



AGENDA

REGULAR MEETING

* * *

TRAILS AND LANDSCAPING COMMITTEE

MONDAY, JULY 10, 2006

7:00 p.m.

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

COMMITTEE MEMBERS

Candace Bass	JoAnn Caspar
Victor Geisler – Vice Chair	Ben Jay
David Johnson	Howard Kaplan
Jerry Kosel	Kelly Marshall
Debbie Mullins	Linda Pinder
Dan Richardson - Chair	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.

*** TRAILS AND LANDSCAPING COMMITTEE ***

JULY 10, 2006

1. CALL TO ORDER & ROLL CALL – Chairman Richardson.

2. INTRODUCTION OF NEW COMMITTEE MEMBER

David Johnson

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) Information Only

1. Year-to-Date Budget status of Landscape Maintenance District (FY 2005-06).

(b) Approval of Action Minutes from the following Committee meeting:

1. Regular Meeting of June 12, 2006

(b)

4. PUBLIC COMMENTS

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. ACTION ITEMS

(a) Reports from and discussion of the Sub-Committees' tasks and functions:

- Maintenance Standards of Care
- Public Outreach & Education
- Vision for Landscape Improvements & Replacements
- Trails and Open Space

(b) District Maintenance Schedule for the 1st Quarter of FY 2006-07 (July-August-Sept.)

6. CORRESPONDENCE – review of incoming and outgoing correspondence.

None.

7. **COMMITTEE ITEMS** – limited to requests and directives for future meetings.
8. **ADJOURNMENT**– The Committee's next regularly-scheduled meeting is Monday, August 14, 2006 (7:00 p.m.).

#

Agenda Date: 07-10-06

Agenda Item: 3(a)

MEMO

TO: TRAILS AND LANDSCAPING COMMITTEE
FROM: CITY MANAGER 
DATE: 10 JULY 2006
SUBJECT: YEAR-TO-DATE DISTRICT BUDGET (FY 2005-2006)

The annual budget of the Citywide Landscape Maintenance District runs on a fiscal year (FY) basis commencing July 1st and ending on June 30th. This financial schedule coincides with all other fiscal operations of the City's total budget.

Attached is a computer run of year-to-date revenues and expenses of the District during FY 2005-2006, which closed on 30 June 2006. It allows the Committee to see what the financial status of the District is over a 12 month period.

REVENUES

Revenues are itemized at the top of the sheet and consist solely of annual parcel assessment income and any interest income earnings when the enterprise fund maintains a positive fund balance (reserve). The *asterisk next to the year-to-date income means the figure does not include a final disbursement allocation of \$27,093.02 received by the City from the County during the month of June. When the Finance Manager posts final revenues and expenses for FY 2005-2006 to the District's Budget, the total assessment (parcel tax) income will equal \$541,877.60 (or, \$7.60 more than anticipated when the budget was put together in May 2005).

EXPENDITURES

The next series of line account items lists the general categories of expenses. Accounts 7111 and 7112 are labor charges and the *asterisk on both of these items denotes the Finance Department has not yet posted the labor expenses for the month of June 2006 to the District's Budget. The final pay period of the fiscal year closed last week and it is a normal procedure for the Finance Department to post such allocations after monthly payroll has been entered. Therefore, these year-to-date numbers reflecting labor expenses is incomplete at this point.

The ** asterisk on Account 7389 is the County's ultimate charge for the Landscape Maintenance District ballot measure on the November 2005 special statewide election.

The far right column entitled "Budget Variance" provides the dollar amount the District's actual operation for FY 2005-2006 is under-expended (shown as a positive number) or is over-expended or under-receipted (a number shown in brackets), when compared to the adopted Budget.

210 Landscape Maintenance CFD

	Fiscal year thru period ending 06/30/2006				
Description	Period to date Actual	Year to date Actual	Year to date Budget	% Used	Budget Variance
4604 Clayton LMD Assessment	.00	* 514,784.58	541,870.00	95.0%	(27,085.42)
5601 Interest Income	.00	2,966.60	500.00	593.3%	2,466.60
	-----	-----	-----	-----	-----
Total Revenue	.00	517,751.18	542,370.00	95.5%	(24,618.82)
	-----	-----	-----	-----	-----
7111 Regular Salaries	.00	* 107,386.90	135,469.00	79.3%	28,082.10
7112 Temporary Salaries	.00	* 21,795.80	34,763.00	62.7%	12,967.20
7218 Life and LTD Insurance	320.81	1,614.35	1,544.00	104.6%	(70.35)
7220 PERS Retirement	5,870.69	29,169.15	27,739.00	105.2%	(1,430.15)
7231 Workers' Compensation	.00	9,192.00	9,192.00	100.0%	.00
7232 Unemployment Compensation	.00	.00	642.00	.0%	642.00
7233 FICA and Medicare	907.73	3,984.63	4,623.00	86.2%	638.37
7246 Benefit Insurance	5,242.95	26,396.48	29,750.00	88.7%	3,353.52
7311 General Supplies	.00	47.80	.00	.0%	(47.80)
7316 Landscape Supplies	1,941.58	16,569.35	20,840.00	79.5%	4,270.65
7321 Printing and Binding	.00	.00	350.00	.0%	350.00
7335 Gas & Electricity	3,273.81	20,784.62	21,000.00	99.0%	215.38
7338 Water Services	12,409.29	102,711.29	163,550.00	62.8%	60,838.71
7381 Property Tax Admin. Costs	.00	3,510.65	3,600.00	97.5%	89.35
7389 Misc. Expense ** Election Expense	.00	** 17,089.43	.00	.0%	(17,089.43)
7412 Engineering/Inspection Service	.00	216.00	.00	.0%	(216.00)
7419 Other Professional Services	36,403.09	92,427.77	97,763.00	94.5%	5,335.23
7615 CCC Property Tax	.00	2,886.36	.00	.0%	(2,886.36)
8101 Transfer To General Fund	2,247.50	26,970.00	26,970.00	100.0%	.00
	-----	-----	-----	-----	-----
Total Expenditure	68,617.45	482,752.58	577,795.00	83.6%	95,042.42
	-----	-----	-----	-----	-----
Excess Revenue over (under) Expenditures	(68,617.45)	34,998.60	(35,425.00)	-98.8%	70,423.60
Beginning Fund Balance	259,336.05	155,720.00	.00	.0%	155,720.00
	-----	-----	-----	-----	-----
Ending Fund Balance	190,718.60	190,718.60	(35,425.00)	-538.4%	226,143.60
	=====	=====	=====	=====	=====

Agenda Date: 07-10-06

Agenda Item: 3 (b)

ACTION MINUTES
OF THE
REGULAR MEETING
TRAILS AND LANDSCAPING COMMITTEE

JUNE 12, 2006

1. COMMITTEE CALL TO ORDER & ROLL CALL

A. The meeting was called to order at 7:10 p.m. by Chairman Dan Richardson in the Library Community Room, 6125 Clayton Road, Clayton, CA.

Committee Members present:, Candace Bass, Victor Geisler, Howard Kaplan, Jerry Kosel, Kelly Marshall, Debbie Mullins, Linda Pinder, Dan Richardson, Janise Trezise, Bill Vineyard, Memory Woodard, Jerry Zimmerman.

Committee Members absent: JoAnn Caspar, Ben Jay, David Johnson, Vice-Mayor Bill Walcutt (ex-officio Member).

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

2. INTRODUCTION OF NEW COMMITTEE MEMBERS

Chairman Richardson introduced Kelly Marshall. Kelly Marshall stated she was interested in these issues and had previously attended the last two committee meetings, prior to the field tour. Kelly Marshall stated she lived in the Easley Estates - El Molino road area. Chairman Richardson stated he had received a call prior to the meeting that the other new member, David Johnson, was unable to make this meeting.

3. CONSENT CALENDAR

Committee member Vineyard noted that the minutes of April 24th item number 3, had a typo and that Kelly's last name was incorrect and should be changed from Johnson to Marshall.

Motion by Mullins, second by Vineyard to approve the action minutes with the noted correction for the regular meetings April 24, May 8 and the May 13 (adjourned meeting – field tour notes). (Vote 11-0; Pinder not yet arrived)

4. PUBLIC COMMENTS

None.

(Committee member Pinder arrives 7:15 pm)

5. ACTION ITEMS

- (a) *Consideration of and recommendations on Proposed Landscape Maintenance District Budget for FY 2006-2007.*

Chairman Richardson provided an overview of the budget information. In response to Committee questions Maintenance Supervisor Janney explained that the budget is developed based upon the amount of financial resources that are expected. The fixed costs are determined then the remaining is allocated to what their experience has been based upon needs. The budget is a hold-the-line budget, continuing the same level of service that was provided last year. There was an increase for the renewed out-sourced weed abatement contract. There were three bids received and the lowest one was still \$6,500 more than previous years. Fuel cost increases have also occurred impacting fixed costs (vehicle costs) as well as some supplies (fertilizers etc). There is a one time expenditure proposed of \$12,000, part of supplies, for repairs to the existing

lighting fixtures at the Clayton water fountain and the tree lighting at Black Diamond Plaza area. In response to Committee questions Maintenance Supervisor Janney stated the proposed budget does not include costs for trail repairs at the pedestrian bridges. Maintenance staff had provided a cost estimate to do the work in house to the City Manager, which was around \$3,000 for materials and \$4,600 for labor (total \$7,640) but would divert staff away from other Landscape District work (4 men over 1 week to complete). Bids/quotes were being sought from outside contractors; to date, there has not been any contractor-quote information received. Costs for the repairs must come from the Landscape Maintenance District reserve fund which for FY 2006-07 is projected to be \$58,461. Committee members expressed their concern this repair might be a priority item due to potential liability issues. Maintenance Supervisor Janney agreed, but noted that it is difficult to get outside contractors interested in doing such a small project.

Moved by Woodward, seconded by Trezise, to recommend approval of the FY 2006-07 proposed Landscape Maintenance District Budget to the City Council (Vote: 12-0) .

Committee member Kaplan desired that future budgets have more detailed information relative to task areas within the Landscape District: trimming, weeding (fire prevention); irrigation repairs. He also requested to have the cost information of weeding for the contract services portion and the city staff portion (labor/equipment- total costs). Other Committee members felt this information would be helpful in evaluating priorities for funding in future budgets. Asst. to the City Manager Hoffmeister stated this would be the last year of the current Measure E funded budget; the type of information desired would be best derived first from establishing the Maintenance Standards of Care. Those recommendations could then have financial costs estimated and evaluation done. Committee member Kaplan felt the subcommittee would need to have such details that would include how many man hours; equipment costs etc. In response to questions by the Committee, Asst. to the City Manager confirmed that the mid year status report of the Budget would be provided to the full Committee for their information.

(b) Discussion of scope and responsibility and assignments to Sub-Committees:

Committee members reviewed the proposed sub committee areas and general tasks. All agreed that it was a good starting point and the subcommittees could refine their objectives as they met. Sub-committees to set their own meeting date/time and e-mail the chair the information. Chairman Richardson proposed the full Committee meet only one time a month, the second Monday, allowing the subcommittees to meet in the intervening time. The subcommittees shall decide their own chair, who will report to the whole committee on their progress and recommendations. Staff to add in future agendas status report of each subcommittee. These would typically be oral reports, at least at the initial period of time. Staff will e-mail out a list of all sub-committees, their members and contact information.

Motion Mullins, seconded Vineyard, to accept the subcommittee topic areas and have monthly meetings, second Monday of the month, for the Trails and Landscaping Committee, with subcommittees to meet in between as needed and provide update status reports to the Committee at its monthly meeting. (Vote: 12-0)

Committee members selected the following sub-committees: (absent Committee members Jay and Caspar to be contacted by staff to get their selection prior to the list being sent out).

- *Maintenance Standards of Care*
Committee members : Johnson, Kaplan, Trezise.
- *Public Outreach & Education*
Committee members: Bass, Kosel, Mullins.

- *Vision for Landscape Improvements & Replacements*
Committee members: Bass, Marshall, Vineyard, Woodward, Zimmerman.
- *Trails and Open Space*
Committee members: Geisler, Pinder, Trezise.

- *District Budget and Financing*

After discussion the Committee felt it was premature for this group to be formed until some of the other sub-committee work had progressed, as it would feed into the work of this sub-committee. By consensus the formation of this sub-committee was deferred until later point in time.

(c) *Parameters for Presentation of Committee Reports at:*

1. *Clayton City Council meetings (1st and 3rd Tuesday evenings)*

Committee member Vineyard will prepare a template that can be used for the reports- introduction of member making report, TLC purpose, agenda items covered at meeting, and close to include invitation to public to come to next Committee meeting (date/time/location) and the opportunity to e-mail comments to the City through its web site (www.ci.clayton.ca.us) . Discussion and consensus of having a core group of TLC members that would report to the City Council rather than each taking a turn. Committee members Vineyard and Geisler agreed to be a part of the core that would make the reports to the City Council. Committee Vineyard to report to June 20th City Council meeting.

2. *Clayton Business and Community Association (CBCA) meetings (4th Thursday pm)*

Committee member Mullins will provide the report to CBCA. Committee member Pinder is also often available to make this report as she is a CBCA member and attends meetings and could be the alternate.

Motion by Pinder, second by Kaplan to approve the creation of the template by Committee member Vineyard in the format discussed above. Template to be emailed to the Chairman. (Vote 12-0).

5. CORRESPONDENCE

Committee review and discussion of correspondence responses.

In order to provide timely response to letters Committee members considered either agreeing on draft template, allowing the Chair a complete latitude to respond, or the TLC or sub-committee drafting response for all to agree on prior to sending out. The committee members supported the draft general letter of response as acceptable template and that the Chairman (or Vice Chair in absence of Chair) would work with staff and provide a timely response in a positive tone similar to the draft. Letters sent out will be attached as information to the agenda for the Committee.

Motion by Pinder, seconded by Kaplan to approve the response template and provide latitude to the Chair to refine response as appropriate. (Vote 12-0).

6. COMMITTEE ITEMS

(a). Future agendas to include sub-committees status reports.

(b.) Chairman Richardson stated that he had not yet followed up with the *Clayton Pioneer* regarding the Committee interest in having a recurring column space. He would do this before the next meeting.

(c.) Chairman Richardson stated that he would provide some background materials to the Maintenance Standards of Care sub-committee that they might find helpful.

7. ADJOURNMENT

Upon call by Chairman Richardson, the meeting adjourned at 8:55 p.m.

APPROVED BY THE COMMITTEE

Dan Richardson, Chairman

Minutes prepared by:

Laura Hoffmeister, Asst. to the City Manager

SUB-COMMITTEES
TRAILS AND LANDSCAPING COMMITTEE
JUNE 2006

A. MAINTENANCE STANDARDS OF CARE

Develop & recommend to the Committee the standards of care for the District. It is anticipated that these standards will focus on the different types of landscaping, such as: trails, open space, roadside improvements, etc. These standards may also focus on specific areas, such as entry statements, and potentially recommend differences in care based on location. The work of other sub-committees will be incorporated into the final recommendation.

Members

David Johnson	925.998-3304	DavidJohnson32@sbcglobal.net
Howard Kaplan	925.672-9618	farmvest@sbcglobal.net
Janise Trezise	925.672-6385	j.trezise@comcast.net

B. PUBLIC OUTREACH & EDUCATION

Develop and recommend to the Committee a strategic plan to increase public awareness of the Committees efforts to guide the District, both short and long term. They will also take the lead in implementing the plan along with all members of the Committee.

Members

Candace Bass	925.673-7036	kndbass@aol.com
JoAnn Caspar	925.672-7680	JoJocaspar@comcast.net
Jerry Kosel	925.673-1060	jerrykosel@earthlink.net
Debbie Mullins	925.672-9223	dmullins@cmgmortgageservices.com

C. VISION FOR LANDSCAPE IMPROVEMENTS & REPLACEMENTS

Develop and recommend to the Committee a strategic plan that focuses on District challenges and difficulties. It is anticipated the plan would include a process to review areas that traditionally have required extraordinary efforts to maintain and explores alternatives that better utilize limited resources. The work of other sub-committees will be incorporated into the final recommendation.

Members

Candace Bass	925.673-7036	kndbass@aol.com
Kelly Marshall	925.524-0864	Kelly.Marshall@earthlink.net
Bill Vineyard	925.673-0332	repmanbilly@yahoo.com
Memory Woodard	925.673-9247	memorywoodard@sbcglobal.net
Jerry Zimmerman	925.672-2243	JERRYDZ1@comcast.net

D. TRAILS AND OPEN SPACE

Develop and recommend to the Committee a strategic plan that focuses on the unique challenges of the District's trails and open space. Their work will be an integral component in both the Maintenance Standards and Vision final recommendations.

Members

Victor Geisler	925.673-5607	victorgeisler@yahoo.com
Linda Pinder	925.672-7815	ljpinder@comcast.net
Janise Trezise	925.672-6385	j.trezise@comcast.net

E. DISTRICT BUDGET & FINANCING

Based on the recommendations submitted by other sub-committees, and approved by the Committee, develop the recommendation to the City Council for the ballot initiative intended to renew of the District. It is anticipated this will be presented to the Council in December 2006.

Members

- None assigned at this time -

July 2006

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
There are approximately 48 working man hours in a work day. (Lunches, breaks, sick leave, and vacations are not accounted for.) The Core Landscape District Tasks are in Bold. (Not all district tasks are represented by bold font.) Vehicle and equipment maintenance is charged by a percentage of the task performed in the month. Irrigation repairs will be split between landscape-parks-buildings depending on the priority determined in the field.						
2 July 4 th prep is primarily landscape related.	3 Park Trash 8 Ldscp Trash 2 July 4 th prep 38	4 HOLIDAY	5 Park Trash 8 Ldscp Trash 2 4 th clean up 10 Weed Abate 28	6 Weed Abate 48	7 Park Trash 8 Ldscp Trash 2 Weed Abate 38	8
9	10 Park Trash 8 Ldscp Trash 2 Meeting 1 Trim Ldscp 21 Weed Abate 16	11 Meeting 1 Trim Ldscp 31 Weed Abate 16	12 Trim Ldscp 32 Weed Abate 16	13 Mow Parks 24 Mow Ldscp 24	14 Park Trash 8 Ldscp Trash 2 Mow Parks 6 Lib Maint 8 Veh/Eq Maint 24	15
16	17 Park Trash 8 Ldscp Trash 2 Street Stripe 16 Ldscp Trim 22	18 Meeting 1 Street Stripe 16 Ldscp Trim 31	19 Street Stripe 16 Ldscp Trim 32	20 Street Stripe 16 Ldscp Trim 32	21 Park Trash 8 Ldscp Trash 2 Street Stripe 16 Ldscp Trim 22	22
23	24 Park Trash 8 Ldscp Trash 2 Ldscp Trim 22 Street Stripe 16	25 Meeting 1 Street Stripe 16 Ldscp Trim 31	26 Street Stripe 16 Ldscp Trim 32	27 Mow Parks 24 Mow Ldscp 24	28 Park Trash 8 Ldscp Trash 2 Mow Parks 6 Street Stripe 16 Irrigation 12 Bld. Maint. 4	29
30	31 Park Trash 8 Ldscp Trash 2 Ldscp Trim 22 Street Stripe 16	59% Landscape 15% Parks 5% Events 17% Streets 4% Misc. tasks These percentages represent an average of the basic tasks performed through the month.				

Agenda Date: 07-10-06

Agenda Item: 5 (b)

August 2006

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Landscape 56% Streets 29% Parks 11% Misc 4%		1 Meeting 1 Street Stripe 16 Ldscp Trim 31	2 Street Stripe 16 Ldscp Trim 32	3 Street Stripe 16 Ldscp Trim 32	4 Park Trash 8 Ldscp Trash 2 Ldscp Trim 22 Street Stripe 16	5
6	7 Park Trash 8 Ldscp Trash 2 Ldscp Trim 22 Street Stripe 16	8 Meeting 1 Street Stripe 16 Ldscp Trim 31	9 Street Stripe 16 Ldscp Trim 32	10 Mow Parks 24 Mow Ldscp 24	11 Park Trash 8 Ldscp Trash 2 Mow Parks 6 Lib Maint. 8 Veh/Eq Maint. 24	12
13	14 Park Trash 8 Ldscp Trash 2 Meeting 1 Ldscp Trim 21 Street Stripe 16	15 Meeting 1 Street Stripe 16 Ldscp Trim 31	16 Street Stripe 16 Ldscp Trim 32	17 Street Stripe 16 Ldscp Trim 32	18 Park Trash 8 Ldscp Trash 2 Ldscp Trim 22 Street Stripe 16	19
20	21 Park Trash 8 Ldscp Trash 2 Weed Abate 22 Street Stripe 16	22 Meeting 1 Street Stripe 16 Weed Abate 31	23 Street Stripe 16 Weed Abate 32	24 Mow Parks 24 Mow Ldscp 24	25 Park Trash 8 Ldscp Trash 2 Mow Parks 6 Weed Abate 12 Bld Maint 4 Street Stripe 16	26
27	28 Park Trash 8 Ldscp Trash 2 Weed Abate 22 Street Stripe 16	29 Street Stripe 16 Ldscp Trim 16 Pre Emerg 16	30 Street Stripe 16 Ldscp Trim 16 Pre Emerg 16	31 Street Stripe 16 Ldscp Trim 16 Pre Emerg 16		

September 2006

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Landscape 37% Streets 20% Parks 14% NPDES 25% Misc 4%						
3	4 Holiday	5 Park Trash 8 Ldscp Trash 2 Meeting 1 Street Stripe 21 Pre Emerg 16	6 Pre Emerg 16 Street Stripe 16 Road Work 16	7 Mow Parks 24 Mow Ldscp 24	8 Park Trash 8 Ldscp Trash 2 Mow Parks 6 Pre Emerg 16 Lib Maint 8 Veh/Eq Maint 8	9 Park Trash 8 Ldscp Trash 2 Mow Parks 6 Pre Emerg 16 Lib Maint 8 Veh/Eq Maint 8
10	11 Park Trash 8 Ldscp Trash 2 Pre Emerg 16 Meeting 1 Street Stripe 8 Road Work 13	12 Meeting 1 Pre Emerg 16 Street Stripe 8 Road Work 23	13 Pre Emerg 16 Street Stripe 8 Road Work 24	14 Pre Emerg 16 Street Stripe 8 Road Work 24	15 Park Trash 8 Ldscp Trash 2 Pre Emerg 16 Veh/Eq Maint 22	16 Park Trash 8 Ldscp Trash 2 Pre Emerg 16 Veh/Eq Maint 22
17	18 Park Trash 8 Ldscp Trash 2 Pre Emerg 16 Creek 22	19 Meeting 1 Pre Emerg 16 Creeks 31	20 Pre Emerg 16 Creeks 32	21 Mow Parks 24 Mow Ldscp 24	22 Park Trash 8 Ldscp Trash 2 Mow Parks 6 Creeks 16 Pre Emerg 16	23 Park Trash 8 Ldscp Trash 2 Mow Parks 6 Creeks 16 Pre Emerg 16
24	25 Park Trash 8 Ldscp Trash 2 Pre Emerg 16 Creeks 22	26 Meeting 1 Pre Emerg 16 Creeks 31	27 Pre Emerg 16 Creeks 32	28 Pre Emerg 16 Creeks 32	29 Park Trash 8 Ldscp Trash 2 Pre Emerg 16 Creeks 22	30 Park Trash 8 Ldscp Trash 2 Pre Emerg 16 Creeks 22

Additional Tasks performed by Maintenance

The list below represents tasks that are not included in the 3 month task schedule.

- Emergency repair of irrigation leaks
- Meeting with contractors/inspecting work
- Repairs of City buildings (HVAC, safety issues, unanticipated repairs.)
- Responding to requests from staff. (City Manager, Engineer, and support staff.)
- Service Requests; investigating, call back, doing request
- Assisting with volunteer organizations. (Boy Scouts, Garden Club, C.B.C.A.)
- Event set up
- Ordering supplies and/or picking up supplies
- Unanticipated repair of equipment or vehicles
- Graffiti removal
- Plan review
- Meetings (Safety, staff, and administrative.)
- Paper work; reports, memos, billing, research
- Trash pick-up along streets
- Assisting police on traffic accidents and other misc. tasks. (Corralling farm animals.)
- Installation and replacement of signs and other road markings
- Coordinating and operating the Sheriff's Work Alternative Program. (W.A.P.)