



AGENDA

REGULAR MEETING

* * *

TRAILS AND LANDSCAPING COMMITTEE

MONDAY, OCTOBER 9, 2006

7:00 p.m.

ENDEAVOR HALL

6008 Center Street, Clayton, CA

COMMITTEE MEMBERS

Candace Bass	JoAnn Caspar
Victor Geisler – Vice Chair	Ben Jay
David Johnson	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 ***

OCTOBER 9, 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 September 25, 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) Discussion about public feedback at Committee's booth during Oktoberfest '06.
- (b) Discussion of the results of Committee member's assignment of priority tasks for the Citywide Landscape Maintenance District.
- (c) Discussion of possible *Clayton Pioneer* articles and Committee form letters to targeted groups regarding Landscape District information.
- (d) General discussion on the next steps for formulating a recommendation to the City Council on the District's renewal and tax rate for voter consideration before July 2007.

5. CORRESPONDENCE – review of incoming and outgoing correspondence.

None.

6. **COMMITTEE ITEMS** – limited to requests and directives for future meetings.
 - (a) Assignment for Committee Report to the City Council at their Tuesday, October 17, 2006 meeting.

7. **ADJOURNMENT**– The Committee's next regularly-scheduled meeting is Monday, October 23, 2006 (7:00 p.m.).

ACTION MINUTES
OF THE
REGULAR MEETING
TRAILS AND LANDSCAPING COMMITTEE

SEPTEMBER 25, 2006

Agenda Date: 10-09-06

Agenda Item: 2(a)

1. COMMITTEE CALL TO ORDER & ROLL CALL

The meeting was called to order at 7:08 p.m. by Vice Chairman Victor Geisler in the Library Community Room, 6125 Clayton Road, Clayton, CA.

Committee Members present: Candace Bass, JoAnn Caspar, Victor Geisler, Ben Jay (arrived at 7:12 p.m.), David Johnson, Jerry Kosel, Debbie Mullins, Linda Pinder, Dan Richardson (arrived at 8:10 p.m.), Janise Trezise, Bill Vineyard, Memory Woodard, and Vice Mayor Bill Walcutt (ex-officio Member).

Committee Members absent: Kelly Marshall, Jerry Zimmerman.

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

2. CONSENT CALENDAR

(a) *Approval of Action Minutes for the regular Committee meeting of September 11, 2006.*

Committee Member Bass noted that on the submitted minutes she did not sign up to work at the Committee's Oktoberfest information booth as she is unable to attend that weekend.

Motion by Vineyard, seconded by Woodard, to approve the Action Minutes with that amendment.

Motion passed (vote 10-0).

3. PUBLIC COMMENTS

None provided.

- Committee Member Ben Jay arrived at 7:12 p.m. -

4. ACTION ITEMS

At the request of Committee Member Bass, the Committee agreed to take up Agenda Item 4 (b) and a portion of Item 4 (c) first.

(b) *Review and authorization of Committee informational brochures for printing and distribution purposes, and Committee form letters to targeted groups regarding Landscape District information.*

Committee Member Mullins distributed a draft one-page Invitation Letter for the Committee to review that will invite citizens to attend the Committee's October 23rd meeting. The Committee offered suggestions and edits.

Committee Member Bass distributed the draft tri-fold Information Brochure for further consideration in preparation for the City's printing of it in time for use at the Committee's booth during Oktoberfest '06. Committee Member Pinder will provide an electronic color copy of the trail photo for insertion on the brochure. Committee Member Mullins agreed she will make all of the revisions and then email both the Invite and the Brochure out to the Committee and to City staff. City Manager Napper will make certain 300 copies of each are printed in color in time for distribution at the Committee's booth on September 30th.

(a) Discussion of logistics for Committee booth at Oktoberfest '06 (Sept. 30th and Oct. 1st) in downtown Clayton.

The Committee spent considerable time discussing preparations for the distribution of information literature at its booth during Oktoberfest. Committee Member Ben Jay brought T-shirts for the Committee to wear at the event. Committee Member Bass indicated she has balloons ready with "June 30, 2007" printed on them to give out to kids at the booth; someone will need to make arrangements to get a helium tank rented and brought to the booth to fill up the balloons. Vice Chairman Geisler offered to make those arrangements. Committee Member Pinder already made poster boards of various pictures of the Landscape District's components for display. Committee Member Mullins had drawn 5 black & white sketches that kids can color while the parents are discussing Landscape District news with Committee members. City Manager Napper offered to pay for 2 Trail Maps for display at the booth.

Along with Assistant to the City Manager Hoffmeister, Committee Members Vineyard and Pinder agreed to make arrangements to set up the booth on Saturday at 8:30 a.m. with Vice Chairman Geisler's assistance. The following booth manning schedules were arranged:

<u>Saturday</u>		<u>Sunday</u>	
Bill Vineyard	11am-2pm	Memory Woodard	11am-1pm
Ben Jay	12pm-2pm	JoAnn Caspar	11am-1:30pm
Linda Pinder	2:30pm-4pm	Dan Richardson	12pm-2pm
Bill Walcutt	2pm-4pm	Linda Pinder	3pm-4pm
Victor Geisler	11am-1pm	Janise Trezise	1:30pm-3pm
Jerry Kosel	2pm-4pm		

- Chairman Richardson arrived at the meeting at 8:10 p.m. -

The objective of the Committee is to have the booth manned by at least 2 persons at all times and to close the booth by 4:00 p.m. each day.

(c) Discussion of possible Clayton Pioneer articles.

This Agenda Item was deferred to the Committee's next meeting (October 9th).

(d) Discussion of proposed funding alternative to operate the waterfall portion of the Clayton Fountain.

The discussion of this Agenda Item was incorporated into the discussion of Agenda Item 4

(e) *Committee assignment of District maintenance priorities (see table attached).*

The Committee commenced discussion of the 18-point Priority Table that City Manager Napper had prepared. Vice Chairman Geisler and Committee Member Johnson felt the listed items were too lengthy and need to be simplified. The Committee felt this priority exercise might also be beneficial to engage the public in during the Oktoberfest booth. Vice Chairman Geisler and Committee Members Johnson and Pinder agreed to work together to simplify the Priority Table for use at the Oktoberfest booth and ask the public to rate their Top Five priorities. City Manager Napper accepted responsibility to have the revised public version printed in time for use at the booth.

(f) *General discussion on what the next steps of the Committee should be concerning the objective of a recommendation to the City Council on the District's renewal and tax rate for voter consideration by July 2007.*

Chairman Richardson indicated he placed this item on the Agenda to get the Committee starting to talk about money since the deadline is fast approaching for a recommendation to the City Council by the end of the 2006 year. Considerable discussion and comments followed. Committee Members Vineyard and Jay posed the question of whether we can live with less landscaping?

No action taken.

(g) *Discussion of Committee policies and practices for member requests of staff for data and information.*

It was reiterated that the Committee must adhere to the Brown Act when using email communication amongst members. Committee members may pose questions to and ask for feedback from City staff at any time without violating the Brown Act but must stop short of broadcasting position statements and feelings about priorities or agenda items to other Committee members as those discussions must be reserved for public meetings only.

City Manager Napper agreed to be the collection/tabulation point for Committee member completions of the 18-point Priority Tables.

5. CORRESPONDENCE

None.

6. COMMITTEE ITEMS

(a). Vice Chairman Victor Geisler agreed to provide the Committee's verbal report at the next City Council meeting on Tuesday, October 3rd.

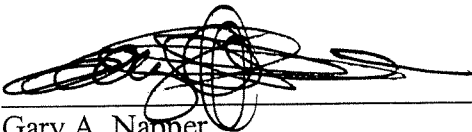
7. **ADJOURNMENT**

Upon call by Vice Chairman Geisler, the meeting adjourned at 9:13 p.m.

APPROVED BY THE COMMITTEE

Victor Geisler, Vice Chairman

Minutes prepared by:



Gary A. Napper
City Manager

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Agenda Date: 10-19-06

Agenda Item: 4(a)

FROM OKTOBERFEST BOOTH '06
What are YOUR TOP FIVE priorities for the care of the
Landscape Maintenance District

Pick your top five priorities (1=HIGHEST; 5=LOWEST):

Repair Irrigation Systems	1
Upgrade Irrigation Systems	
Replace Dead Landscaping	2
Plant New Landscaping in Ignored Areas (ie: north Lydia Lane)	
Trim Roadway Landscape Shrubs	5
Fertilize Landscaping	
Open Space/Trail Weed Abatement more than 1 x per year	
Pre-Emergent Spraying for Weeds	
Eliminate Care of Neighborhood Street Plants (ie: Peacock Ck; Diablo Pkwy)	
Place Bark in All Bare Areas	3
Trim District Trees	
Litter Control	
Clayton Fountain: Operate Waterfall Daily, with Geysers on the weekends	
Clayton Fountain: Operate Waterfall and Geysers weekends only	
Ground Squirrel Management	4

Would you like to provide any other comments or suggestions regarding your District Landscaping?

1. We need to cut back on things that require more care than we have money for.
2. Would like Fountain operated Friday-Sunday; But think it should go back to the Golf Course & they can put their name on it.
3. People want to know what different options on the list would cost.

(optional contact info) Email, or address: _____

*SAMPLE SIZE: 1 (with 2 others having comments only)

1. The first part of the document discusses the importance of maintaining accurate records of all transactions, both incoming and outgoing, to ensure transparency and accountability. It emphasizes the need for regular audits and the use of reliable accounting software to track financial performance over time.

Agenda Date: 10-09-06

Agenda Item: 4(a)

PEACOCK CREEK NEIGHBORHOOD
What are YOUR TOP FIVE priorities for the care of the
Landscape Maintenance District

WEIGHTED AVERAGE PRIORITY (5=HIGHEST; 1=LOWEST):

DO NOT Eliminate Care of Neighborhood Street Plants (ie. Peacock Crk.)	5.0
Repair Irrigation Systems	4.125
Open Space/Trail Weed Abatement more than 1 x per year	4.0
Pre-Emergent Spraying for Weeds	3.67
Replace Dead Landscaping	3.375
Trim District Trees	3.0
Trim Roadway Landscape Shrubs	2.6
Litter Control	2.3
Plant New Landscaping in Ignored Areas (ie. north Lydia Lane)	2.0
Place Bark in All Bare Areas	2.0
Fertilize Landscaping	2.0
Ground Squirrel Management	1.3
Clayton Fountain: Operate Waterfall Daily, with Geysers on the weekends	1.0
Clayton Fountain: Operate Waterfall and Geysers weekends only	1.0
Upgrade Irrigation Systems	-0-

Would you like to provide any other comments or suggestions regarding your District Landscaping?

1. Don't eliminate care of neighborhood street plants (2x).
2. We need to care for what we already have! Given the amount of property taxes and assessments we pay, we should be able to keep up existing landscaping.

(optional contact info) Email, or address: (4)

SAMPLE SIZE: 10

Agenda Date: 10-09-06

Agenda Item: 4(b)

PRIORITIES OF THE LANDSCAPE DISTRICT
BY THE TRAILS & LANDSCAPING COMMITTEE
OCTOBER 2006

WEIGHTED AVERAGE
(18=HIGHEST; 1=LOWEST)

Repair Irrigation Systems	16.0
Trim Roadway Landscape Shrubs	14.25
Upgrade Irrigation Systems	12.3
Clayton Fountain: Operate Weekends	11.3
Litter Control	11.2
Replace Dead Landscaping	10.92
Trails Maintenance	10.7
Clayton Fountain: Operate Water Fall Daily	10.0
Open Space/Trail Weed Abatement: 2X Per Year	9.9

Pre-Emergent Spraying of Weeds	9.45
Trim District Trees	9.3
Place Bark in Certain Bare Areas	8.7
Open Space/Trail Weed Abatement: 1X Per Year	8.4
Fertilization of Landscaping	8.3
Clayton Fountain: Operate Daily	8.0
Eliminate Care of Neighborhood Street Plants (e.g. Peacock Crk.)	7.8
Ground Squirrel Management	6.5
Plant New Landscaping in Ignored Areas	5.3

No. of Surveys: 12

1. The first part of the document is a list of the names of the members of the committee who have been appointed to study the problem of the shortage of housing in the city of New York.

2. The second part of the document is a list of the names of the members of the committee who have been appointed to study the problem of the shortage of housing in the city of New York.

Agenda Date: 10-19-06

Agenda Item: 4(c)

**BRING
YOUR
IDEAS!**

1. The first part of the document is a list of the names of the members of the committee who have been appointed to study the problem of the shortage of housing in the city of New York.

2. The second part of the document is a list of the names of the members of the committee who have been appointed to study the problem of the shortage of housing in the city of New York.