



AGENDA

REGULAR MEETING

* * *

TRAILS AND LANDSCAPING COMMITTEE [CITIZENS OVERSIGHT COMMITTEE]

MONDAY, NOVEMBER 19, 2007

7:00 p.m.

*Library Meeting Room
Clayton Community Library
6125 Clayton Road,, Clayton, CA 94517*

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

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 ***

NOVEMBER 19, 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. Copy of new Brochure for the Landscape Maintenance District.
2. Article from California City News about irrigation irritations for cities.

(b) Approval of Action Minutes from the Committee meeting of October 8, 2007.

(c) Financial Report of the Landscape Maintenance District revenues and expenditures through 30 September 2007 (1st Quarter – FY 07-08).

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. CONTINUED BUSINESS

(a) Status of Committee recommendation for use of donated monies for infill planting of Columbia Sycamore trees in the Clayton Road median near the Atchinson Stage Road intersection (Jeffry Ranch Civic Assoc. & PAC funds).

(b) Determination of Committee's response regarding Council Member Shuey's inquiry from citizens as to why the Clayton Fountain does not now operate on weekends and should it be funded to do so?

5. **ACTION ITEMS**

- (a) Sub-Committee report on the parameters of a possible "Adopt-a-Trail" Program.
- (b) Consideration of Committee's sponsorship of the "Clayton Cleans Up" annual event as part of its Public Outreach and District improvement programs.

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

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

- (a) Assignment of Committee Report to the City Council at its November 20, 2007 meeting.
- (b) Future Agenda Items and Committee Member communications.

8. **ADJOURNMENT**– The Committee's next regularly-scheduled meeting is Monday, December 10, 2007 at 7:00 p.m. In Endeavor Hall.

#

A NEW MISSION Beginning 2007/2008

YOUR new Trails and Landscaping Committee (TLC) consists of community volunteers: neighbors, friends, business partners, and residents of Clayton. The Committee began its new mission in August of 2007 to help the City implement the voter-approved plan to manage the current and future needs of the Landscape Maintenance District.

As the oversight committee, the TLC provides short-, mid-, and long-term implementation guidance to the City Staff and City Council regarding the spending of Measure 'B' funds within the Landscape Maintenance District.

In the coming months and years, you will begin to notice the prudent visual & aesthetic improvements that your tax dollars will make possible under Measure B.

However, in addition to what you will "see" in the District, there will also be functional, structural and process-oriented improvements which will

yield long-term cost-savings and equity within the District. The future will be an exciting time for the District and the City.

The TLC in Action!

The Trails and Landscaping Committee meets the 2nd Monday evening of the month (7:00 pm) at the City Library. Residents of Clayton are invited to attend these meetings to hear what is being proposed, to provide input and to get your questions answered.

Meeting agendas are posted at: City web site at www.ci.clayton.ca.us; City Hall, 6000 Heritage Trail; Clayton Library, 6125 Clayton Road; Ohm's Bulletin Board, 1028 Diablo Street.
Please direct any questions or concerns to the City via its website or address above.

Your Trails and Landscaping Oversight Committee Members

Candace Bass, JoAnn Caspar,
David Disend, Victor Geisler,
David Johnson, Jerry Kosel,
Kelly Marshall, Dan
Richardson, Virginia Siegel,
Bill Vineyard.

Agenda Date: 11-19-07

Agenda Item: 2(a) 1.

AFTER MEASURE 'B'



NOW THAT MEASURE 'B' PASSED, WHAT CAN YOU EXPECT?

Thanks to overwhelming support of Clayton voters, funds are now approved to keep your landscaping and trails maintained. With your passage of Measure 'B' there is an initial annual assessment of \$197, a much needed increase. The City Maintenance Department will receive new funds by December 2007, once property tax bills are paid.



WHAT ARE THE STANDARDS & PRIORITIES?

CRITICAL STANDARDS

1. FIREBREAKS ARE MANDATORY.
2. WEEDS ARE NOW CUT ALONG MAJOR TRAILS AND CREEKS TWICE, YEARLY.
3. TREES ARE TRIMMED FOR SAFETY, FIRST.
4. IRRIGATION BREAKS ARE REPAIRED, AS NEEDED.
5. PUBLIC LANDSCAPE IS TRIMMED TWICE, YEARLY.
6. TRAIL REPAIR AND INSPECTION OCCURS YEARLY.
7. LANDSCAPED AREAS ARE NOW FERTILIZED YEARLY.
8. THE COMMITTEE NOW HAS \$20,000 EACH YEAR TO TARGET DISTRICT IMPROVEMENTS.

TLC'S NEW STRATEGIC FOCUS

- A. TAKE CARE OF WHAT WE HAVE BEFORE WE PLANT SOMETHING NEW!
- B. REMOVE UNWANTED EXPENDITURES AND CONTROL COSTS WITH STRICT OVERSIGHT.
- C. CREATE EQUITY IN THE DISTRICT.
- D. IMPLEMENT COST-EFFECTIVE MEASURES TO IMPROVE IRRIGATION INFRASTRUCTURE AND FUNCTIONS.
- E. INVEST IN IMPROVED EQUIPMENT AS A MEANS TO INCREASE MAINTENANCE EFFICIENCY AND EFFECTIVENESS.
- F. IMPLEMENT SEASONAL AND SITUATIONAL-BASED LABOR MANAGEMENT INITIATIVES.



Photos courtesy of Steve and Julie Pierce

HOW CAN YOU HELP YOUR LANDSCAPE DISTRICT?

- *Report* any District issues to the City Maintenance or to one of your TLC representatives--especially when safety is involved!
- *Stay informed.* Attend a TLC Meetings, held at 7 p.m., the second Monday of each month in the Library Meeting Room.
- *Be responsible* for your own litter and for your pet's waste when using the trails.
- *Become an active Partner* - adopt one of Clayton's trails. Let us tell you how!
- *Enjoy the scenery* while you take a walk, go for a stroll, or ride your bike. This is your community and your District. These assets are what make Clayton so unique.

* * * * *

The Trails and Landscape Committee is receptive to joint ventures with other civic and community organizations in its continuing effort to improve the appearance of your Landscape District.

Agenda Date: 11-19-07
 Agenda Item: 2(a)2.

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October 28, 2007

Irrigation irritations plague cities

By Deborah Schoch
Los Angeles Times Staff Writer
 October 27, 2007 12:00 AM

When Long Beach launched tough watering restrictions last month, city officials asked residents to report leaky sprinklers and other wasteful water practices. So far, 428 complaints have been logged, 83 of them targeting leaking sprinkler systems in city parks, street medians and along freeways.

In call after call, citizens asked: Why are public sprinklers spewing water across sidewalks? Why do sprinklers run in parks at times that residents are barred from watering their own lawns? Why do some freeway sprinklers water in the rain?

As drought-conscious Southern California cities urge water conservation during a record dry year, municipal- and state-owned sprinklers can offer an all-too-visible waste that sends millions of gallons of drinking water down the drain or evaporating into thin air.

Cities throughout the region and Caltrans said their errant sprinklers pose an embarrassing quandary.

But upgrading public irrigation systems is so expensive that most can only aim for piecemeal improvements.

"When people hear a message from the government, telling them to conserve, and they see the government wasting huge amounts of water, it makes people very cynical," said Matthew Lyons, planning and conservation director at the Long Beach Water Department. "It sends the wrong message."

Large cities with antiquated systems are struggling to solve irrigation problems, while others have made progress:

* Los Angeles and Long Beach have been slow to fix some of the oldest sprinkler systems in the region. L.A. simply caps many of its broken sprinkler heads because it can't keep up with the repairs. Long Beach estimated that citywide repairs would cost at least \$40 million.

* Anaheim has added a modern, \$1.5-million centralized system in city parks and other landscaped areas that is expected to reduce irrigation water use by 15% to 20%.

* Santa Ana has placed modern sprinkler systems on its new street medians and is keeping close watch over faulty sprinklers, said Mary Gonzales, project manager at the city's Public Works Agency. "If it's broken, we replace it," Gonzales said.

* Riverside has been installing "smart sprinklers" since the 1960s, and they

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now operate in about 60% of its 56 parks, said principal park planner Robert Johnson.

* San Diego recently upgraded part of the Mission Bay Park sprinkler system. Balboa Park sprinklers are partially automated, and all new parks are on automatic systems, said Parks and Recreation Director Stacey Lomedico.

* Only a fraction of reclaimed water is used by the largest of cities and Caltrans because of the high cost of running pipes to antiquated sprinkler systems.

In Los Angeles, for instance, only 1% of all city water is reclaimed. Only 5% of water used by Caltrans for freeway irrigation is reclaimed.

In Long Beach, 8% is reclaimed.

Although modernized irrigation systems save a city water and money in the long run, the initial investment can be daunting.

A computerized "smart" system, which can detect weather conditions and adjust water usage accordingly, can reduce water use by 20% to 40%, said Rick Capitanio, vice president of sales at California Sensor Corp., a Carlsbad-based firm that makes such city systems.

His system, however, does not include new pipes and other equipment, he said.

"That," he said, "is going to cost a lot of money."

Some water experts say that it might be time to stop growing grass on median islands and replace it with drought-resistant plants.

"It's very difficult to come up with an efficient irrigation system for a long, narrow lawn. It's crazy to even try," said Rick Soehren, chief of the Office of Water Use Efficiency and Transfers at the state Department of Water Resources.

He believes that cities should invest in conservation-minded landscaping because the sight of leaking sprinklers along streets and freeways "sends a message to so many people."

But without funding for costly systems, most cities can only undertake small projects.

Most of the Los Angeles irrigation systems, installed in the 1950s and 1960s, lack weather-sensitive controls, soil moisture sensors and water-stingy sprinkler heads -- the very equipment that cities are urging residents to install.

Modern sprinkler systems in city parks could save enough water to serve about 4,774 households, according to calculations based on Department of Water and Power statistics.

About 75% of the sprinklers on the city's 330 acres of landscaped median islands are leaky, broken or capped largely because cars have run over them, a public works official said.

In the past five years state-of-the art sprinklers have been installed on about 35 acres of medians, but there are no plans to replace the entire median system.

So-called smart irrigation controllers have been installed at 35 of Los Angeles' 400 parks and plans call for 45 more parks to be outfitted next year, officials said.

"Our goal is that every irrigation system in every park will be on weather-smart irrigation," said Michael Shull, superintendent of planning and development for the city Department of Recreation and Parks.

"We have a goal to reduce our water usage over the next five years by 25%."

Local cities have no control over some of the most high-profile leaking sprinklers in the state -- those along state freeways maintained by Caltrans, which oversees the broadest expanse of landscaping of any entity in California.

Caltrans is not required to comply with water restrictions in Long Beach or other areas, spokeswoman Jeanne Bonfilio wrote in an e-mail.

"The state is not bound by city regulations, however Caltrans waters at night whenever and wherever possible," she stated.

The number of sprinklers that can run at one time depends on water pressure, however, "and sometimes this means that some sprinklers go on during other hours of the day."

A July 2006 Caltrans policy manual states, "Caltrans should comply with local agencies' water conservation guidelines for watering times and use.

During drought conditions, it is important to find out the local agencies' watering practices [and] recommendations."

Caltrans has been using water-conservation methods since the 1980s, reducing its water use with new equipment such as seasonal and programmable timers, Bonfilio said.

All landscaping since the 1990s, she wrote, has featured drought-resistant plants.

Last month, the Metropolitan Water District board approved \$15 million to help area cities install more water-stingy equipment and conduct audits.

But in Long Beach alone, a city study in 2001 estimated that it would cost \$40 million to replace the entire irrigation system at its 110 parks and 169 acres of street medians.

City officials estimate that a new system could save enough water to serve 904 households for a year.

Some valves on the city's median islands are so old that maintenance workers are forced to drive by to turn them on by hand, one by one -- leaving them spouting and then circling back to shut them off, one by one.

While many modern systems automatically shut down leaking lines, Long Beach officials must rely on reports from employees or irritated residents, said Thomas A. Shippey, manager of maintenance operations for the city's parks.

"I'm glad people are calling," Shippey said.

"I just wish they weren't so angry with me."

deborah.schoch@latimes.com

ON LATIMES.COM

Help identify scofflaw, broken or leaking public sprinklers in your community by posting any problems you see in city parks or on street medians and freeway landscaping. Include location and time of sighting. Go to

<http://mail.cacities.org/exchweb/bin/redirect.asp?>

[URL=http://www.latimes.com/sprinklers](http://www.latimes.com/sprinklers)

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ACTION MINUTES

Agenda Date: 11-19-07

REGULAR MEETING TRAILS AND LANDSCAPING COMMITTEE [CITIZENS OVERSIGHT COMMITTEE]

Agenda Item: 2(b)

OCTOBER 8, 2007

1. COMMITTEE CALL TO ORDER & ROLL CALL

The meeting was called to order at 7:07 p.m. by Chairman Dan Richardson in the Community Meeting Room of the Clayton Community Gym, 300 Gym Court, Clayton, CA.

Committee Members present: Candace Bass, JoAnn Caspar, David Disend, Victor Geisler, David Johnson, Jerry Kosel, Kelly Marshall (arrived 7:24 p.m.), Dan Richardson, Virginia Siegel, and Bill Vineyard.

Committee Members absent: Jerry Zimmerman (resigned prior to meeting), and Vice Mayor Gregg Manning (ex-officio Member).

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 from the regular Committee meeting of September 10, 2007.*

Motion by Geisler, seconded by Disend, to approve as submitted the Action Minutes.
Motion passed (vote 8-0-1; Kosel – abstain).

3. PUBLIC COMMENTS

None provided.

4. ACTION ITEMS

(a) *Report from the Public Outreach Sub-Committee regarding ombudsman opportunities and action plans for community involvement and feedback.*

1. *Review of draft brochure for community information on District.*

Committee Member Bass reported on the Sub-Committee's recent meetings and its effort to draft a replacement brochure for the public regarding the Committee's and District's work plans following passage of Measure B. The draft brochure was in the Agenda Packet and committee members offered various suggestions for improvements and clarity. Vice Chairman Geisler, a member of the Sub-Committee, noted the brochure is to be a blueprint of the Committee's goals for the first year. Chairman Richardson suggested inserting guiding principles and values of the Landscape Maintenance District and the citizens committee.

After reviewing numerous suggestions for editing, phraseology and re-ordering of focus points, it was agreed committee members would further review the draft brochure and then email additional ideas and input to Vice Chairman Geisler. The Sub-Committee and City staff would then finalize the brochure and place it on the agenda for official approval by the whole Committee.

5. ACTION ITEMS

- (a) *General discussion of Committee's oversight responsibilities and boundaries, and member's expectations of duties and involvement, for the Citywide Landscape Maintenance District.*

Chairman Richardson requested the Committee take up Agenda Item 5(a) at this time as it dovetails well with the Committee's discussion on the draft brochure and overall direction of the Committee. He posed the question as to the purpose of the Committee and asked that each member comment on their individual expectations, area of involvement and particular interest.

Committee Member Siegel offered she is particularly interested in the volunteer events and efforts the Committee could produce to engage the community in its personal investment in the Landscape District and appearance. Committee Member Disend noted he wishes to channel the Committee's energies forward in its stewardship of the District, a "can do" attitude and function, and he believes we spend a lot of time going over past things. Committee Member Caspar expressed interest in helping in the field (plantings) and to assist in organizing things to be done, what to get rid of, organize priorities, and get the Fountain operating more frequently.

Committee Member Marshall said she is interested in implementing the overall vision and direction of the District, what it can and should look like, and getting water efficiencies installed. She is not interested in griping about what needs to be done. We are a steering committee and City staff as the experts comes to us with recommendations and we react accordingly. The visioning part is done; the Committee must shape the District for the future and make Clayton a model city. Committee Member Vineyard noted he was on the original Visioning Sub-Committee and that is his interest as well, the overall vision and make the landscaping look nice. He desires quarterly trimmings throughout and does not want to micro-manage staff and details. Committee Member Bass likes the public outreach component of the workload, organizing things and working with people. We must keep the public engaged now that the Ballot Measure has passed. Committee Member Kosel affirmed the committee is advisors and staff is the experts. We also owe it to the public to communicate with them as to the progress and achievements of the District.

Vice Chairman Geisler indicated that as far as this landscape work is concerned he is a generalist; the skills he offers are the organization, strategy, and leadership end of things. His specialty area, or passion, is trails and he also likes the Clayton Fountain. Committee Member Johnson commented he likes jobs to do, and he needs clearer vision of the committee in order to answer the questions of his neighbors as to "What do you do – what have you done?" on the Committee. He wants and sees a need to point out things in the District that staff must take care of, and would like to see a regular portion of the Agenda dedicated for committee members to address specific areas in the field requiring the attention of Maintenance staff.

Chairman Richardson summarized that he thought this discussion was useful in order for each member to be more familiar with the motivations and interests of fellow committee members; he was encouraged by the diversity of Committee interests and skills, and that there is enough work

to accomplish for everyone. Chairman Richardson then said this was as good a time as any to announce his resignation from the Committee, effective December 2007. He has thought about his continued involvement since the passage of Measure B, shared conversations with the City Manager on the subject, and believes it is now useful for the Committee to have a change in leadership. He also noted his pending resignation, coupled with the resignation of Committee Member Zimmerman tonight, will attrition the Committee's membership to a more workable number of nine (9).

4. CONTINUED BUSINESS

(b) *Continued discussion of possible ideas for Landscape District improvements using monies donated by the Clayton community.*

1. *Maintenance Staff report on projected expense to remove and replace vandalized trail markers along Cardinet Trail, and Committee recommendation to the City Council.*

Maintenance Supervisor Mark Janney reviewed the staff report outlining possible uses for the donated monies:

- A. \$ 500.00 received from Ted Sudderth.
- B. \$ 670.34 received from former Jeffry Ranch Civic Association.
- C. \$2,726.63 received from "Yes for Clayton Landscape Maintenance" PAC.

The Committee discussed the merits of each suggestion and the restricted use of the donated monies. Committee Member Disend noted it is important we notify the donors when the actual use has been decided and has been implemented.

Motion by Geisler, seconded by Bass, that the Committee recommends the \$500 donation by Mr. Sudderth be spent on removal and replacement of three (3) damaged trail markers on Cardinet Trail between Westwood Park and the Keller Ranch House.

Motion approved (10-0 vote).

The Committee noted the advantage of combining the old Jeffry Ranch Civic Assoc. monies with the PAC donated funds to create sufficient resources to replace lost median trees in the landscape median located north and south of the Atchinson Stage Road intersection (the entryway to the Jeffry Ranch subdivision). The Committee agreed to communicate this idea with the PAC to receive its permission before proceeding with an official vote. This Agenda item was therefore continued to the Committee's next meeting.

(c) *Referral to Committee regarding Council Member Shuey's inquiry from citizens as to why the Clayton Fountain does not now operate on weekends and should it be funded to do so?*

City Manager Napper noted this item is a carry-over discussion from the Committee's meeting of September 10th and that the City Council is still awaiting the Committee's collective memory and response before moving forward with its determination. The Committee reiterated its dialogue from its last meeting, and Chairman Richardson agreed to draft a response to the City Council for the Committee to review and approve at its next meeting.

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

- (a) *Letter from CD Federal Credit Union (Concord, CA) expressing interest in an "Adopt-a-Trail" Program.*

The Committee discussed the letter from this credit union and the possibilities of embarking on an exciting opportunity to establish a workable adopt-a-trail program. Issues of standards and signage were briefly noted as items requiring further development and research. A sub-committee was formed to meet and research the parameters of such a program and to bring back ideas for the Committee to discuss at its next meeting.

Volunteering for the sub-committee were Committee Members Disend, Marshall and Siegel.

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

- (a) *Assignment for Committee Reports to the City Council at its October 16, 2007 meeting, and to the Clayton Business & Community Association (CBCA) at its Thursday, October 25, 2007 meeting.*

Chairman Richardson offered to present the Committee Report to the City Council, and Committee Member Caspar agreed to provide a report to CBCA.

- (b) *Future Agenda Items.*

None.

8. **ADJOURNMENT**

Upon call by Chairman Richardson, the meeting adjourned at 9:00 p.m.

APPROVED BY THE COMMITTEE

Dan Richardson, Chairman

Minutes prepared by:

Gary A. Napper
City Manager

#

Run date: 11/03/2007 @ 16:05

Bus date: 07/31/2007

City of Clayton

Revenue/Expense by Fund

Agenda Date: 11-19-07

Select...: XXXX-XXXX-XX.X.X-XXX

Agenda Item: 2(c)

GLRVEX2.L02 Page 26

210 Landscape Maintenance CFD

Description	Period to date	Year to date	Fiscal year thru period ending 09/30/2007		
	Actual	Actual	Year to date Budget	% Used	Budget Variance
4604 Clayton LMD Assessment	.00	.00	850,000.00	.0%	(850,000.00)
Total Revenue	.00	.00	850,000.00	.0%	(850,000.00)
7111 Regular Salaries	40,309.88	40,309.88	162,950.00	24.7%	122,640.12
7112 Temporary Salaries	28,262.50	28,262.50	96,797.00	29.2%	68,534.50
7218 Life and LTD Insurance	555.46	555.46	2,137.00	26.0%	1,581.54
7220 PERS Retirement	7,233.61	7,233.61	32,949.00	22.0%	25,715.39
7231 Workers' Compensation	5,757.82	5,757.82	7,542.00	76.3%	1,784.18
7232 Unemployment Compensation	.00	.00	1,610.00	.0%	1,610.00
7233 FICA and Medicare	2,340.90	2,340.90	9,640.00	24.3%	7,299.10
7246 Benefit Insurance	9,317.22	9,317.22	34,415.00	27.1%	25,097.78
7311 General Supplies	.00	.00	38,000.00	.0%	38,000.00
7316 Landscape Supplies	769.93	8,386.03	27,328.00	30.7%	18,941.97
7335 Gas & Electricity	3,915.21	6,455.96	26,240.00	24.6%	19,784.04
7338 Water Services	35,194.35	35,194.35	185,000.00	19.0%	149,805.65
7342 Machinery/Equipment Maintenance	.00	.00	12,123.00	.0%	12,123.00
7343 Vehicle Maintenance	.00	.00	8,092.00	.0%	8,092.00
7344 Vehicles: Gas, Oil & Supplies	.00	.00	8,247.00	.0%	8,247.00
7381 Property Tax Admin. Costs	.00	.00	3,700.00	.0%	3,700.00
7419 Other Professional Services	650.00	5,605.00	100,252.00	5.6%	94,647.00
7485 Capital Equipment	.00	.00	59,508.00	.0%	59,508.00
7486 CERF Charges/Depreciation	.00	.00	12,936.00	.0%	12,936.00
7615 CCC Property Tax	.00	.00	892.00	.0%	892.00
8101 Transfer To General Fund	2,247.50	6,742.50	26,970.00	25.0%	20,227.50
Total Expenditure	136,554.38	156,161.23	857,328.00	18.2%	701,166.77
Excess Revenue over (under) Expenditures	(136,554.38)	(156,161.23)	(7,328.00)	131.0%	(148,833.23)
Ending Fund Balance	(136,554.38)	(156,161.23)	(7,328.00)	131.0%	(148,833.23)

Agenda Date: 11-19-07

Agenda Item: 4(a)

**NO WRITTEN
MATERIALS
FOR THIS
AGENDA ITEM**

Agenda Date: 11-19-07

Agenda Item: 4(b)

WATER FEATURE COST

(JANUARY 2007)

All options include the following services:

- | | |
|---|--------------|
| • Drain and clean ponds two times a year | \$3,000 year |
| • Repair lights and over see contact work(city staff) | \$2,500 year |
| • Monthly contract maintenance of water feature | \$8,897 year |
| • Repair of pumps and equipment | \$4,500 year |

All options include the following operations:

- Running lighting daily 6 hrs a day
- Running filter pump daily 12 hrs a day
- Running water fall and geyser pumps

OPTIONS

- | | | |
|--|----------------------|-----------------------|
| A. Running on Weekend and Holidays* | \$44,479 year | \$10.29/parcel |
| Proposed operation schedule: Friday 2-8pm
Saturday 8am-8pm Sunday 8am-8pm | | |
| B. Running Daily 12 hours a day | \$73,245 year | \$16.94/parcel |
| Proposed operation schedule: Daily 8am-8pm | | |
| C. Running Daily 18 hours a day | \$96,588 year | \$22.34/parcel |
| Proposed operation schedule: Daily 6am-12am | | |

Electrical costs were based on past bills at an average cost of .26 cents per kilowatt

* Holidays are as follows: Eve/New Years, Art and Wine, Memorial Day, Fourth of July, Labor Day, Oktoberfest, Halloween Parade/Ghost Walk, Veterans' Day, Eve/Christmas.

BALLOT MEASURE
MEASURE B – JUNE 2007

Shall a new Community Facilities District 2007-1 (Citywide Landscape Maintenance District) be funded to replace the expiring District for a period of 10 years to operate and maintain public roadway landscaping, trails system, open space weed abatement and related costs, with an annual levy of a special tax in the initial amount of \$196.77 per residential parcel and per non-residential acre or fraction thereof, and with an initial yearly appropriations limit of \$850,550?

What will Measure B do?

Maintenance Task	Current Standard	Measure B Standard
Trim Shrubs	Once every 18 months	Twice per year
Irrigation inspection sprinkler adjustment & repair	As required and funds allow	Full time irrigation technician
Turf Mowed	Once every 2 weeks	Once every 2 weeks
Trim trees	As safety demands	Added annual funds
Landscape replaced	None	Annual funds included
Fertilization	None	Once per year
Trails – weed & repair	Weed yearly-no repairs	Weed twice per year Add trail repair program
Open Space: Fire breaks weed abatement	Once per year	Once per year

For Detailed Information go to www.ci.clayton.ca.us

We Support Measure B

We recommend Measure B to replace the current Clayton Landscape Maintenance District which expires in June 2007.

These critical landscape services have always been funded through a special district tax.

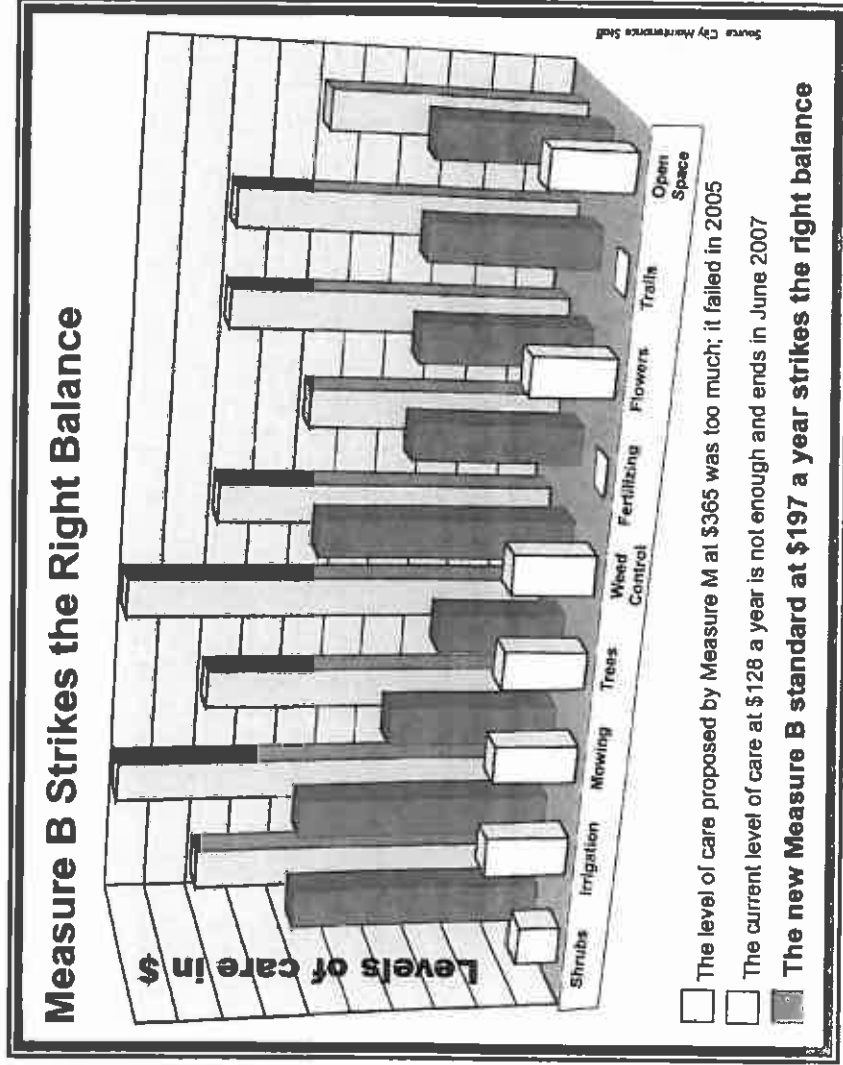
For over three years, a group of our neighbors served on an advisory committee to analyze the current District's successes and shortfalls. Their goal was to recommend to our community a new District to replace the one now expiring. They established priorities and proper levels of landscape care. Measure B is the result of their efforts.

With your support of Measure B, this group and other volunteers will continue to serve as a District oversight committee. They will advise the City Council and staff concerning the annual District budget and provide a public forum for Clayton residents.

We strongly believe in keeping and improving the appearance and condition of our trails, roadway landscaping, management of open space and annual weed abatement. These services are essential to maintaining Clayton's unique identity and preserving our property values.

We deserve community scenery we can be proud of. We deserve the increased safety and peace of mind that an adequately funded Landscape Maintenance District will provide.

**Please vote
“Yes”
on Measure B**



- ☐ The level of care proposed by Measure M at \$365 was too much; it failed in 2005
- ☐ The current level of care at \$128 a year is not enough and ends in June 2007
- ☒ The new **Measure B standard at \$197 a year strikes the right balance**

LANDSCAPE DISTRICT BUDGET
FISCAL YEAR 2007-08

A. REVENUE BUDGET 2007-08

\$ 850,550.00

B. EXPENDITURE BUDGET 2007-08

210	Proposed Budget 2007-08	
7111	1- Supervisor	\$100,848
7111	0-Maintenance Worker II	
7111	2-Maintenance Worker I	139,192
7112	4-Temp. Worker	108,000
7311	Supplies*	38,000
7335	Gas & Electricity	26,240
7338	Irrigation Water	185,000
7342	Equipment Maintenance	12,123
7343	Vehicle Maintenance	8,092
7344	Vehicle Gas & Oil	8,247
7419	Other Prof. Services**	90,852
7486	CERF Charges	12,936
7615	Property Tax Administration fee to County	3,500
8101	District Admin. fees	26,970
	New Trucks***	70,000
	Landscaping Replacement	20,000
	TOTAL	\$850,000

***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

Note: Labor expenses are total compensation (wages *plus* benefit costs)

Agenda Date: 11-19-07

Agenda Item: 5(a)

ADOPT-A-TRAIL

1. **Trails map divided up into reasonable proportions and labeled/identified.**
(committee member(s) and staff)

2. **Find volunteers.** (Annual, 5 years or permanent?)

Brochure or Fact Sheet – see samples

Application/Agreement – see sample

*Post info on the city website and in city hall

*Brochures/fact sheets posted at the library and,

In businesses downtown (Consider these business as potential adopters)

In businesses at the Clayton/Ygnacio Valley intersection— (Consider these businesses as potential adopters)

By mail to all other business owners in Clayton

In all schools

*Announcement of the program in the Pioneer

*Info to be shared with Rails-to-Trails Conservancy

*Once a few adopters come forward, pitch story to CC Times

*Introductory letter sent to and encouraging participation in the program and word-of-mouth marketing:

local churches,

service groups and clubs,

homeowners groups in Clayton

3. **Recognize volunteers**

*Signs - Paul from Sign-A-Rama recommends a metal sign that can be bolted to a metal post. We could put a hole in the end of the bolt for a padlock. That might discourage theft and would be replaceable when the owner of the section changes. This type of sign would be about \$150.00 for the first one, and 100.00 for subsequent signs.

*t-shirts – can be made to order annually or semi annually

*Costs sign up costs for volunteers might include the cost for T-shirts and signs

4. **Scope of work requirements**

Work with staff to identify list of requirements and prohibited activities

Put a version of Victor's list on line for volunteer groups to report their activities

5. **Accountability/oversight** – committee, staff?



City of Richmond, CA
Public Works, Parks & Landscaping Division

Richmond Greenway Adopt-a-Trail Program **FACT SHEET**

Mission

To develop a working partnership between the Richmond Parks & Landscaping Division and the Richmond community to assist in the ongoing protection, maintenance and beautification of the Richmond Greenway.

Description

The Adopt-a-Trail Program, which will operate under the City's umbrella Adopt-a Trail, Park and Tree Program, will allow community groups to act as stewards for specific segments of the Richmond Greenway. The program will be operated by the Parks & Landscaping Division, with assistance and guidance from Friends of the Richmond Greenway (FORG) and the Richmond Parks Commission. The program will be supported financially by the Parks & Landscaping Division and sponsorships from the Richmond business community.

Adopt-a-Trail Agreement

Groups interested in becoming community adopters will be required to sign an Adopt-a-Trail Agreement, outlining the specific responsibilities and expectations agreed upon between the Adopt-a-Trail group and the Parks & Landscaping Division. Each adopting organization commits to a one-year period of adoption and may renew if desired. Financial sponsors will sign a similar agreement, and will make a two-year commitment.

Recommended Activities

- Pick up trash
- Remove graffiti
- Pull weeds
- Sweeping and raking
- Plant and maintain flowerbeds
- Plant trees
- Monitor and report maintenance needs
- Minor repairs of surfaces and furnishings

What Can Be Adopted

The Richmond Greenway will be divided into the following segments:

1. Garrard Boulevard to 2nd Street (on-street bike lane)
2. 2nd Street to 4th Street
3. 4th Street to 6th Street
4. 6th Street to 8th Street
5. 8th Street to Harbour Way
6. Harbour Way to Marina Way
7. Marina Way to 20th Street
8. 20th Street to 23rd Street

Recognition

Each group that fulfills its Adopt-a-Trail agreement – both community adopters and financial sponsors – will receive an official Certificate of Adoption, an invitation to the Annual Recognition Event, and an adoption sign naming the adopters to be posted at the adopted segment. Community adopters will also receive t-shirts to be worn during their work days.



City of Richmond, CA
Public Works, Parks & Landscaping Division

Richmond Greenway Adopt-a-Trail Program

APPLICATION

Date: _____

Adopt-a-Trail Group: _____

Group Contact: _____

Contact's Mailing Address: _____

Phone Number: _____ Email: _____

Requested Segment to Adopt: _____

Tentative Start Date: _____

Average number of volunteers per work day: _____

STATEMENT OF AGREEMENT

As representative of this organization, I have read and agree to abide by the policies, regulations and safety recommendations as put forth by the City of Richmond Parks & Landscaping Division. I understand that this is an application for the Adopt-a-Trail program and that a representative from the Parks & Landscaping Division will contact me to finalize an agreement. I understand that the Parks & Landscaping Division will make the final determination as to whether a group can participate and the final segment assignment designation. I understand that each volunteer must sign a City of Richmond Parks & Landscaping Division Voluntary Service Agreement and Liability Waiver before participating in the program. Finally, I understand that the Parks & Landscaping Division reserves the right to terminate this agreement at any time.

(signature/date)

Group Coordinator

ADOPT-A-TRAIL WORK PLAN

Proposed Program Plan for: _____
[Insert Segment Name]

Adopt-a-Trail Projects could include but are not limited to the following items, please mark all that apply to your project. This must be approved by the Superintendent of Parks before work can begin.

Suggested Project Items

- | | |
|--|--|
| ☒ Pick up litter and debris (required) | ☒ Monitor/report maintenance needs (req) |
| ☒ Remove graffiti (required) | ☐ Plant trees* |
| ☒ Remove weeds (required) | ☐ Plant and maintain flowerbeds* |
| ☒ Raking and sweeping (required) | ☐ Minor repairs of surfaces/furnishings |
| ☐ Other _____ | |

* The planting of all flowers, trees and other plants must be pre-approved by the Richmond Parks & Landscaping Division. Support for special projects by adopting organizations will be arranged with and approved by the Superintendent.

WORK SCHEDULE

Each group is required to have at least one work day every 2 months (total of 6 per year). Please list tentative dates for each work day. You will be expected to inform the Parks Department of any date changes at least 2 weeks in advance.

Work Day #1 _____	Additional Work Days _____
Work Day #2 _____	_____
Work Day #3 _____	_____
Work Day #4 _____	_____
Work Day #5 _____	_____
Work Day #6 _____	

(signature/date)

Group Coordinator

(signature/date)

Superintendent of Richmond Parks

POLICIES

- The Parks & Landscaping staff will provide necessary trash bags, debris pickup, hauling, specialized tools and equipment in safe zones of work to ensure the success of ongoing tasks.
- Adopting organizations may keep and haul away for resale off site all recyclable trash they pickup.
- Adopters may also perform tasks during special events like Arbor Day or Coastal Cleanup Day.
- No one under the age of 14 may participate without adult supervision. Adults with certain types of criminal history may be bared from participation.
- While performing services at special project sites adopters will conform, at a minimum to the State of California "Standard Specifications" for hours of work, noise abatement, traffic control, erosion control, fire protection and management of materials.
- Parks & Landscaping staff may post signs at adopted locations crediting the organization for services provided. Organizations may also post their own signs with approval of the Superintendent.
- An individual resident or business owner may help plant and /or irrigate a city street tree from their own water system for at least twice a week during warm months for the first three years after planting (*existing form can be provided*). Trees and groves of trees at city parks and trails can also be adopted. Work will conform, at a minimum to the "City of Richmond Urban Forest Management/Master Plan Reforestation Supplement".

(signature/date)

Group Coordinator

(signature/date)

Superintendent of Richmond Parks

Please return application to 3201 Leona Avenue, Richmond, CA 94804

For questions, please contact Anthony Norris, Superintendent of Parks, at (510) 231-3073

How do I get started?

If you have a specific conservation area or trail in mind, let us know. If the trail you choose is available for adoption, we'll get you set up right away. If you want to know which trails are available in a particular area or region, we can help you find one.

Once you've chosen a trail, you will be contacted by the area manager who will set a date that is convenient for you to discuss the requirements and benefits of trail adoption.

To see which conservation areas have trails and for details on those areas, go to www.mdc.mo.gov/trails.

If you are ready to adopt a trail or need more information, contact:

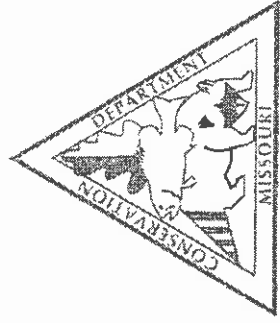
Adopt-A-Trail Coordinator
Wildlife Division

Missouri Department of Conservation
P.O. Box 180,

Jefferson City, 65102-0180

Phone: 573/522-4115, ext. 3636

Email: trails@mdc.mo.gov



Serving nature and you

W00009 11/2007

Adopt A TRAIL

MISSOURI DEPARTMENT OF CONSERVATION

Be a part of this growing volunteer program that helps monitor, maintain and enhance Conservation Department trails across the state.



Adopt-A-Trail



What is the Adopt-A-Trail Program?

The Missouri Department of Conservation's Adopt-A-Trail Program provides opportunities for hikers, bicyclists and equestrians to assist conservation area staff by monitoring, maintaining and enhancing trails and trailheads.

Who can adopt a trail?

Anyone with an interest in trails and the outdoors is welcome to participate. School and youth groups, scout troops, church, community and service organizations, businesses, families, individuals or groups of individuals are all examples of volunteers who are helping preserve trails and provide safe, enjoyable access to the outdoors.



What do volunteers do?

Adopt-A-Trail volunteers assist conservation area staff in managing and maintaining trail systems, but they will not be asked to perform tasks they are uncomfortable doing.

Activities may include:

- ▲ keeping the trail surface free of sticks, rocks and other debris
- ▲ pruning small limbs from the trail corridor
- ▲ cleaning waterbars and drainage ditches
- ▲ clearing debris from benches, bridges, stairs and viewing decks
- ▲ litter clean-up
- ▲ maintaining the trailhead area including parking lot, bulletin board and trail signs
- ▲ reporting trees across the trail, erosion problems, suspicious or illegal activities, vandalism and safety issues

Why should you participate?

Adopting a trail provides an opportunity for you to be actively involved in conservation. Helping to maintain and enhance existing trails improves the resource for all to enjoy. The effort brings trail and nature enthusiasts closer to the environment and their community. Volunteers say they enjoy the time they spend outdoors and the personal satisfaction they gain through volunteering on a conservation trail.

Adopt-A-Trail Guidelines

A trail or trail section must be adopted for a period of one year, renewable annually thereafter upon approval by the area manager. This agreement may be terminated at any time by the volunteer or the area manager.

Volunteers are asked to visit the adopted trail or trail section at least four times a year (approximately once every three months). You choose the days and times you would like to visit the trail. You may wish to check with the area manager prior to your trip to inquire about hunting seasons or other activities that may be scheduled on the area. After each visit, send a written report to the Adopt-A-Trail coordinator, so that we may keep track of your efforts.

The area manager will provide volunteers with information and instruction on maintaining specific trails to meet management guidelines. Volunteers are asked to provide their own trail maintenance tools, but with prior notice loaner tools may be available.

Volunteers should dress appropriately for trail work and use gloves, safety glasses and other protective gear when necessary. All work must take place during daylight hours and be performed with safety in mind. Volunteers are not permitted to use chainsaws or have motorized equipment on the trail. No work shall be done that has not been previously agreed upon with the area manager.

Agenda Date: 11-19-07

Agenda Item: 5 (b)

**NO WRITTEN
MATERIALS
FOR THIS
AGENDA ITEM**