CITY OF CLAYTON
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AGENDA

REGULAR MEETING

* * *

TRAILS AND LANDSCAPING COMMITTEE

[CITIZENS OVERSIGHT COMMITTEE]

MONDAY, AUGUST 13, 2007

7:00 p.m.

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

COMMITTEE MEMBERS

Candace Bass
JoAnn Caspar
David Disend
Victor Geisler – Vice Chair
David Johnson
Jerry Kosel
Kelly Marshall
Dan Richardson - Chair
Virginia Siegel
Bill Vineyard
Jerry Zimmerman

Vice Mayor Gregg Manning (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 13, 2007

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

1). City Council Resolution No. 38-2007 appointing the 11 member Trails and Landscaping Committee to serve as the Citizens' Oversight Committee to the Citywide Landscape Maintenance District (CFD 2007-1).

(b) Approval of Action Minutes from the Committee meeting of June 11, 2007.

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) Presentation and discussion of a proposed 1st Year Transitional Plan of expenditure priorities and strategic plan for the District's operations and maintenance.

(b) Discussion and action regarding Committee's public outreach program and upcoming opportunities and plans.

(c) Frequency and scheduling of Committee regular meetings.
(Once a month or twice a month?)

(d) Vice Chairman's request to discuss irrigation and landscaping vandalism.

5. **CORRESPONDENCE** – review of incoming and outgoing correspondence.

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

(a) Assignments of Committee Reports to the City Council at its September 4, 2007 meeting, and to the Clayton Business & Community Association (CBCA) at its Thursday, August 30, 2007 meeting.

(b) Future Agenda Item Subjects.

7. **ADJOURNMENT**– The Committee's next regularly-scheduled meeting is Monday, September 10, 2007.

Agenda Date: 08-13-07

Agenda Item: 2(a) 1.

RESOLUTION NO. 38– 2007

A RESOLUTION APPOINTING THE ELEVEN MEMBER TRAILS AND LANDSCAPING COMMITTEE TO SERVE AS THE CITIZENS' OVERSIGHT COMMITTEE TO THE CITYWIDE LANDSCAPE MAINTENANCE DISTRICT (CFD 2007-1)

THE CITY COUNCIL
City of Clayton, California

WHEREAS, by Resolution No. 08-2006 adopted on 21 February 2006, the Clayton City Council established and appointed a permanent citizens' advisory committee entitled "Trails and Landscaping Committee" for the 1997 Citywide Landscape Maintenance District (CFD 1997-1); and

WHEREAS, said citizens committee met regularly during 2006 and into 2007 reviewing matters related to priorities, public outreach, maintenance standards, citizen complaints, and related operations of the Landscape Maintenance District and did recommend to the City Council a ballot measure for replacement of the expiring 1997 District; and

WHEREAS, the proposed local ballot measure (Measure "B") was subsequently placed before the Clayton electorate at a special municipal election held on 05 June 2007 for voter consideration of a replacement Citywide Landscape Maintenance District (CFD 2007-1) for a period of ten (10) years (July 2007 through June 2017); and

WHEREAS, city voters overwhelmingly approved Measure "B" by an 83% affirmative vote and provisions of the replacement Citywide Landscape Maintenance District (CFD 2007-1) specify a citizens' oversight committee shall be constituted by the Clayton City Council to advise the City Council and staff concerning budget, priorities and proper level of landscape care and maintenance for the District; and

WHEREAS, following the successful passage of Measure "B" in June 2007, four (4) members of the existing Trails and Landscaping Committee opted to either allow their term of appointed office to expire on 30 June 2007 or to end their lengthy participation on the citizens advisory committee; and

WHEREAS, it is necessary for the Clayton City Council to formally and officially appoint the remaining eleven (11) members of the Trails and Landscaping Committee as the incumbent citizens' oversight committee for the Citywide Landscape Maintenance District (CFD 2007-1) and to establish terms of office thereof.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Clayton, California does hereby appoint the existing Trails and Landscaping Committee comprised of up to eleven (11) citizen members as the citizens oversight committee for the Citywide Landscape Maintenance District (CFD 2007-1); and

BE IT FURTHER RESOLVED that the City Council does herewith confirm the appointment of the following citizens to the Trails and Landscaping Committee, to serve at the pleasure of the City Council without stipend or compensation, with an overlapping two (2) year term of office for each of the eleven (11) positions:

Member	Term of Office Expires
JoAnn Caspar	30 June 2008
Victor Geisler	30 June 2008
Jerry Kosel	30 June 2008
Kelly Marshall	30 June 2008
Jerry Zimmerman	30 June 2008
Candace Bass	30 June 2009
David Disend	30 June 2009
David Johnson	30 June 2009
Dan Richardson	30 June 2009
Virginia Siegel	30 June 2009
Bill Vineyard	30 June 2009

The Vice Mayor of the Clayton City Council shall continue to serve as the City Council's non-voting representative to the Committee in an ex-officio liaison capacity; and

BE IT FURTHER RESOLVED that all assigned duties and oversight responsibilities of the Trails and Landscaping Committee as outlined in City Resolution No. 08-2006 and in Measure B (CFD 2007-1) do hereby remain in full force and effect.

PASSED, APPROVED AND ADOPTED by the City Council of Clayton, California at a regular public meeting thereof held the 7th day of August 2007 by the following vote:

AYES: Mayor Walcutt, Vice Mayor Manning, Councilmembers Pierce and Stratford.

NOES: None.

ABSTAIN: None.

ABSENT: Councilmember Shuey.

THE CITY COUNCL OF CLAYTON, CA

W R Walcutt

William R. Walcutt, Mayor

ATTEST:

Laci J. Jackson

Laci J. Jackson, City Clerk

CITY OF CLAYTON
Founded 1857 . . Incorporated 1964

OK 4-0

Agenda Date: 8/7/07

Agenda Item: 9b

Approved:

Gary A. Napper
City Manager/Executive Director

AGENDA REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: CITY MANAGER

DATE: 07 AUGUST 2007

SUBJECT: APPOINTMENT OF CITIZENS OVERSIGHT COMMITTEE
CITYWIDE LANDSCAPE MAINTENANCE DISTRICT (CFD 2007-1)

RECOMMENDATION

It is recommended the City Council adopt the attached Resolution officially appointing the Trails and Landscaping Committee, as presently constituted with eleven (11) members, as the citizens' oversight committee to the Citywide Landscape Maintenance District (CFD 2007-1).

BACKGROUND

In February 2006 the City Council established and appointed a citizens' advisory committee of up to fifteen (15) members to oversee the operations and priorities of the 1997 Citywide Landscape Maintenance District. Entitled the "Trails and Landscaping Committee", the committee was also charged with the responsibility of proposing a ballot measure for the replacement of the existing Community Facilities District 1997-1 (Citywide Landscape Maintenance) that was set to expire on 30 June 2007. The Committee met regularly in 2006 and in 2007 and ultimately proposed to the City Council a local ballot measure for submittal to the voters at a special election in June 2007 for the improvement, continuation and funding of a Citywide Landscape Maintenance District. Measure "B" was subsequently approved by local voters on 05 June 2007.

DISCUSSION

Measure B, effective 01 July 2007, specifies the City Council shall appoint a citizens oversight committee to examine and make recommendations on all aspects of the maintenance, priorities and budgeting of the Citywide Landscape Maintenance District. Although it has been the intention of the City to utilize the existing Trails and Landscaping

Committee in this capacity, it is appropriate for the City Council to validate this intent by official appointment and action. The attached Resolution accomplishes that requirement.

The Trails and Landscaping Committee functioned with fifteen (15) citizen members during 2006 and during the first six months of 2007. After the successful adoption of Measure B, four (4) members of the existing Committee opted to either allow their original term of office to expire on 30 June 2007 (i.e. Debbie Mullins, Linda Pinder, Memory Woodard) or to conclude their participation on the Committee (i.e. Janise Trezise). The remaining eleven (11) Committee members expressed willingness and strong desire to stay on the oversight committee to tackle implementation of the District's priorities and maintenance standards. Provisions of the attached Resolution assign the remaining members to overlapping terms of appointed office on this citizen oversight committee.

FISCAL IMPACT

Staffing of the Committee's regular meetings and management of the District's operations do incur City expenses that are covered within the fixed annual amount of $26,970 in District overhead/shared facility fees outlined in the Measure B Budget. That fixed fee has not been increased in the last seven (7) fiscal years.

Respectfully submitted,

Gary A. Napper
City Manager

Attachments: 1. Proposed Resolution [2 pp.]
2. Resolution No. 08-2006 [3 pp.]

ATTACHMENT -2-

Agenda Date: 03-13-06

Agenda Item: 3(a)

RESOLUTION NO. 08-2006

A RESOLUTION ESTABLISHING AND APPOINTING A PERMANENT CITIZENS' ADVISORY COMMITTEE ENTITLED "TRAILS AND LANDSCAPING COMMITTEE" FOR THE 1997 CITYWIDE LANDSCAPE MAINTENANCE DISTRICT

THE CITY COUNCIL
City of Clayton, California

WHEREAS, in 1997 the voters of Clayton, California approved the formation of Community Facilities District 1997-1 to provide special parcel tax revenues for the maintenance of public roadway landscaping, open space and trail system improvements within the City of Clayton; and

WHEREAS, this District known as the "Citywide Landscape Maintenance District" was authorized by voters for a time period of ten (10) years to expire in 2007 unless otherwise approved or re-authorized by another affirmative vote of the local electorate; and

WHEREAS, in December 2003 the Clayton City Council created an ad-hoc citizens' advisory committee of fifteen (15) members for "*... the express purpose of developing and recommending to the City Council a strategic plan to guide the Citywide Landscape Maintenance District functions in the remaining four (4) years of its inaugural existence and to recommend modifications and/or options to sustain and enhance the District's operations presently and in preparation for voter reauthorization...*" of the District; and

WHEREAS, the Blue Ribbon Landscape Committee did subsequently tender a written Strategic Plan to the City Council in January 2005 that culminated in the submittal of Measure "M" to the local electorate on the November 2005 ballot for renewal of the District for an additional fifteen (15) years at an increased per parcel special tax rate; and

WHEREAS, city voters rejected Measure "M" in 2005 yet the Citywide Landscape Maintenance District remains in purpose until July 2007 and its operations and functions can still benefit from citizens' perspectives, critiques and input concerning its current standard of maintenance, improvement and reauthorization status; and

WHEREAS, with its assigned mission accomplished the ad-hoc Blue Ribbon Landscape Committee has now been disbanded the City Council in favor of establishing a permanent citizens' advisory committee to advise the City Council and City staff on matters related to the operation of the 1997 Citywide Landscape Maintenance District.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Clayton, California does hereby establish a permanent citizens advisory committee for the 1997 Citywide Landscape Maintenance District with a membership of up to fifteen (15) members appointed by the City Council and to be known as the "Trails and Landscaping Committee"; and

BE IT FURTHER RESOLVED that the Trails and Landscaping Committee will serve in an advisory capacity to the City Council on matters related to the operation and renewal of the 1997 Citywide Landscape Maintenance District to include, but not be limited to, the following assigned duties and responsibilities:

a. Serve as the principal citizens' advisory group to the City Council and city manager pertaining to public roadway landscaping, trails system, the Clayton Fountain, and open space weed abatement services and infrastructure.

b. Review and recommend policies and practices to the City Council and city manager concerning the care, maintenance, repair, replacement and improvement of the District's assets and infrastructures.

c. Prepare a public Annual Report to the City Council regarding activities, maintenance and financial status of the District.

d. Review and recommend an annual District Budget to the City Council prior to the commencement of each fiscal year (July – June).

e. Assist the City and its staff in the development and recommendation to the City Council of landscaping and system improvements in the District.

f. Consider and make recommendations to the City Council for the renewal or extension of the Citywide Landscape Maintenance District by the local electorate prior to the District's scheduled expiration in July 2007.

g. Seek and consider citizen and business person input regarding the daily and future operations and maintenance practices of the District.

h. Perform other such duties as may be assigned from time to time by the City Council; and

BE IT FURTHER RESOLVED that the City Council does herewith appoint the following individuals to the Trails and Landscaping Committee to serve at the pleasure of the City Council without stipend or compensation during the specified terms of office:

Member	Term of Office Expires
Candace Bass	30 June 2007
Ben Jay	30 June 2007
Howard Kaplan	30 June 2007
Linda Pinder	30 June 2007
Dan Richardson	30 June 2007
Bill Vineyard	30 June 2007
Memory Woodard	30 June 2007
JoAnn Caspar	30 June 2008
Jerry Kosel	30 June 2008
Ve'Laine Manion	30 June 2008
Sandra Watson	30 June 2008
Jerry Zimmerman	30 June 2008

ACTION MINUTES
OF THE
REGULAR MEETING
TRAILS AND LANDSCAPING COMMITTEE

Agenda Date: 08-13-07

Agenda Item: 2(b)

JUNE 11, 2007

1. COMMITTEE CALL TO ORDER & ROLL CALL

The meeting was called to order at 7:06 p.m. by Chairman Dan Richardson in the Library Community Room, 6125 Clayton Road, Clayton, CA.
Committee Members present: Candace Bass, JoAnn Caspar, Victor Geisler, Jerry Kosel, Kelly Marshall, Linda Pinder, Dan Richardson, Janise Trezise, Bill Vineyard, Jerry Zimmerman and Vice Mayor Gregg Manning (ex-officio Member).
Committee Members absent: David Disend, David Johnson, Debbie Mullins (resigned), Virginia Siegel, Memory Woodard
Staff present: City Manager Gary Napper, Assistant to the City Manager Laura Hoffmeister, and Maintenance Supervisor Mark Janney.

2. CONSENT CALENDAR

(a) *Information Only*

1). Example of improvement project cost for a portion of the landscape median in Clayton Road.

2). Uncertified results of voter approval of Measure B, June 5th ballot measure.

(b) *Approval of Action Minutes from the regular Committee meeting of May 14, 2007.*

City Manager Napper noted a materials-cost only for replanting the first two median sections on Clayton Road, east of Oakhurst Drive, would be approximately $9,165. This example is an illustration of the magnitude of the costs to make landscape and irrigation improvements throughout the District and is not a recommendation of priority improvements.
Additionally he noted the preliminary special election results reveal Measure B passed with about an 82.6% vote in favor of the replacement Landscape District. Committee Members expressed their excitement and enthusiasm for the community's support on this ballot measure and the challenges now awaiting their attention.

Motion by Pinder, seconded by Vineyard, to approve the Action Minutes as submitted.
Motion passed (vote 10-0).

3. PUBLIC COMMENTS

None provided.

4. ACTION ITEMS

(a) *Discussion of the composition of the permanent Citizens Oversight Committee for the Citywide Landscape Maintenance District (CFD 2007-1) and recommendation to the City Council.*

City Manager Napper stated that with the passage of Measure B, the replacement Citywide Landscape Maintenance District specifies there will be a permanent citizens oversight committee to advise the City Council and staff regarding maintenance standards, priorities and funding allocations of the District. He suggested a 15 member committee may be rather unwieldy for this on-going process and noted the Committee presently has 14 of its maximum 15 positions filled. He was uncertain whether existing Committee members wished to continue in this capacity following the adoption of Measure B.

With discussion led by Chairman Richardson, each Committee member commented on their desire and willingness to stay involved in the appointed assignment and expressed their feelings about the optimum number of permanent Committee members.

MOTION: Moved by Pinder, seconded by Trezise, that the Committee recommend the Citizens Oversight Committee be not less than 7 members nor more than13 members.

Motion withdrawn after further discussion.

MOTION: Moved by Marshall, seconded by Pinder, that this matter be tabled until the next meeting and that in the interim Chairman Richardson contact each Committee member individually to ascertain their intent to serve on the Citizens Oversight Committee.

Motion passed (vote 10-0).

(b) *Frequency and scheduling of Committee meetings (once a month or twice a month).*

By consensus the Committee agreed to continue this item to its next meeting on July 9th.

(c) *Preliminary discussion of expenditure priorities and strategic plan for the District's operations and maintenance over the next 10 years.*

The Committee discussed in general what the next steps might be for the Trails and Landscaping Committee serving as the Citizens Oversight Committee and decided it would be useful for the City Maintenance Staff to prepare its vision and recommendations for the Committee to review. It was agreed that Maintenance Supervisor Mark Janney and his department will prepare and present a Transitional Plan to the Committee at its next meeting.

5. CORRESPONDENCE – *review of incoming and outgoing correspondence.*

City staff distributed information that one email communication was received by the City from Mr. Rick Hevener (Windmill Canyon) desiring landscape improvements and clean-up of the corner entrance area at Oakhurst Drive and Eagle Peak Avenue following the passage of more money under Measure B. Committee Member Vineyard commented these requests are likely to become more common as residents believe Measure B created an infusion of lots more money into the District to make these kinds of improvements. Reminders were made that Measure B ($196.77 per year per residential parcel) contains only $20,000 per year to make landscape improvements. It was the failed Measure M in November 2005 ($365 per year per residential parcel) that offered sufficient capital improvement bond monies to make District-wide improvements. This correspondence is indicative of the challenges facing the Committee in assigning priority improvements with limited funds.

City Manager Napper noted that he has emailed Mr. Hevener such information but Maintenance personnel will meet with the citizen shortly in the field to discuss his concerns and determine what clean-up efforts may be accomplished in the interim.

6. COMMITTEE ITEMS

(a) *Assignment for Committee Reports to the City Council at its June 19, 2007 meeting, and to the Clayton Business & Community Association (CBCA) at its Thursday, June 28, 2007 meeting.*

Chairman Richardson indicated he is available to provide the Committee's reports to the City Council and at the next CBCA meeting.

7. ADJOURNMENT

Upon call by Chairman Richardson, the meeting adjourned at 8:35 p.m.

APPROVED BY THE COMMITTEE

_____

Dan Richardson, Chairman

Minutes prepared by:

Gary A. Napper
City Manager

# # # # #

Agenda Date: 08-13-07

Agenda Item: 4(a)

MEASURE B

Where do we start?

THAT WAS THEN...

Landscape Trimming
Trim all landscape areas every 18 months
Irrigation Maintenance
Fix and repair when time allows.
Mowing Turf
Fertilize once a year
No Aerating
Tree Trimming
$10,000 Tree trimming contract
Herbicide Control
Spray pre-emergent once a year in median.
Fertilizing
Fertilize all landscape areas if funding allows.
Annuals
Plant annuals once a year.
Weed and clean planters when time allows.
Trails
Spray preemergent 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 6 times a year.
Cut down weeds along sides of trails once a year.
Open Space
Cut weeds once a year along major trails and creeks.
Replacement Fund
$20.000

THIS IS NOW!

Landscape Trimming
Trim all landscape areas in District 2 times a year.
Irrigation Maintenance
Full Time Irrigation Tech
Mowing Turf
Fertilize lawns every 6 months.
Aerate once a year.
Tree Trimming
$15,00 Tree trimming contract
Herbicide Control
Spray pre-emergent 2 times a year in median.
Fertilizing
Fertilize all landscape areas once a year.
Annuals
Plant annuals once a year.
Weed and clean planters once every 3 months.
Trails
Spray preemergent 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 6 times a year.
Cut down weeds along sides of trails 2 times a year.
Open Space
Cut weeds two times a year along major trails and creeks.
Replacement Fund
$20,000

Landscape Trimming

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

Basic Trimming Needs

- 1st Trim begins in Nov-Dec
- 2nd Trim begins in Summer
- Temp workers=Reduced Labor Cost + More Man Power
- Transportation
- **Proper Equipment**
- **Work Zone Safety**

Full Time Employees

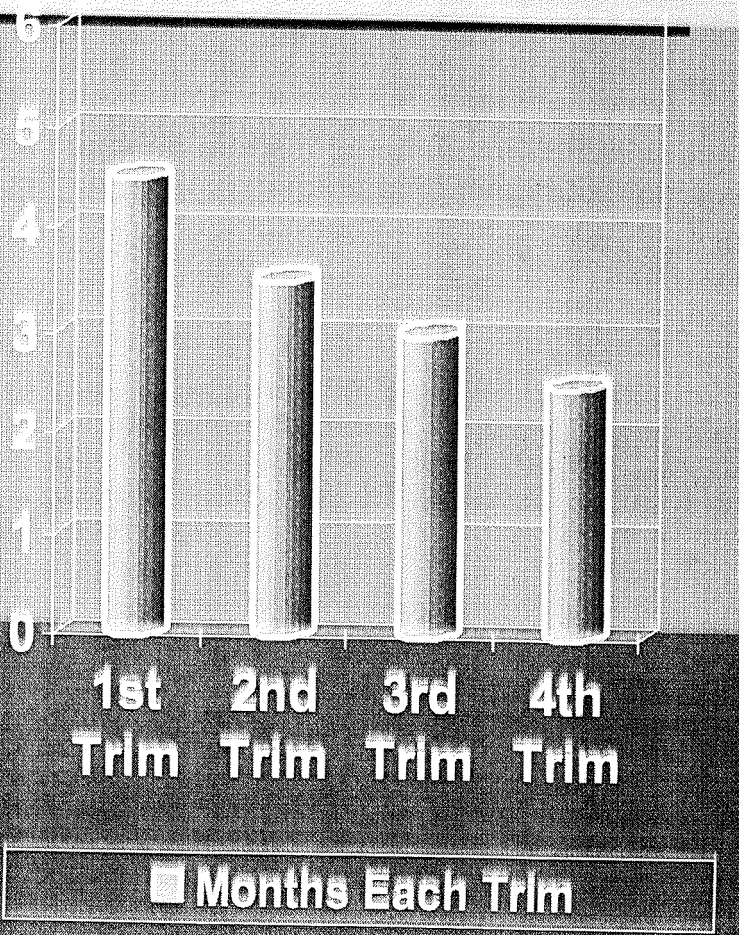
Part Time Employees

Seasonal Employees

Work Alternative Program

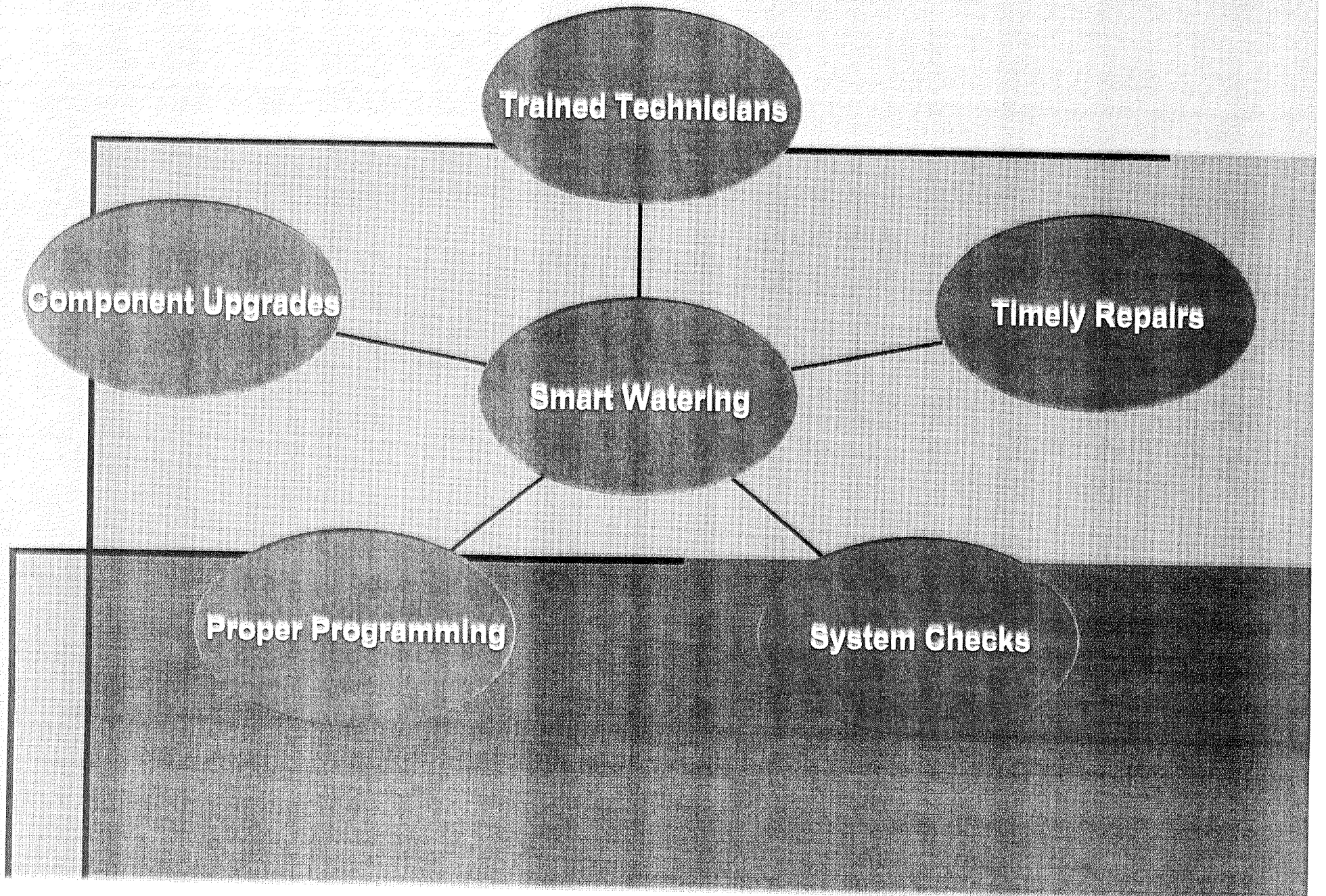
Future Trimming

- Trimming Promotes Growth
- More Frequency Equals Control
- Smaller debris Piles
- Smaller Foliage to cut
- Less stress on equipment
- Longer Equipment Life
- Less time Spent trimming
- Time saved is time earned
- High visible areas get more attention
- Fast growing shrubs get trimmed more Frequently.



Irrigation

- (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.
  - Complete system check of entire irrigation system.
  - Adjust all sprinkler heads for proper coverage.
  - Mark all irrigation boxes on lids and curbside.
  - Repair any leaks in mainline or control valves.
  - Repair any broken sprinkler heads.
  - Replace or repair all irrigation boxes.
  - Provide irrigation system upgrades over time as funding allows.


Trained Technicians
Component Upgrades
Timely Repairs
Smart Watering
Proper Programming
System Checks

Irrigation Challenges

- Vandalism
- Deferred Maintenance
- Aged Components & Designs
- Outdated Controllers
- Experienced Personnel
- Upgrade Costs
- <u>Unpredictability</u>

Irrigation Management

A Major Component of The District

Immediate Needs

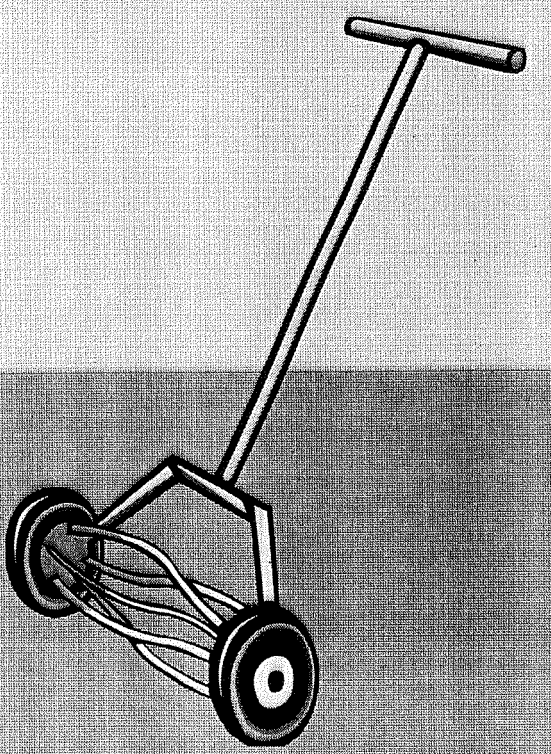
- Complete system checks
- Sprinkler repair
- Valve repair
- Sprinkler adjustments
- Irrigation parts inventory
- Locate & mark boxes
- Replace broken boxes
- Create Management Plan
- Irrigation specific vehicle

Future Needs

- Upgrade plans
- Update schedules
- Label controllers & valves
- Master irrigation book
- Technician education plan
- Irrigation repair log
- Install ball valve shut-offs
- Install brass control valves
- Controller upgrades

Mowing Turf

- (Lawn areas will be mowed approximately 9 months out of the year)
- Mow lawns every 2 weeks.
- Edge lawns once a month.
- Fertilize lawns every 6 months.
- Aerate once a year.
  - Mow all lawns in District.
  - Edge all lawns in District.
  - Fertilize all lawns in District.
  - Pick up litter and debris in lawn areas.
  - Blow off all walkways and street areas



Tree Trimming

- Trim all Crape Myrtles trees once a year.
- Trim all Oleanders trees every year.
- Trim trees away from walkways and signs as time allows.
- Trim as needed.
- $15,000 tree trimming contract.
  - Prune all Crape Myrtles.
  - Thin and trim all Oleander trees.
  - Stake up trees as needed.
  - Cut out all suckers.
  - Coordinate contract tree work.
  - Trim trees away from walkways and signs.

Tree Care

FACT: There are approx. 2,871 trees in the district...this does not include the ones in the open space areas

PRESENT

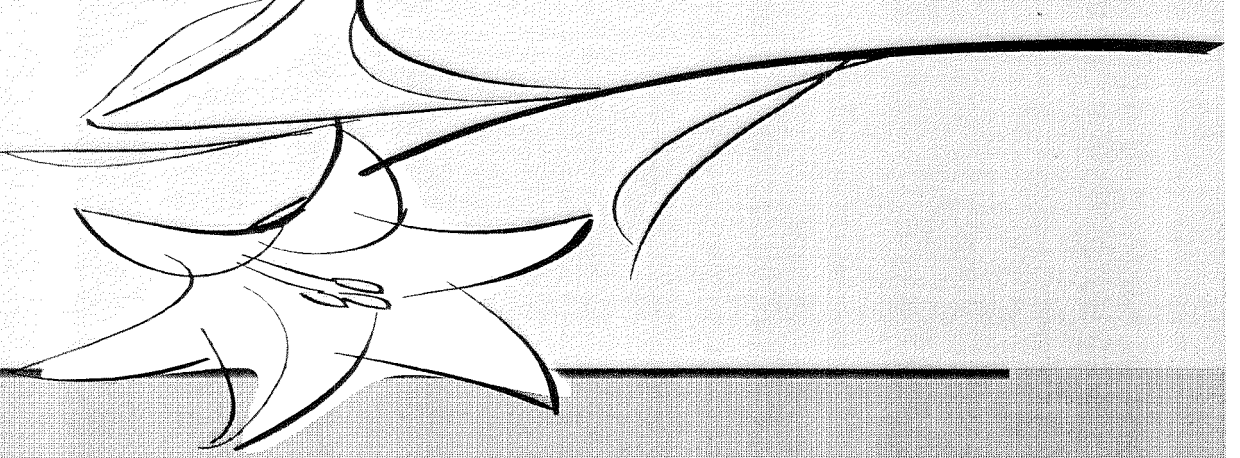
- Contract major trimming
- Minor trimming in house
- $5,000 more for trimming
- $15,000 total

FUTURE

- Contract tree trimming
- Median trees pose a challenge
- Open space trees
- Seek additional funding

- Trim for safety 1st
- Trim street trees 2nd
- Trim open space 3rd

Annuals



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

Fertilizing

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

Pre-emergent
2 Times a Year

Less Spot Spraying

Less Hand Pulling

Reduced Labor Cost

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 twice a year.
- Pull weeds over 1 foot as time permits.
  - Control weeds located in the landscape areas
  - Spray pre-emergent in landscape areas.
  - Hand-pull any weeds over one foot.

Trails

- 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 6 times a year.
- Cut down weeds along sides of trails 2 times a year.
  - Clear trails of all weeds and debris.
  - Repair trail headers.
  - Replace ¼ by dust.
  - Repair signage.

All Trails Lead to....

PROBLEMS

- Overall condition of trails
- Lack of past maintenance
- Will funding be sufficient with trails in their current state?
- Which trails are priority

SOLUTIONS

- Create a detailed standard
- Create a criteria to establish priority
- Contract out deferred maintenance
- Utilize replacement fund monies to fund repairs
- Create trail maintenance and inspection log

Open Space

Business as Usual

- Cut weeds once 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.
  - Cut weeds along major trails and creeks to three inches in height.
  - Cut weeds 30 feet from fence lines in District to three inches in height.
  - Remove noxious weeds from Oakhurst open space.
  - Coordinate weed abatement and noxious weed contracts.
- Standards for fire breaks may be increased!!!

Fire Breaks
vs
Weed Abatement

Fire Breaks

- Cut weeds 30' from fence lines
- Disc fire breaks on hillsides
- Cut weeds 30' from roadsides
- Fire breaks are mandatory

Weed Abatement

- Cut weeds along trails and creeks
- Cut weeds in open space areas
- Spray weeds along trails
- Noxious weed control

$20,000 Replacement Fund

Priorities

TRAILS…Low priority = Years of neglect (Trails need to be put on fast track to meet regular maintenance funding)

IRRIGATION…Specific to newly planted areas (New plantings need system evaluations for proper coverage)

TREES…Median Tree replacement (Highly visible landscape canopy)

HARDSCAPE…Brick…Bark…Boulders (Areas where we see wasted resources.)

PLANTINGS…Bushes and Shrubs (All plantings should be based on a model planting criteria)

1st Year Goals and Objectives

- Monitor time and labor spent trimming.
- Identify and repair all irrigation sprinklers and valves.
- Complete trail inspection list.
- Create log books for all district tasks.
- Create journal to record the transition
- Utilize temporary employees to maximize crew size.
- Create education and training plan for new positions and hires.
- Purchase irrigation and spray truck.
- Complete irrigation parts inventory.
- Equipment inventory and evaluation.

Propose New budget 2007/08		196.77 Standard budget	
Full Time Employees	240,040	Full Time Employees	327,968
Temporary Employees	108,000	Temporary Employees	93,600
Supplies*	38,000	Supplies*	38,000
Gas & Electricity	26,240	Gas & Electricity	26,240
Water Service	185,000	Water Service	185,000
Equipment Maintenance	12,123	Equipment Maintenance	8,503
Vehicle Maintenance	8,092	Vehicle Maintenance	8,092
Vehicle Gas & Oil	8,247	Vehicle Gas & Oil	8,247
Other Prof. Services**	90,852	Other Prof. Services**	90,852
CERF Charges	12,936	CERF Charges	12,936
Property Tax Administration	3,500	Property Tax Administration	3,500
Transfer General Fund	26,970	Transfer General Fund	26,970
New Trucks***	70,000	New Trucks	
Replacement Fund	20,000	Replacement Fund	20,000
TOTAL	**850,000**	**TOTAL**	**849,908**

***Supplies**

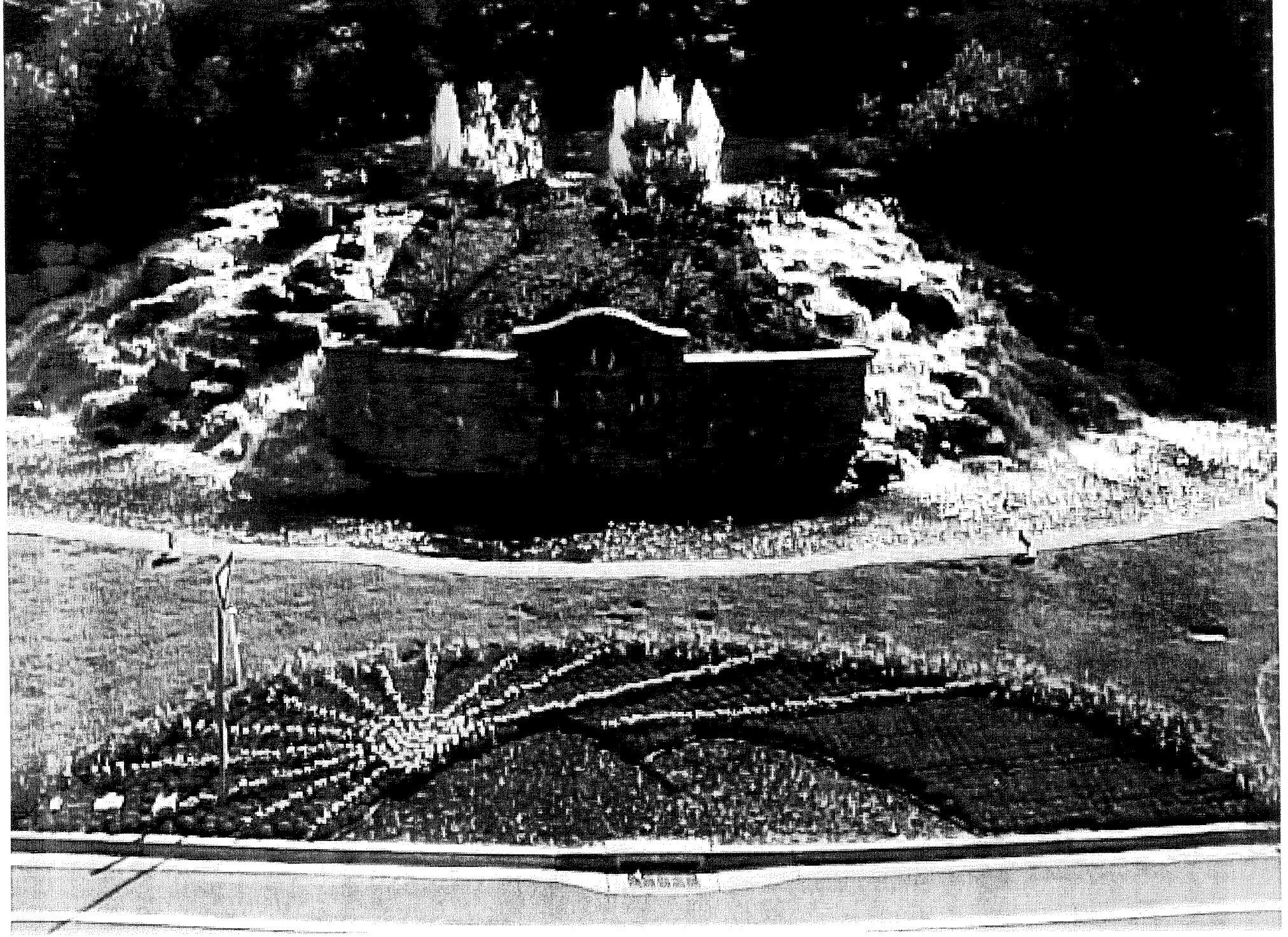
Herbicides	13,720
Fertilizer	5,000
Irrigation	15,000
Misc. supplies	4,280

****Other Professional Services**

Weed Abatement	31,600
Noxious Weed Control	27,850
Water Feature Service/pump repair	16,402
Tree trimming	15,000

*****New Trucks**

F-450 Irrigation Truck	45,000
F-250 Spray Truck	25,000



Agenda Date: 08-13-07

Agenda Item: 4 (b)

Gary Napper

From: Kndbass@aol.com
Sent: Sunday, July 29, 2007 4:28 PM
To: bckpckdan@comcast.net; gnapper@ci.clayton.ca.us
Cc: jerrykosel@earthlink.net
Subject: T & LC: Aug Meeting

Dan and Gary,

I would like to suggest that there are Outreach items which warrant discussion at our next meeting. Maybe they do not belong in the Agenda per se, but they definitely are important enough that they should be addressed.

I strongly feel that they need to be discussed in August , primarily because we have so few meetings. The topics include:
the updated brochure, an Oktoberfest booth, (Oktoberfest is the first weekend in October.) and an Outreach meeting this fall. (Last year, as you may recall, it was in October.) There are other Outreach projects that I would like to explore at some point, but those are probably the most important ones.

I personally am in favor of those three in theory, but as we all know, they all require a lot of co-operative planning and effort. I think that we should try to guage the motivational level of committee members and try to assess if they are "up" for this again, before any of us go forward.

One important question I feel we must ask ourselves is," What is the smartest way to use the time, talent, and energy of committee members ?"

I realize that the committee will be wrestling with several pressing issues, such as funding, landscape priorities, etc. However, if we all agree that one of T & LC 's objectives is to keep the public engaged, then we must consider these and other Outreach issues, while we address the needs of the Landscape District this fall.

Hope we are "on the same wavelength",

Candace

Get a sneak peek of the all-new AOL.com.

Agenda Date: 08-13-07

Agenda Item: 4(c)

2007 REVISED MEETING SCHEDULE
TRAILS AND LANDSCAPING OVERSIGHT COMMITTEE

2ND MONDAY DATE	LOCATION
AUGUST 13, 2007	Clayton Library Meeting Room
SEPTEMBER 10, 2007	Clayton Library Meeting Room
OCTOBER 8, 2007	Clayton Library Meeting Room
NOVEMBER 12, 2007 *(Veterans' Day)*	Clayton Library Meeting Room
DECEMBER 10, 2007	Clayton Library Meeting Room
JANUARY 14, 2008	Clayton Library Meeting Room

Agenda Date: 08-13-07

Agenda Item: 4 (d)

Gary Napper

From: Gary Napper [gnapper@ci.clayton.ca.us]
Sent: Tuesday, June 26, 2007 1:58 PM
To: John Johnston (jjohnston@ci.clayton.ca.us); Mark Janney (mjanney@ci.clayton.ca.us)
Subject: TLC Chairman comment
Attachments: irrigation heads taken off lydia lane area (4.79 KB)

Victor,

We can place an item on the agenda to discuss this situation. Looking forward, I anticipate that the priorities that staff will be bringing to the Committee in the next few months will identify areas that are subject to repeated vandalism, and possible solutions. At that time we will have an opportunity to recommend long term solutions, where needed.

dan

Gary Napper

From: Laura Hoffmeister [lhoffmeister@ci.clayton.ca.us]
Sent: Tuesday, June 26, 2007 10:44 AM
To: 'Mark Janney'; John
Cc: gnapper@ci.clayton.ca.us
Subject: irrigation heads taken off lydia lane area

Lydia Lane small median at park entry – neighbor reports that about 10 irrigation heads have been removed in this area...he said that most of his along the curb line on his property also had them removed over the last couple of days. He knows that it is likely kids causing this to happen –
Would like to have maintenance replace ASAP as there are gyser fountains going and water is not going into the planting area but down the drain

Laura Hoffmeister
Asst. to the City Manager - City of Clayton

LHoffmeister@ci.clayton.ca.us

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Clayton CA 94517

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