concept Plan



Agenda Date: 04-24-06

Agenda Item: 4(c)

# MEDIAN CONCEPT DESIGN

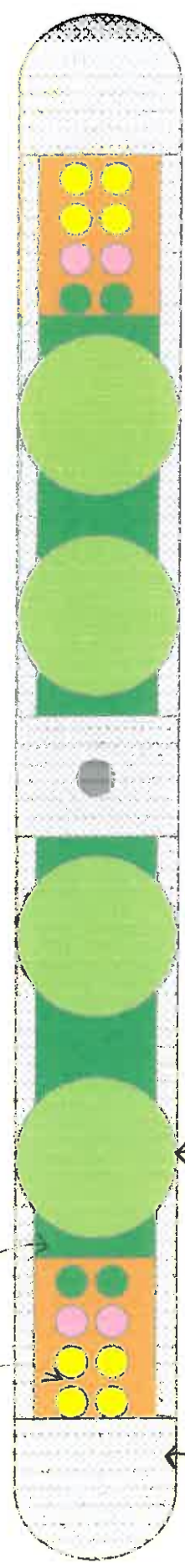
Clayton Rd / Library - Old Marsh Creek Rd  
to  
Center St.

New  
Flowering  
Shrubs

New  
Groundcover

Existing  
Trees

Existing  
Hardscape





Agenda Date: Jan. 24, 2011

Agenda Item: 6(c)

## Memo

**To:** Trails and Landscape Committee members  
**From:** Laura Hoffmeister, Asst. to the City Manager  
**Meeting Date:** January 24, 2011  
**Re:** Consideration of meeting dates for 2011

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### Background:

When the TLC first was established there was much work to do and the committee met on a monthly basis. During the first year review of District priorities was undertaken following up on the items included for funding in the then recently passed Measure B. The TLC also worked during the first two years in preparation of the required Annual Report devising a template/format that the then committee members hoped might be of use for future TLC members to have. The later part of the second year and third year the TLC began to meet every other month as work priorities started to be implemented by City maintenance staff. In 2008 and 2009 the TLC met four times annually; and in 2010 held three meetings.

From the prior recommendations by the TLC and accepted by the City Council, Staff has much work to undertake over the next several months continuing the implementation of the already approved deferred maintenance items. Staff at this time does not foresee having updates to provide to the TLC until budget review time which would typically be in May. The TLC legal charge, as established in Measure B is to serve as the Citizens Oversight Committee to review the District budget and make recommendation to the City Council; and to complete a fiscal year end report to the citizens as to the financial status and activity of the District (i.e.: Annual Report). Other activity established by the TLC is technically optional such as the Adopt a Trail, which is a work function of the TLC members (or subcommittee thereof) and the city serves as the financial agent of the funds. Any funds obtained in the Adopt a Trail can be used to augment city trails such as a capital project, deferred maintenance etc.

Given the above staff would suggest a meeting schedule that would be the following:

- January 2011
- May 2011 (budget) and select TLC members to prepare the Annual Report
- August/Sept (review/acceptance of Annual report)

New members are appointed in June/July depending on the City Council schedule and typically existing members would serve until a new member is appointed as a replacement. If there is time sensitive or other unexpected items city staff can contact the Chair and request notification to all TLC members to identify mutually agreed to meeting date by TLC members. Future meeting dates are also be reviewed at each meeting that is held, and can be changed or additional meeting dates identified if appropriate.

Agenda Date: Jan. 24, 2011

**Laura Hoffmeister**

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Agenda Item: 7

**From:** Laura Hoffmeister [lhoffmeister@ci.clayton.ca.us]  
**Sent:** Saturday, January 22, 2011 4:41 PM  
**To:** 'zartha@pacbell.net'  
**Subject:** FW: city feedback form

Martha - Thank you for contacting us with your observation and concern.

This lane closure was by PGE conducting inspection of power lines, not city maintenance. The City Engineer is responsible for coordination with PGE in limited cases, as the City has very limited control as they are regulated by the Public Utilities Commission - typically unless they are cutting into our streets we can not regulate them.

City Maintenance Staff does not conduct lane closures for routine maintenance in commute direction until after 9am. Emergency work is the exception.

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

LHoffmeister@ci.clayton.ca.us

City of Clayton  
6000 Heritage Trail  
Clayton CA 94517

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

-----Original Message-----

**From:** postmaster@ci.clayton.ca.us [mailto:postmaster@ci.clayton.ca.us]  
**Sent:** Wednesday, January 19, 2011 10:52 AM  
**To:** cityinfo@ci.clayton.ca.us  
**Subject:** city feedback form

Below is the result of your feedback form. It was submitted by  
(postmaster@ci.clayton.ca.us) on Wednesday, January 19, 2011 at 13:51:37

-----

First Name: Martha

Last Name: Gavidia

Street Address: 104 Gold Rush Court

zipcode: 94517

city: Clayton

Contacts email: zartha@pacbell.net

Phone: 925-524-9391

Subject: This morning 1/19 @ 8:35AM entire right lane of Clayton road closed all the way towards Concord...no work crews seen working. Who decides the length of closure of roads and the timing in which it is done? Seems very inconvenient to traveling that time--- daughter late to school in W.C.

Submit: Send Comments

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## Laura Hoffmeister

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**From:** Laura Hoffmeister [lhoffmeister@ci.clayton.ca.us]  
**Sent:** Thursday, January 20, 2011 4:43 PM  
**To:** 'mjanney@ci.clayton.ca.us'; 'johnston@ci.clayton.ca.us'  
**Cc:** 'gnapper@ci.clayton.ca.us'  
**Subject:** FW: Report a Problem

From: Heidi VanWyk Celentano [mailto:jhcelentano@sbcglobal.net]  
Sent: Thursday, January 20, 2011 4:21 PM  
To: lhoffmeister@ci.clayton.ca.us  
Subject: RE: Report a Problem

Yes. Tree is all gone!  
Thanks so much,  
the quick response by city very appreciated!  
Heidi

-----Original Message-----

From: Laura Hoffmeister  
Sent: Thursday, January 20, 2011 3:09 PM  
To: jhcelentano@sbcglobal.net  
Subject: FW: Report a Problem

Heidi-- I'm sorry in the delay in getting back to you I was out of the office on vacation-  
I understand the city maintenance staff did follow up and take care of this --

Laura Hoffmeister  
Asst to the City Manager

-----Original Message-----

From: jhcelentano@sbcglobal.net [mailto:jhcelentano@sbcglobal.net]  
Sent: Monday, January 17, 2011 1:48 PM  
To: cityinfo@ci.clayton.ca.us  
Subject: Report a Problem

Below is the result of your feedback form. It was submitted by  
(jhcelentano@sbcglobal.net) on Monday, January 17, 2011 at 16:48:19

-----  
date: First week of January

time: ?

persons\_name: Heidi Celentano

phone: 925.642.6904

issue: Other

comments: There is a large pepper tree along the outside of our fence line on Oakhurst  
Drive, property of Clayton.  
We came home from vacation to a very large branch that had fallen from the tree.  
We would like someone to come and remove it from our yard.

submit: Send Form to City  
-----



## Laura Hoffmeister

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**From:** Laura Hoffmeister [lhoffmeister@ci.clayton.ca.us]  
**Sent:** Thursday, January 20, 2011 3:26 PM  
**To:** 'Ted Meriam'  
**Subject:** code enforcement graffitti

Thanks Ted,  
You are correct it is private property, the Easley's, it is not a part of the city trails or open space area -- I have forwarded the pictures to Rita Howe who will be the one to follow up with them as a code enforcement process.

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

LHoffmeister@ci.clayton.ca.us

City of Clayton  
6000 Heritage Trail  
Clayton CA 94517

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

-----Original Message-----

**From:** Ted Meriam [mailto:tedmeriam@hotmail.com]  
**Sent:** Tuesday, January 18, 2011 7:07 PM  
**To:** lhoffmeister@ci.clayton.ca.us  
**Subject:** Re: Report a Problem

Hi Laura,

Hope you had a wonderful time away from work! Please find attached photos of the graffitti. The tagging is on his private fence, so I don't believe this would be considered City Property.

Best,  
Ted

-----Original Message-----

**From:** Laura Hoffmeister  
**Sent:** Tuesday, January 18, 2011 6:44 PM  
**To:** tedmeriam@hotmail.com  
**Subject:** RE: Report a Problem

Ted is this on his property or city property? If it is city property I will forward to maintenance - if it is on private property I will need to forward to code enforcement Rita Howe

Appreciate any clarification -- pictures would be helpful regardless of public or private  
Thanks

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

LHoffmeister@ci.clayton.ca.us

City of Clayton  
6000 Heritage Trail  
Clayton CA 94517

925-673-7308 (ph/vm)

925-672-4917 (fax)

-----Original Message-----

From: tedmeriam@hotmail.com [mailto:tedmeriam@hotmail.com]  
Sent: Friday, January 14, 2011 5:04 PM  
To: cityinfo@ci.clayton.ca.us  
Subject: Report a Problem

Below is the result of your feedback form. It was submitted by  
(tedmeriam@hotmail.com) on Friday, January 14, 2011 at 20:04:05

-----  
date: 01/14/2011

time: 5:00

persons\_name: Ted Meriam

phone: 925-690-8600

issue: Graffiti

comments: There are nine sections of graffiti on the back side of Hershale Easley's Estate near the old soda bottling warehouse. Near the bridge that connects lower Easley Estate to upper Easley. If you would like photos I have a couple.

submit: Send Form to City  
-----

**Laura Hoffmeister**

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**From:** Laura Hoffmeister [lhoffmeister@ci.clayton.ca.us]  
**Sent:** Saturday, January 22, 2011 4:53 PM  
**To:** 'Leslie Howell'  
**Subject:** FW: Report a Problem

Leslie:  
 Just a quick update on this item: After the Engineer consulted further with the city attorney office the City Attorney researched this item and determined that the correct procedure for the city to follow was via our code enforcement staff person, Rita Howe, and the City's code enforcement procedures. Rita works part time in the code enforcement and was recently provided all the background information from the City Attorney and City Engineer this week. The procedure for her to follow involves her sending out courtesy notice, then a notice to comply if no response to the 20 day courtesy notice. If you have any questions regarding the status or the procedures Rita can be contacted at 673-7310 or [rhowe@ci.clayton.ca.us](mailto:rhowe@ci.clayton.ca.us)

Unfortunately with the holidays of thanksgiving and Christmas/New Years the city attorney and city engineer and city staff were not available at the same time thus it was not until recently that the procedure information was conveyed to our code enforcement officer for follow up.

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

[LHoffmeister@ci.clayton.ca.us](mailto:LHoffmeister@ci.clayton.ca.us)

City of Clayton  
 6000 Heritage Trail  
 Clayton CA 94517

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

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**From:** lhowell616@comcast.net [mailto:lhowell616@comcast.net]  
**Sent:** Wednesday, November 17, 2010 2:31 PM  
**To:** lhoffmeister@ci.clayton.ca.us  
**Subject:** Re: Report a Problem

Dear Laura,  
 No apologies needed, I am happy it is getting looked into. I love Clayton, our trails are so wonderful. Didn't want to see it get washed down the hill after all the hard work! Thank you.

-Leslie Howell

----- Original Message -----

From: "Laura Hoffmeister" <lhoffmeister@ci.clayton.ca.us>  
 To: "Leslie Howell" <lhowell616@comcast.net>  
 Cc: "Rick A." <ricka@permcoengineering.com>  
 Sent: Tuesday, November 16, 2010 11:59:41 AM  
 Subject: RE: Report a Problem

Thank you for the pictures and address. I have confirmed that the issue was referred to our City Engineer office- Rick Angrisani is following up has had an inspector go out to the site and researched code regulations- they will

be sending out a letter to the property owner this week -- I am sorry for the mis-information or misunderstanding that you received previously in your discussion with Milan as there was not anyone that is familiar with any 3 page letter that was drafted to have gone out at the time frame you indicated in you email below. (I also forwarded you pictures and address to the City Engineer)+

For your reference the City Engineer - Rick Angrisani can be reached at 363-7433 or email at ricka@permcoengineering.com

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

LHoffmeister@ci.clayton.ca.us

City of Clayton  
6000 Heritage Trail  
Clayton CA 94517

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

-----Original Message-----

From: Leslie Howell [mailto:lhowell616@comcast.net]  
Sent: Monday, November 15, 2010 1:39 PM  
To: lhoffmeister@ci.clayton.ca.us  
Subject: Re: Report a Problem

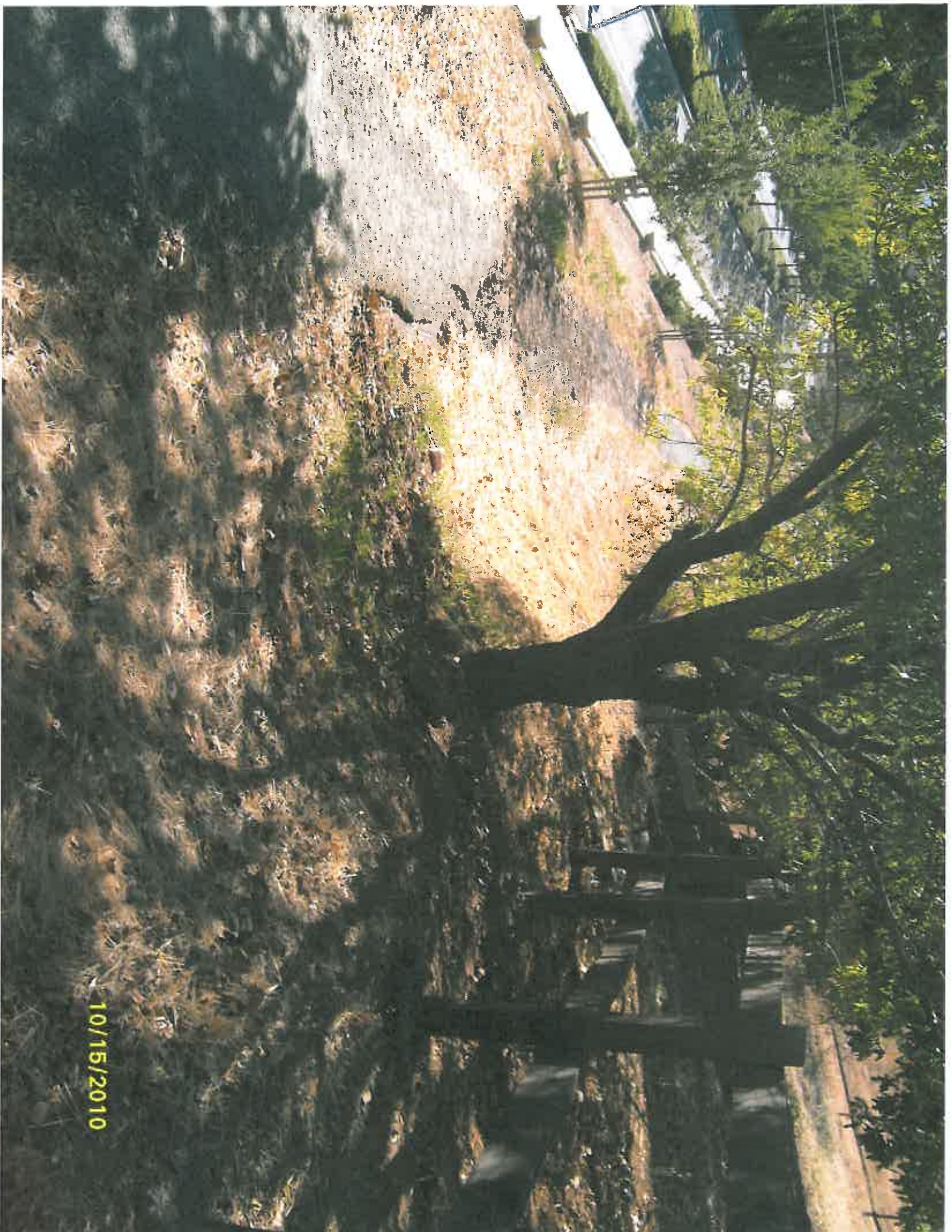
Dear Laura Hoffmeister;

Attached are the photos I took in October. I spoke with Milan on Nov. 2nd. or thereabouts. He spoke with another person in the office and assured me that a 3 page letter had been drafted to the property owners and was to be sent on the 5th or no later than the 7th. You may want to check around and see who it was he spoke with. As of today the drainage pipe is parallel to the gravel path, fallen leaves have filled in the little gullies which makes it hard to see the crevasses in the path, more dangerous for trail walkers. the address of "the drainer" is 238 Roundhill Place. Repairs really need to be made soon. Thanks for all your help.



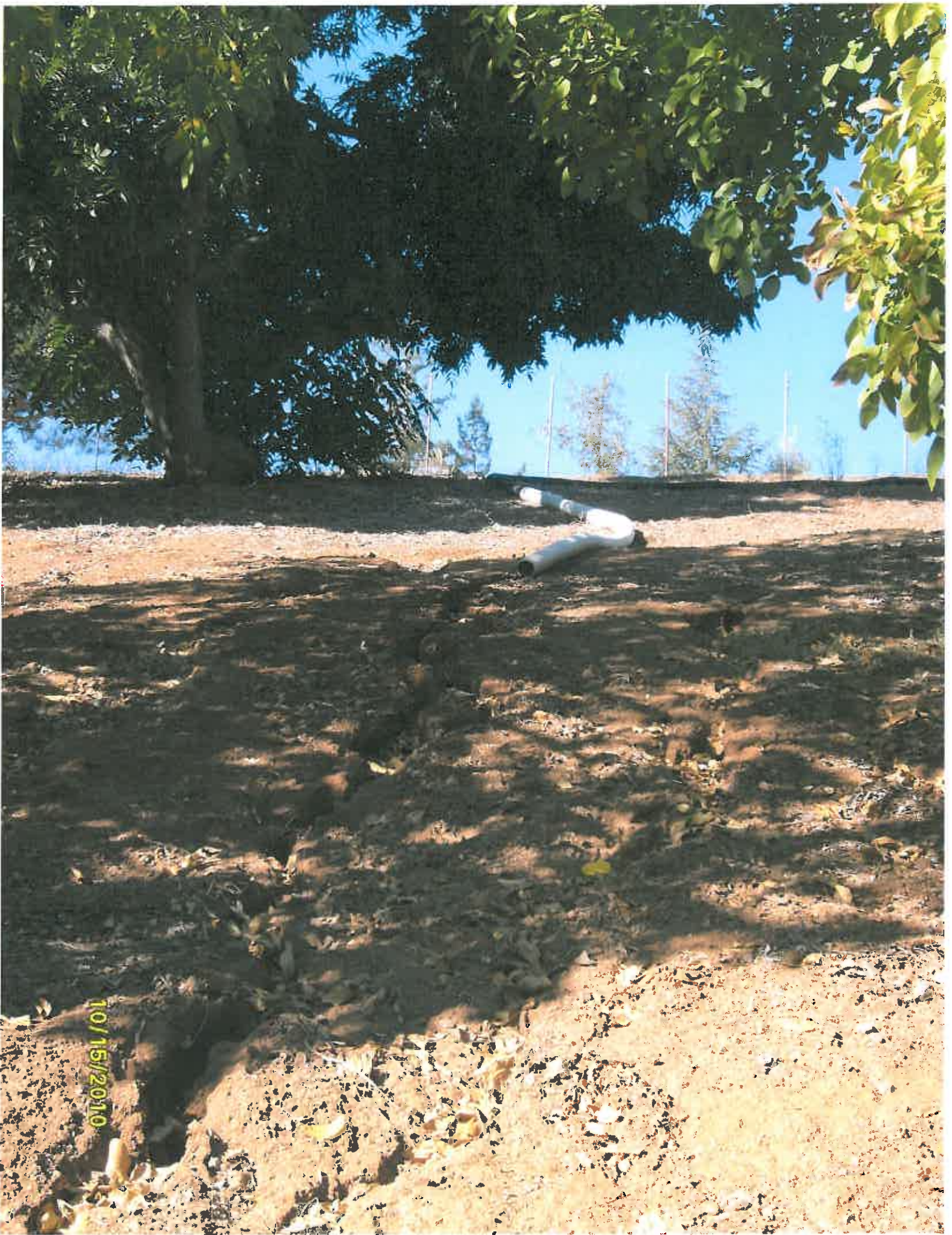
10/15/2010





10/15/2010





10/15/2010



A photograph showing a dirt path leading through a wooden fence towards a river valley. The path is shaded by large trees on either side. The river is visible in the distance, surrounded by greenery. The date 10/15/2010 is printed vertically in the bottom left corner.

10/15/2010

This area is maintained by the HOA as they wanted to add the shrubs and other plantings at the entry. You would need to contact the HOA management company. The city trims two times a year however this area with the additional plants is maintained by the HOA landscape contractor. Some of the trees are HOA depending on how close to the yards they are. The trees closer to the sidewalk areas along Clayton Road are on public property and city and they are planned to be pruned in the next month. The interior streets and Indianhead is the HOA.

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

LHoffmeister@ci.clayton.ca.us

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-----Original Message-----

From: bruce\_bobbigeorge@sbcglobal.net  
[mailto:bruce\_bobbigeorge@sbcglobal.net]  
Sent: Friday, November 19, 2010 11:21 AM  
To: cityinfo@ci.clayton.ca.us  
Subject: Report a Problem

Below is the result of your feedback form. It was submitted by  
(bruce\_bobbigeorge@sbcglobal.net) on Friday, November 19, 2010 at 14:20:52

-----  
date: 11-18-10

time: 11:15am

persons\_name: Bruce George

phone: 925-672-2627

issue: Overgrown Weeds or Trash

comments: At the entrance to Chappral Springs, (Oakhurst and IndianHead)the sidewalk is being blocked with the landscape. Two people can not walk side by side. Also, on Clayton road behind this community, the tree limbs are hanging so low over the sidewalk, we must bend over to avoid them. Please prune if this is your responsibility or direct me to whoever is responsible. These trees are going on Chapperal property, however I am not sure who takes care of the public areas.

Thank you.

submit: Send Form to City  
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## Laura Hoffmeister

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**From:** Gary Napper [gnapper@ci.clayton.ca.us]  
**Sent:** Monday, November 15, 2010 10:46 AM  
**To:** lhoffmeister@ci.clayton.ca.us  
**Cc:** Rick Angrisani; mjanney@ci.clayton.ca.us; jjohnston@ci.clayton.ca.us  
**Subject:** RE: Report a Problem

**Follow Up Flag:** Follow up  
**Flag Status:** Red

One of my concerns would be the formalization of this access point and the City's requirement to make it ADA accessible too...does the City even own the property or is it State Park property, or fire district easements?

Gary A. Napper  
City Manager  
6000 Heritage Trail  
Clayton, CA 94517  
925.673-7300  
gnapper@ci.clayton.ca.us

-----Original Message-----

**From:** Laura Hoffmeister [mailto:lhoffmeister@ci.clayton.ca.us]  
**Sent:** Saturday, November 13, 2010 1:28 AM  
**To:** lmonroe2010@gmail.com  
**Subject:** RE: Report a Problem

Sorry for the delayed response, however I was out sick and have just recently returned to work. Thanks for contacting us and your idea/suggestion. I have forwarded your information to our maintenance supervisor for review. We will contact you back within a couple of weeks with our thoughts on this idea.

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

LHoffmeister@ci.clayton.ca.us

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6000 Heritage Trail  
Clayton CA 94517

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925-672-4917 (fax)

-----Original Message-----

**From:** lmonroe2010@gmail.com [mailto:lmonroe2010@gmail.com]  
**Sent:** Monday, November 08, 2010 6:42 PM  
**To:** cityinfo@ci.clayton.ca.us  
**Subject:** Report a Problem

Below is the result of your feedback form. It was submitted by  
(lmonroe2010@gmail.com) on Monday, November 8, 2010 at 21:41:35

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date: 11/8/10

time: morning

persons\_name: luke monroe

phone: 925-787-7861

issue: Parks and Recreation Issues

comments: Hello,

I am a Concord resident but I have been going to Clayton since I was a boy to get to Mt. Diablo for day hikes. I always access the mountain via Regency Drive. If you are familiar with the Regency drive access point to the trails, you will of course recall that the road is some 20 feet above the trail and that to get to the trail you have to walk down a somewhat steep hill. There are no stairs. I am 22 and do not have any difficulty navigating the hill. Today however as I was leaving the trail I saw an older woman trying to make it down the hill. She slipped and fell but fortunately was uninjured.

In any case, if it hasn't happened yet, it is only a matter of time before someone is seriously injured from falling. I would like to help prevent this from happening. If the city of Clayton would be willing to provide the materials or the funds to acquire the materials, I would be more than happy to build stairs leading from the road down to the trail free of charge. I am an Eagle Scout and have some construction experience. My brother is also an Eagle Scout with even more construction experience and would be more than willing to help. Together with our father, a carpenter, we have the experience and tools necessary to complete the project.

Please contact me at your earliest convenience. If you would like to pursue this project, it would make the most sense to complete it quickly before heavier rains during the winter.

Luke Monroe

submit: Send Form to City

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This turnstile is not located on city property and is not owned by the city, it is Mt. Diablo Unified School District Property, you would need to contact them regarding your suggestions.

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

LHoffmeister@ci.clayton.ca.us

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6000 Heritage Trail  
Clayton CA 94517

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925-672-4917 (fax)

-----Original Message-----

From: Levys@mac.com [mailto:Levys@mac.com]  
Sent: Friday, September 24, 2010 1:44 PM  
To: cityinfo@ci.clayton.ca.us  
Subject: Report a Problem

Below is the result of your feedback form. It was submitted by  
(Levys@mac.com) on Friday, September 24, 2010 at 16:43:50

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date: Sep 24th

time: 1:00pm

persons\_name: Rachel

phone: 209-0017

issue: Accessibility Issues

comments: there is a very old turnstile at the entrance of the hill that leads up to Mt Diablo elementary School. Mothers have a hard time pushing their strollers around it. Because it is so close to the creek it is dangerous to have people trying to maneuver around it. I have see so many kids, hit their heads, fall off it, and even hang by it as it is spinning. If someone wanted to meet their child on the school side of the creek and they use a wheelchair, they could not access that area. Many of the parents have voiced their concerns about this issue.

submit: Send Form to City  
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