



AGENDA

REGULAR MEETING

* * *

TRAILS AND LANDSCAPING COMMITTEE

MONDAY, AUGUST 14, 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 ***

AUGUST 14, 2006

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

2. 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 meeting of July 10, 2006.

3. 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.

4. ACTION ITEMS

- (a) Reports from and discussion of the Sub-Committees' work progress:

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

- (b) Roundtable discussion of what the impact on Clayton will be, what services will be lost and what Clayton will look like should the Landscape Maintenance District not be renewed.

5. CORRESPONDENCE – review of incoming and outgoing correspondence.

None.

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

- (a) Assignments for Committee Reports at the City Council meeting on Tuesday, August 15, 2006 and at the Clayton Business & Community Association (CBCA) meeting on Thursday, August 24, 2006.

7. ADJOURNMENT– The Committee's next regularly-scheduled meeting is Monday, September 11, 2006 (7:00 p.m.).

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Agenda Date: 08-14-06

Agenda Item: 2(a)

ACTION MINUTES
OF THE
REGULAR MEETING
TRAILS AND LANDSCAPING COMMITTEE

JULY 10, 2006

1. COMMITTEE CALL TO ORDER & ROLL CALL

The meeting was called to order at 7:05 p.m. by Chairman Dan Richardson in the Library Community Room, 6125 Clayton Road, Clayton, CA.

Committee Members present: Candace Bass, Victor Geisler, David Johnson, Jerry Kosel, Kelly Marshall, Debbie Mullins, Linda Pinder, Dan Richardson, Janise Trezise, Bill Vineyard, Memory Woodard, Jerry Zimmerman, and Vice Mayor Bill Walcutt (ex-officio Member).

Committee Members absent: JoAnn Caspar, Ben Jay, Howard Kaplan.

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

2. INTRODUCTION OF NEW COMMITTEE MEMBERS

New Committee Member David Johnson provided a short biography of his residency, area employment and interest in being on the Committee.

3. CONSENT CALENDAR

(a) Information Only

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

(b) *Approval of Action Minutes for the regular Committee meeting of June 12, 2006.*

Motion by Woodard, seconded by Pinder, to approve the Consent Calendar items as submitted.
Motion passed (vote 12-0).

4. PUBLIC COMMENTS

None.

5. ACTION ITEMS

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

Committee Member Janise Trezise indicated she wished to be added as a member of the sub-committee on "Vision for Landscape Improvements & Replacements".

- *Maintenance Standards of Care*

There was no report provided as the Sub-Committee had not yet met.

- *Public Outreach & Education*

Committee Member Candace Bass provided the verbal report on this Sub-Committee's meeting and outlined some of the following ideas for public outreach:

- a. By way of a City-approved form letter, target groups of people or organizations to attend a public meeting of the Committee.
- b. By way of a City-approved form letter, invite specific neighborhoods to a Committee meeting to discuss a specific issue of the District that may affect their neighborhood.
- c. Invite citizens reluctant to renew the District to attend a Committee meeting and listen to their perspectives.
- d. Publicize a Committee meeting with an adults-only ice cream social (free).
- e. Introduce committee members via articles in the *Clayton Pioneer* to inform citizens of the Committee's work and individual member's interests and reasons for participating.
- f. Prepare a *Clayton Pioneer* article on a District issue – make it controversial to grab reader attention.
- g. Develop a "District Trivia Contest" for the newspaper containing facts, misinformation and misperception bits and offer a prize or reward for the winners.
- h. Advertise Committee meetings by use of public banners at approved City locations.
- i. Create a mascot or slogan for the District and its struggles to draw citizen attention (e.g. "Clayton Loves You – Love Clayton Back").

After discussion of the various Sub-Committee ideas, by general consensus the Committee requested the Sub-Committee continue to pursue Ideas lettered (e) and (i) above.

- *Vision for Landscape Improvements & Replacements*

There was no report as this Sub-Committee has not met and does not have a chairperson yet.

- *Trails and Open Space*

Committee Member Victor Geisler provided the verbal report of this Sub-Committee's meeting noting its 3 members had individually walked about 2/3rds of District's trails. They suggest rating Trails System into 3 general categories:

- a. Tier 1. Highest priority to the District and community
- b. Tier 2. Middle priority to the District and community.
- c. Tier 3. Least important or most expendable priority to the District and community.

For example, using that rating scale, he categorized the Donner Creek Trail, the Black Diamond Trail and the Cardinet Trail as Tier 1. Tier 3 trails would likely be Lower Blue Oak, Peacock Ridge and Peacock Flats. The Sub-Committee will continue to work on this classification system and provide a priority and grouping report to the Committee.

Members of the Committee noted this kind of ranking system of which trails are most important is an excellent example of offering controversy and real-life scenarios to the community as they begin to grasp the probability their "favorite trail" may become expendable should District funding not be renewed.

The Sub-Committee also requested information from the City Maintenance staff as to how much time they spend on trail maintenance and care, some of the challenges for trails maintenance, and any safety factors. The City Manager noted the City had received several complaints about the erosion of the approaches to several of the creek bridges along the Cardinet Trail and that a contractor has been retained to make those repairs at a cost of approximately \$3,000 this coming week. Other than that direct expense, historical expenses on trail maintenance have been negligible (\$0) due to other higher-perceived maintenance priorities for District funds.

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

Chairman Richardson noted the 3-month schedule of maintenance tasks and allotted labor hours was included in the Committee's agenda packet. Committee member Johnson inquired if he could do a ride-along with Maintenance staff for several days. The City Manager noted the City does not allow this accommodation but that interested Committee members can certainly visit and observe maintenance personnel in the field at appointed places by calling either Maintenance Supervisor in advance for their daily work locations.

No action taken.

6. CORRESPONDENCE

None.

The Assistant to the City Manager informed the Committee she is preparing the data and staff report for the City Council to levy the 2006-2007 District assessment for its review and approval at the next Council meeting on July 18th. This action will be the final assessment allowed to be levied without a reauthorization vote by voters for the District.

[Note: Said Report was mailed to each Committee member on Friday, July 14, 2006].

7. COMMITTEE ITEMS

(a). Committee Chairman Richardson will provide the Committee's verbal report at the next City Council meeting on Tuesday, July 18th. Committee member Mullins is the alternate in the event of conflicts in work schedules.

(b). Committee member Mullins agreed to provide the Committee's verbal report at the next Clayton Business & Community Association (CBCA) meeting on July 27th.

[Note: Committee member Dave Johnson provided the actual CBCA report].

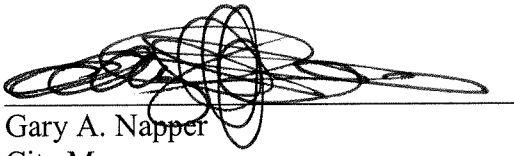
8. ADJOURNMENT

Upon call by Chairman Richardson, the meeting adjourned at 8:47 p.m.

APPROVED BY THE COMMITTEE

Dan Richardson, Chairman

Minutes prepared by:

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

Gary A. Napper
City Manager

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SUB-COMMITTEES
TRAILS AND LANDSCAPING COMMITTEE

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

Kelly Marshall	925.524-0864	Kelly.Marshall@earthlink.net
Janise Trezise	925.672-6385	j.trezise@comcast.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	lpinder@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 pending further work of the other Subcommittees -

Revised: August 2006
Date: June 2006