CITY OF CLAYTON
Founded 1857 .. Incorporated 1964

AGENDA

REGULAR MEETING

* * *

TRAILS AND LANDSCAPING COMMITTEE

MONDAY, SEPTEMBER 11, 2006

7:00 p.m.

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

<u>COMMITTEE MEMBERS</u>

Candace Bass
Victor Geisler – Vice Chair
David Johnson
Jerry Kosel
Debbie Mullins
Dan Richardson - Chair
Bill Vineyard
Jerry Zimmerman
JoAnn Caspar
Ben Jay
Howard Kaplan
Kelly Marshall
Linda Pinder
Janise Trezise
Memory Woodard

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 **<u>www.ci.clayton.ca.us</u>**
- 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 *

SEPTEMBER 11, 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) Information Only (No action):
   1. Notification of maintenance cost increase of 5%-7% for Clayton Fountain monthly maintenance services by Waterworks Industries, Inc., effective 2007.

(b) Approval of Action Minutes from the Committee meeting of August 14, 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) Final Preliminary Reports from Sub-Committees and discussion of next steps:

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

(b) Discussion of proposal to increase current annual tax assessment ($127.86) by 50% to approximately $191.79 per year and discussion on priorities for allocation of the additional new monies (subject to voter approval).

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, September 19, 2006 and at the Clayton Business & Community Association (CBCA) meeting on Thursday, September 28, 2006.

7. **ADJOURNMENT**– The Committee's next regularly-scheduled meeting is Monday, September 25, 2006 (7:00 p.m.).

WATERWORKS
INDUSTRIES, INC.

Agenda Date: 09-11-06

Agenda Item: 2.(a)

CONCORD
FRESNO
ORANGE COUNTY
REDWOOD CITY
SACRAMENTO
SAN FRANCISCO
SAN JOSE
SAN DIEGO
STOCKTON
WINDSOR

August 15, 2006

Dear Valued Customer:

We would like to take this opportunity to thank you for your patronage and allowing us the opportunity to work with you on your project(s). We truly value your business and the relationships that have grown.

I'm sure you are aware of the dramatic cost of business increases that have occurred in the state due to an increase in fuel and other costs. The increase of fuel has caused us not only a direct increase in fuel costs, but also an increase in chemicals, shipping, trucking, materials and supplies that we use on a daily basis. We have absorbed these additional costs all year hoping they would drop back down. It has become apparent that these additional costs will continue and so we unfortunately will have to pass these costs along in 2007. We have analyzed these increases and have calculated that they have impacted our business 5 – 7%. Please plan on a 5 – 7% increase for services provided by our company as your plan your 2007 budget.

In the fall we will be preparing new pricing contracts specific to each account. Should you need a contract sooner, please contact Jamie Lew at our office and she can assist you.

Sincerely,

Kevin M. Towle
Vice- President

KMT/rjh

8733 Lakewood Drive
Suite 205
Windsor, CA 95492
(707) 837-7900
(707) 837-7997 Fax
www.waterworksindustries.com

Waterworks Industries

8733 Lakewood Drive Ste 205
Windsor, CA 95492
707-837-7900 Fax: 707-837-7997

POSTED

Invoice

Date	Invoice #
8/15/2006	11448

Bill To
CITY OF CLAYTON CITY HALL 6000 HERITAGE TRAIL CLAYTON, CA 94517

Site Address

P.O. Number	Terms
AUGUST	

Quantity	Description	Rate	Amount
	FOUNTAIN MONTHLY SERVICE	689.00	689.00

Merry Pickleton 8/28/06
AUTHORIZED BY DATE

1540 210-7419
VENDOR # ACCOUNT #

689 — 08-30-06
AMOUNT CITY MGR APPROVAL

Total	$689.00

Agenda Date: 09-11-06

Agenda Item: 2.(b)

ACTION MINUTES
OF THE
REGULAR MEETING
TRAILS AND LANDSCAPING COMMITTEE

AUGUST 14, 2006

1. COMMITTEE CALL TO ORDER & ROLL CALL

The meeting was called to order at 7:10 p.m. by City Manager Gary Napper in the Library Community Room, 6125 Clayton Road, Clayton, CA.
Committee Members present: Candace Bass, JoAnn Caspar, David Johnson, Jerry Kosel (arrived at 7:43 p.m.), Kelly Marshall, Debbie Mullins, Linda Pinder, Janise Trezise, and Bill Vineyard.
Committee Members absent: Victor Geisler, Ben Jay, Howard Kaplan, Dan Richardson, Memory Woodard, Jerry Zimmerman, and Vice Mayor Bill Walcutt (ex-officio Member).
Staff present: City Manager Gary Napper, Assistant to the City Manager Laura Hoffmeister.

2. SELECTION OF INTERIM CHAIR FOR THIS MEETING

Due to the absence of both the Chairman and Vice Chairman of the Committee, who each had notified the City in advance that they were unable to attend this meeting, City Manager called for nominations from the floor for an interim Chairman. Committee Member Pinder nominated Bill Vineyard to serve as interim Chairman of this meeting. With no other nominations the Committee voted in favor of Bill Vineyard as its interim Chairman for this meeting (vote 7-1; Vineyard – no).

3. CONSENT CALENDAR

(a) *Approval of Action Minutes for the regular Committee meeting of July 10, 2006.*

Motion by Pinder, seconded by Pinder, to approve the Consent Calendar items as submitted. Motion passed (vote 8-0).

4. PUBLIC COMMENTS

Mike Williams, Clayton Community Services Commissioner, introduced himself to the Committee and indicated he was in attendance because he was interested in what the Committee was doing so far as the Landscape Maintenance District was concerned.

5. ACTION ITEMS

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

- *Maintenance Standards of Care*

Committee Member Dave Johnson indicated the Sub-Committee was very committed to increasing the funding for maintenance care purposes. He suggested the City Maintenance Department is the one that has to sell this [measure] to the public. The burning question is "What has to be done to convince the voters to buy into renewing the funding?" He shared photos of good and bad examples of care of the District's assets. He noted some members of the Clayton Business & Community Association (CBCA) don't believe they are getting their current tax money's worth of services right now so why would they vote for an increase? He suggested leaving bare ground areas bare or put decorative bark in it rather than replanting with landscaping.

- *Vision for Landscape Improvements & Replacements*

Committee Member Bill Vineyard reported their Sub-Committee met twice since the July 2006 Committee meeting plus 1 field inspection tour of the District (on August 12th). The Sub-Committee also selected officers: Bill Vineyard – Chair and Jerry Zimmerman – Vice Chair. He provided the following report:

1. Discussed whether or not some or all of the maintenance should be done by private firms. More input from City staff and possibly independent consultants regarding the pros and cons and associated costs is required before a valid recommendation can be made.
2. A conclusion from the field trip is the District's landscaping continues to decline due to lack of sufficient funds for plant replacements, irrigation system upgrades, and routine maintenance.
3. As a result of the field trip (and failure of Measure M), the Sub-Committee has decided we must develop a new concept for the public landscaping. The objective is to outline an affordable, aesthetically pleasing landscape design that will be acceptable to the public and will minimize operating and maintenance costs. The Sub-Committee's preliminary recommendations are:

    a. Save all existing trees and plant a few new ones in specific locations
    b. Remove much of the shrubbery and ground cover in medians and along sidewalks except in selected locations.
    c. Remove grass (turf) from selected locations.
    d. Cover some areas where shrubs or grass was removed with ½ - ¾ inch crushed gravel, bark, stamped tinted concrete, and/or small flower beds in selected locations. Leave other areas bare (dirt).
    e. Convert most spray irrigation to drip systems.
    f. Consider removing certain locations from the jurisdiction of the District so the neighboring residents can fund and/or maintain their common landscaping (e.g. cul-de-sacs)
    g. Consider establishing an "Adopt a Median, Sidewalk or Street" Program paid for by local businesses and/or individual volunteers to offset some expenses.
    h. Consider requiring landscaping firms doing business with private residents to obtain a license to operate in Clayton to offset some expenses.

- Committee Member Jerry Kosel arrived –

4. The Sub-Committee noted the additional follow-up and future work required:

A. Request City staff to provide a rough comparison of the cost of private firms vs. city workers to do some or all of the District maintenance.

B. Request City staff to estimate the cost of removal of shrubbery and replacement of selected former planted areas with gravel and/or decorative bark.

C. Request City staff to estimate the cost of converting spray irrigation to drip system in most of the planted areas.

D. Request City staff to estimate the operating and maintenance costs based on the revised landscaping concept.

E. Evaluate the results of the feedback on Items A-D above. If the concept is valid and cost-effective, then:

1. Determine specific locations where major landscaping modifications should be made and develop new landscaping plans.
2. Create conceptual drawings of the new concept for use in public education and awareness.

- *Trails and Open Space*

Committee Member Linda Pinder indicated their Sub-Committee has held 2 meetings. They discussed the merits of requiring a dedicated amount of funds from the District's overall revenue for trail maintenance, perhaps 15% ($82,000). The Sub-Committee definitely favors an early weed abatement schedule (i.e. perform the weed abatement prior to the annual Art and Wine Festival in late April), and noted some areas do not even need a second weed abatement service. Committee Member Janise Trezise emphasized we must do some maintenance on the trails system.

- *Public Outreach & Education*

Committee Member Candace Bass provided the verbal report on this Sub-Committee's meeting and noted the *Clayton Pioneer* continues to be an important outreach tool but they need to know where the Committee as a whole is headed first. The Sub-Committee also distributed a draft new brochure about the Landscape Maintenance District that Committee Member Jerry Kosel put together for review. Considerable discussion ensued on the content and format of the brochure. Interim Chairman asked committee members to email their suggestions and input on the brochure to Jerry Kosel within one (1) week.

Following consideration of the sub-committee reports, several committee members expressed the sense of urgency to begin to developing an overall recommendation to the City Council since the deadline for submittal of the Committee's recommendations is fast approaching (December 2006). Committee Member Trezise made a motion that each Sub-Committee is to finalize its report by the September 2006 Committee meeting. It was agreed by general consensus that each Sub-Committee will provide Final Preliminary Reports at the next Committee meeting.

5. (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.*

Since much of the dialogue targeted for this discussion occurred under Item 5 (a) above, Interim Chairman Bill Vineyard again urged committee members to send their thoughts and comments on this prospect to Committee Member Jerry Kosel for inclusion in the draft new brochure.

6. <u>CORRESPONDENCE</u>

None.

7. <u>COMMITTEE ITEMS</u>

(a). Interim Chairman Bill Vineyard agreed to provide the Committee's verbal report at the next City Council meeting on Tuesday, August 15^{th}.

(b). Committee Member Dave Johnson offered to provide the Committee's verbal report again at the next Clayton Business & Community Association (CBCA) meeting on August 31^{st}.

8. <u>ADJOURNMENT</u>

Upon call by Interim Chairman Vineyard, the meeting adjourned at 8:52 p.m.

APPROVED BY THE COMMITTEE

____
Bill Vineyard, Interim Chairman

Minutes prepared by:

____
Gary A. Napper
City Manager

# # # # #

Agenda Date: 09-11-06

Agenda Item: 4.(b)

LANDSCAPE MAINTENANCE DISTRICT

SECTION 1 - CURRENT STATUS

Fiscal Year 2006-2007 annual tax assessment per residential parcel: **$127.86**

Fiscal Year 2006-2007 budgeted assessment revenue: **$552,717**

SECTION 2 - PROPOSAL TO INCREASE ANNUAL TAX BY 50%

Fiscal Year 2007-2008 annual tax assessment per residential parcel: **$191.79**

Fiscal Year 2007-2008 budgeted assessment revenue: **$829,076**

First year annual difference: $63.93 per resid. parcel
First year revenue difference: $276,359

SECTION 3 - DISTRICT TAX HISTORY

FY	ANNUAL LEVY	CPI CHG.	vs.	TAX INCREASED
97-98	varied	3.7%		None
98-99	varied	3.1%		None
99-00	$111.32	4.6%		2%
00-01	$113.54	3.7%		2%
01-02	$115.82	5.8%		2%
02-03	$118.14	2.1%		2%
03-04	$120.50	2.23%		2%
04-05	$122.90	0.5%		2%
05-06	$125.36	2.1%		2%
06-07	$127.86	3.2%		2%
	Totals:	31.03%	vs.	14%

Agenda Date: 09-11-06

Agenda Item: 4.(b)

BLUE RIBBON LANDSCAPE MAINTENANCE COMMITTEE *$200 A YEAR STANDARDS*

April 12, 2004

Note: Development of Standards assumed responsibility for District in "as-is" landscape condition but brought to the higher standard of maintenance requested by the Committee. No workloads were included to elevate the existing landscaping with more shrubs, trees or associated improvements [e.g. irrigation systems; hardscape; replantings; deferred capital improvement projects].

Landscape Trimming

- Trim all landscape areas in District 2 times a year.
  1. Trim all shrubs and groundcover in District landscape areas.
  2. Haul off all trimmings and debris
  3. Hand-pull all large weeds over one foot tall.
  4. Pick up visible litter.
  5. Remove all dead shrubs or groundcover.
  6. Cut all suckers.
  7. Blow off all walkways and street areas.

Irrigation Maintenance (Irrigation systems are operational approximately 9 months)

- Check complete system 2 times a year.
- Adjust controllers 3 times a year.
- Repair any broken waterlines within 1 month of request.
  1. Complete system check of entire irrigation system.
  2. Adjust all sprinkler heads for proper coverage.
  3. Mark all irrigation boxes on lids and curbside.
  4. Repair any leaks in mainline or control valves.
  5. Repair any broken sprinkler heads.
  6. Replace or repair all irrigation boxes.
  7. Provide irrigation system upgrades over time as funding allows.

Mowing Turf (Lawn areas will be mowed approximately 9 months out of the year)

- Mow lawns once a week
- Edge lawns 2 times a month.
- Fertilize lawns every 3 months.
- Aerate lawns twice a year

  1. Mow all lawns in District.
  2. Edge all lawns in District.
  3. Fertilize all lawns in District.
  4. Aerate all lawns in District.
  5. Thatch all lawns in District.
  6. Pick up litter and debris in lawn areas.
  7. Blow off all walkways and street areas

Tree Trimming

- Trim all Crape Myrtles trees once a year.
- Trim all Oleanders trees every 18 months..
- Stake up all trees when time permits.
- Trim trees away from walkways and signs for safety only.
- $20,000 tree trimming contract.
    1. Prune all Crape Myrtles for increase summer flowering.
    2. Thin and trim out crowns on all Oleander trees.
    3. Stake up trees as needed.
    4. Cut out all suckers.
    5. Coordinate contract tree work.
    6. Trim trees away from walkways and signs.

Herbicide Control

- Spray pre-emergent 2 times a year in median.
- Spray pre-emergent once a year in roadside landscape areas.
- Spot spray every 2 months.
- Spray Round-Up along trails and open space once a year.
- Pull weeds over 1 foot as time permits.
    1. Control weeds located in the landscape areas
    2. Spray pre-emergent in landscape areas.
    3. Hand-pull any weeds over one foot.

Fertilizing

- Fertilize all landscape areas once a year.
- Use slow release 14x14x14 at 1.5 lbs per 100 square feet
    1. Fertilize all landscape areas of District.
    2. Clean all walkways and street of excess fertilizer.

Annuals

- Plant annuals once a year.
- Weed and clean planters once every 3 months.
    1. Plant annuals in all District flowerbeds.
    2. Cultivate soil and add conditioner before planting.
    3. Weed and clean out planters periodically.

Trail

- Periodic trail repair 2 times a year.
- Cut down weeds along sides of trails once a year.
    1. Clear trails of all weeds and debris.
    2. Repair trail headers.
    3. Replace ¼ by dust.
    4. Repair signage.

Open Space

- Cut weeds two times a year 30 feet from fence lines.
- Cut weeds two times a year along major trails and creeks.
- Remove noxious weeds under contract from Oakhurst open space.
    1. Cut weeds along major trails and creeks to three inches in height.
    2. Cut weeds 30 feet from fence lines in District to three inches in height.
    3. Remove noxious weeds from Oakhurst open space.
    4. Coordinate weed abatement and noxious weed contracts.

# # # # #

Trailers Inventory

Type	Task Supported	% Used in District	Year	Replacement Year	Status	Initial Cost [one-time]	Replacement Cost see Depreciation
Dump Trailer	Trimming	100%	2004	2011	New	$5,000.00	
Dump Trailer	Trimming	100%	2004	2011	New	$5,000.00	
Trailer	Parks, streets, and buildings	0%	1994	2001	Used		5,000.00*
Trailer	See below**	100%	1994	2001	Used		$5,000.00
Tilt Trailer	Park, open space, and buildings	20%	1988	1995	Used		$8,000.00
TOTAL						**$10,000**	**$18,000.00**

* Replacing this trailer this year

** Used in fertilization, annuals, tree trimming, mowing lawns and open space

Work Hour Tables*

Task	Work Hours	Personnel Needed
Landscape Trimming	5760	3.13
Irrigation Maintenance	2080	1.0
Turf Mowing	736	0.4
Trees Trimming	648	0.35
Herbicide Application	2765	1.5
Landscape Fertilization	120	0.06
Annual Plantings	206	0.11
Trails Maintenance	336	0.18
Open Space Maintenance	208	0.11
TOTAL	12859	**6.84**

*Actual fieldwork time; no administration or support hours included. For purposes of this scenario, twelve (12) people would be necessary with one (1) position a Maintenance Supervisor that works half-time in the field and half-time in the office performing department tasks.

POSITION	NUMBER NEEDED	TOTAL COMPENSATION*
Maintenance Supervisor	1 x $91,000	$ 91,000
Maintenance Lead Worker		
Maintenance Worker II	2 x $73,000	$ 146,000
Maintenance Worker	4 x 15.00	$124,800
Totals:	7	**$ 361,800**

* Compensation as of April 2004 per salary and benefit schedules

Annual Productive Work Hours Per Position

Annual Work Hours	(40 hrs. per week x 52 weeks)	2,080 hours
Paid City Holidays	(11 per year x 8 hours)	- 88 hours
Paid Vacation	(avgs. 15 days per year x 8 hours)	- 120 hours
Paid Sick Leave	(avgs. 4 days per year x 8 hours)	- 32 hours
	Total Production Hours:	**1,840 hours**

ANNUAL OPERATIONS & MAINTENANCE (O&M)

Task	Equipment & Supplies	Vehicle Maintenance Cost	Fuel & Oil	Vehicles Depreciation*	Contract Cost**	Total
Landscape Trimming	$2,620.00	$3,020.00	$2760.00	$8,400.00		$16.800.00
Irrigation Maintenance	$15,000.00	$2,638.00	$2,600.00	$5,693.00		$25,931.00
Turf Mowing	$1,450.00	$383.00	$540.00	$2,400.00		$4,773.00
Tree Trimming	$175.00	$309.00	$430.00	$731.00	$20,000.00	$21,645.00
Herbicide Application	$13,970.00	$1,500.00	$1,100.00	$1,689.00		$18,259.00
Landscape Fertilization	$7,250.00	$101.00	$50.00	$76.00		$7,477.00
Annual Planting	$2,465.00	$255.00	$150.00	$77.00		$2,947.00
Trail Maintenance	$775.00	$652.00	$255.00	$241.00		$1,923.00
Open Space Maintenance	$700.00	$87.00	$350.00	$400.00	$70,000.00	$71,537.00
GRAND TOTAL	**$44,405.00**	**$8,945.00**	**X 37% $11,281.00**	**$19.707.00**	**$90,000.00**	**$174,338.00**

* 10-year life for trucks, 7 years trailer, and 15 years for tractor
** Work is contracted out to outside vendors
*** The 37% fuel charge is added to bottom line total only

LABOR	$361,800
O&M	$174,338
FIXED COSTS	$258,112
	$794,250/4000 = **$198.56**

ADDITIONAL DISTRICT BUDGETARY COSTS

Gas and Electric Service	$ 26,240
Irrigation Water	185,000
Other Professional Services	16,402
Property Tax Admin. Fee (County)	3,500
Transfer to General Fund (Admin.)	26,970
TOTALS:	**$ 258,112**