



AGENDA

REGULAR MEETING

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TRAILS AND LANDSCAPING COMMITTEE

MONDAY, MARCH 27, 2006

7:00 p.m.

*Meeting Room, Clayton Community Library
6125 Clayton Road, Clayton, CA*

COMMITTEE MEMBERS

Candace Bass	JoAnn Caspar
Victor Geisler	Ben Jay
Howard Kaplan	Jerry Kosel
Linda Pinder	Dan Richardson
Janise Trezise	Bill Vineyard
Memory Woodard	Jerry Zimmerman

Vice Mayor Bill Walcutt (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
- 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.

March 14, 2006

Agenda Date: 03-27-06

Agenda Item: 2(a)

Dear Mr. Napper;

I enjoyed attending last nights Landscaping Committee meeting, however at this time, I must excuse myself from being appointed on the committee, due to personal reasons.

Received

MAR 14 2006

City of Clayton

Sincerely;


Ve'Laine Manion

Sandra J. Watson

1028 TIFFIN DRIVE • CLAYTON • CALIFORNIA 94517

Agenda Date: 03-27-06

Agenda Item: 2 (a)

Received

MAR 21 2006

March 20, 2006

City of Clayton

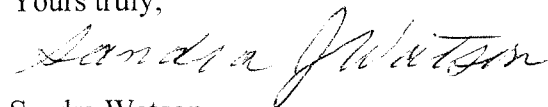
Gary Napper and Clayton City Council Members;
6000 Heritage Trail
Clayton, CA 94517

Dear Gary and Council Members,

It is with some regret that I am tendering my resignation from the Trails and Landscaping Committee. I say "some" regret, because, much to my surprise, since applying for a place on the committee, I have received, and accepted, a proposal of marriage. We will be married in June, and then will be doing some rather extensive traveling for the rest of the year. I'm afraid my priorities and time availability have shifted.

In addition, since attending the first meeting of the committee, I realize that my interest lies in advocacy and education, rather than oversight. In the future, if you need help with neighborhood meetings, or other things of that nature, please feel free to call on me for help.

Yours truly,



Sandra Watson

ACTION MINUTES
OF THE
REGULAR MEETING
TRAILS AND LANDSCAPING COMMITTEE

MARCH 13, 2006

1. COMMITTEE CALL TO ORDER & ROLL CALL

The meeting was called to order at 7:05 p.m. by City Manager Gary Napper in the Library Community Room, 6125 Clayton Road, Clayton, CA.

Committee Members present: Candace Bass, JoAnn Caspar, Ben Jay, Howard Kaplan, Ve'Laine Manion, Linda Pinder, Dan Richardson, Bill Vineyard, Sandra Watson, Jerry Zimmerman Vice Mayor Bill Walcutt (ex-officio Member).

Committee Members absent: Jerry Kosel, Memory Woodard.

Staff present: City Manager Gary Napper, Assistant to the City Manager Laura Hoffmeister, Maintenance Supervisor Mark Janney.

2. INTRODUCTIONS OF NEW COMMITTEE MEMBERS

The Committee Members in attendance each provided a short biography of their residency, employment and interest in being on the Committee.

3. CONSENT CALENDAR

No action was taken on the Consent Calendar as the item was for information purposes only.

(a) Copy of City Council Resolution No. 08-2006 establishing and appointing the "Trails and Landscaping Committee".

4. PUBLIC COMMENTS

- a. Janise Trezise noted she has participated in homeowners' associations before and believed the Committee should conduct surveys about why Measure M failed and how the community feels about the landscaped areas and trails.
- b. Victor Geisler commented the Landscape Maintenance District is a matter of public perception and the public's perception is not a good one about the management of the District. He indicated the Committee must communicate more with the public.

5. ACTION ITEMS

- (a) *Discussion and review of the scope of responsibilities for the existing Citywide Landscape Maintenance District (CFD 1997-1).*

The City Manager provided a brief overview of the current District. The Committee held discussions regarding the same.

No Action taken.

(b) *Debriefing on Measure "M" from the November 2005 Special Election, the City of Clayton Community Facilities District (CFD) No. 2005-1 (aka "Citywide Landscape Maintenance and Improvements District")*.

Committee Members and staff shared thoughts on the reason(s) for the failed passage of Measure "M".

No Action taken.

(c) *Review of District Budget for Fiscal Year 2005-2006, Mid-Year Budget Report, and Expenditure Detail.*

The City Manager provided a brief overview of the District's enterprise fund, expenditures to date and reserve status. A short question and answer period ensued.

No Action taken.

(d) *Determination of Committee regular meeting schedule and other By-Law matters.*

Motion: Moved by Committee Member Jay, seconded by Committee Member Vineyard, that the Trails and Landscaping Committee will hold regular meetings on the 2nd and 4th Mondays of each month at 7:00 p.m. Motion was approved (10-0-0 vote).

(e) *Selection of Chair and Vice Chair.*

Nomination of Dan Richardson for Chairman by Committee Member Pinder. No other nominations for Chairman.

Vote: 10-0-0 in favor of Dan Richardson as Chairman of the Committee.

The City Manager turned the meeting over to Chairman Richardson. It was decided by general consensus to hold off on the selection of Vice Chair and place that subject on the agenda for the next meeting.

6. COMMITTEE ITEMS

(a). Committee Member Manion wanted to discuss ways in which the Committee can inform and outreach to the community about the Landscape Maintenance District.

(b). Chairman Richardson indicated it would be beneficial for the Committee to discuss the District's existing and desired Maintenance Standards at a future meeting.

(c). Committee Member Pinder asked if the Committee should consider having an information booth at the Clayton Cleans-Up and Art and Wine upcoming events?

7. ADJOURNMENT

Upon call by Chairman Richardson, the meeting adjourned at 9:20 p.m.

Minutes prepared by:



Gary Napper, City Manager

APPROVED BY THE COMMITTEE

Dan Richardson, Chairman

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2005-06 District Budget

District Reserves (as of June 30, 2005)	\$150,880
Annual Revenue	\$542,370

Expenses

Labor/Benefits	\$243,722
Irrigation Water	163,550
Electricity	21,000
Maintenance Supplies	20,350
Property Tax Administration	3,600
Contractual Services	93,763
Shared Facilities/Equipment	26,970

Total

\$572,955

\$572,955

Operation Draw on Reserves

\$ 30,585

District Reserves (projected June 30, 2006)

\$120,295

CONTRACTUAL SERVICES DETAIL**2005-2006 DISTRICT BUDGET**

<u>PURPOSE</u>	<u>BUDGET</u>
Weed & Thistle abatement (Oakhurst hills)	\$ 36,000
Fire protection (weed) discing services	\$ 25,095
Tree trimming services	\$ 15,000
Clayton Fountain cleaning services (monthly)	\$ 8,268
Rodent control (ground squirrels; wild pigs)	\$ 5,000
District assessment financial services (NBS)	\$ 3,900
Other (contingency)	<u>\$ 500</u>
Account Total:	\$ 93,763

Agenda Date: 03-27-06

Agenda Item: 4(c)

	Current Standard	Proposed Standard
Mowing of turf/lawn areas	Once every 2 weeks	Every week
Shrub trimming	Once every 18 months	3 times each year
Tree trimming	As need for safety; Crape Myrtles & Oleanders annually	Annually; with extra trimming as needed to trim trees away from walkways and signs within 1 month of request; stake up all trees within 1 month of request
Fertilize	Lawn/turf annually, other areas not at all	All areas 2 times a year
Irrigation repairs	As needed and available	Check complete system 4 times a year; adjust controllers once each month; repair any broken water lines within 72 hours of request; provide irrigation system upgrades over time as funding allows.
Landscape replacement	Spring planting of annuals at Fountain and downtown raised planters. No funds for regular landscape replacement.	Plant annuals 3 times a year in District flowerbeds; weed and cleanup beds and planters once a month
Weed abatement	Spot spray weeds every two months	Spray pre-emergent in all landscape areas 2 times a year; spot spray landscape areas every 6 weeks; pull any weeds over 1 foot every 6 weeks.
Trails	Weeds cut down once in late spring – early summer; no trail repairs done	Spray pre-emergent along trails 2 times a year; spray 'Round-up' along trails 2 times a year; complete trail repair and inspection once a year; periodic trail repair and inspection 3 times per year; cut down weeds along sides of trails 2 times a year.
Open space fire abatement	Cut down weeds/grass once in late spring – early summer	Cut down weeds/grass 2 times a year 30 feet from fence lines, and along major trails and creeks.