



AGENDA

REGULAR MEETING

* * *

TRAILS AND LANDSCAPING COMMITTEE

[CITIZENS OVERSIGHT COMMITTEE]

MONDAY, DECEMBER 10, 2007

7:00 p.m.

Endeavor Hall

6008 Center Street,, 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 Julie Pierce (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 ***

DECEMBER 10, 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) Approval of Action Minutes from the Committee meeting of November 19, 2007.
- (b) Monthly report from Public Works Department outlining District maintenance tasks and services performed in the last thirty days.

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].
(Chairman Richardson)
- (b) Sub-Committee status report on the adaptation of an "Adopt-a-Trail" Program for the Landscape Maintenance District.
(Committee Members Disend, Marshall and Siegel)

5. **NEW BUSINESS**

(a) Election of Committee Officers.

1. Committee decision on length of term for Committee Officers.
2. Election of Chairman.
3. Election of Vice Chairman.

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 December 18, 2007 meeting.
- (b) Future Agenda Items and Committee Member communications.

8. **ADJOURNMENT**– The Committee's next regularly-scheduled meeting is Monday, January 7, 2008 at 7:00 p.m. in the Meeting Room, Clayton Community Library.

#

Agenda Date: 12-10-07

Agenda Item: 2 (a)

ACTION MINUTES
OF THE
REGULAR MEETING
TRAILS AND LANDSCAPING COMMITTEE
[Citizens Oversight Committee]

NOVEMBER 19, 2007

1. COMMITTEE CALL TO ORDER & ROLL CALL

The meeting was called to order at 7:10 p.m. by Chairman Dan Richardson in the Library Community Room, 6125 Clayton Road, Clayton, CA.

Committee Members present: Candace Bass, JoAnn Caspar, David Disend, Victor Geisler, Jerry Kosel, Dan Richardson, Virginia Siegel, Bill Vineyard, Vice-Mayor Gregg Manning (ex-officio Member).

Committee Members absent: Kelly Marshall, David Johnson.

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

2. CONSENT CALENDAR

(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 September 30, 2007 (1st Quarter – FY 07/08).

Committee Member Bass asked that the October 8th minutes be amended to add under her comments as to her expectations of the TLC: “that she felt that the Committee sets priorities, and once that is done everything else will fall into place”.

Motion by Geisler, seconded by Bass, to approve the Consent Calendar with the minutes as amended.
Motion passed (vote 8-0)

3. PUBLIC COMMENTS

None.

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 Atchinson Stage Road intersection (Jeffrey Ranch Civic Assoc. & PAC funds).*

Chairman Richardson stated he received verbal information that the political action committee (PAC) is still reviewing this recommendation of the TLC. He expects the PAC will provide a response to the TLC for its December 10th meeting.

(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?

Chairman Richardson stated he would be attending the City Council's November 20th meeting and will provide an oral report to the City Council as to the status of this item from the TLC perspective. Chairman Richardson noted he would provide the following points in his comments:

- It is not a matter of not or never running the Fountain but a matter of not now; priorities and funding of the District need to be established first.
- The TLC will be evaluating the Fountain operation for weekends as part of its overall assessment of the priorities and landscape budget.
- One of the objectives will be to identify costs savings or other efficiencies that would allow for funding redirection to consider weekend Fountain operations.
- Priority and budget recommendations of the TLC would be provided to the City Council in May or June each year.
- The Fountain information contained in the TLC meeting agenda packet would be provided to the City Council.

Committee Member Vineyard noted the energy costs to run the Fountain are likely the largest annual expense of the Fountain's operation. The current landscape district budget spends \$26,240 to maintain the Fountain without regularly running it; it is likely this line item would be doubled. He asked the Chairman to include this factoid in his comments to the City Council.

By consensus Committee members agreed with the Chairman's approach and above points. Chairman Richardson invited other TLC members to join him at the City Council meeting on November 20th.

5. ACTION ITEMS

(a) Sub-Committee report on the parameters of a possible "Adopt-a-Trail" Program.

Committee Member Siegel noted that David Disend and Kelly Marshall serve with her on this sub-committee and helped provide the information in the report. Committee Member Siegel presented an overview of their report. Committee members provided input for clarification and asked questions of the sub-committee. Chairman Richardson clarified the final program the TLC prepares would be a recommendation to the City Council. The Chairman also stated he felt it was important for the concept and work by the sub-committee to be developed in concert with staff consultation and staff technical assistance where necessary.

After discussion, the Committee by consensus agreed to the idea, and requested the sub-committee to move forward to prepare a draft Clayton concept program. The concept should first identify trails and/or trail segments and then secondly describe the tasks that could be done by volunteers on the trails. The sub-committee would bring back their information or status report at the Dec. 10th meeting.

- (b) *Consideration of Committee's sponsorship of the "Clayton Cleans Up" annual event as part of its Public Outreach and District improvement programs.*

Committee Member Bass reported that she and Committee Member Casper have discussed some general ideas on the Committee taking over sponsorship of this annual community event. They would be looking to do an event in the spring (April), and focus on doing specific activities – not just general trail, park, sidewalks, or creek litter pickup. They are looking to have more tangible and long lasting projects that small groups could work on. They need additional time to work up information and bring it back at the January TLC meeting.

5. CORRESPONDENCE

None.

6. COMMITTEE ITEMS

- (a) *Assignment of Committee Report to the City Council at its November 20, 2007 meeting.*

Chairman Richardson indicated he could supply the report as he must be there anyway to provide the Committee's response on the Fountain operation question.

- (b). *Future Agenda Items and Committee Member communications.*

1. The following matters will be tracked for the upcoming Committee meetings:

December 2007 meeting-- Adopt a Trail sub-committee report.

January 2008 meeting-- Clayton Cleans Up sponsorship report.

2. Chairman Richardson asked if there was interest by the Committee to have a standing report/informational item on maintenance staff updates. The report would be informal format - some bullet items of what work tasks the Maintenance Department spent their time on during the prior month. Consensus of the Committee was this report would be a helpful item to know what LMD work tasks were done; what non LMD tasks were done, either things that could be interpretive as being LMD items (such as the recent trail repairs within Lydia Lane Park) or major time spent on other items that reduced anticipated work time within the LMD (i.e. water line breaks, etc.)

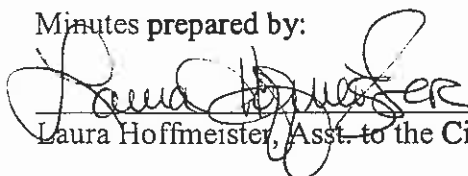
7. ADJOURNMENT

Upon call by Chairman Richardson, the meeting adjourned at 8:10 p.m.

APPROVED BY THE COMMITTEE

Dan Richardson, Chairman

Minutes prepared by:



Laura Hoffmeister, Asst. to the City Manager

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Memo

Agenda Date: 12-10-07

Agenda Item: 2(b)

To: Trails and Landscaping Committee
From: Maintenance Department
Date: December 6, 2007
Re: Maintenance Department Work Update Report

The following are some of the tasks that City Maintenance crews have been undertaking since your last meeting:

Landscape District

- Fertilized all lawns in the Landscape District
- Sprayed pre-emergent within the Landscape District
- Started to trim Grape Myrtles within the Landscape District
- Picking up trash along public Roadways
- Mow all lawns in Landscape District

Parks (General Fund)

- Repaired five mainlines and sprinklers at the Community Park
- Trimming shrubs at the Community Park
- Over seeded and fertilized the turf at Lydia Lane Park
- Over seeded, aerated, and fertilized the turf at the Community Park
- Fertilized North Valley Park
- Picking up trash at Parks
- Continued Deferred Maintenance projects
 - Walls and drainage at the Community Park
 - Painting Buildings at the Community Park
 - Installation of drainage at North Valley Park

Streets

- Crack sealing Streets
- Repaired City-owned Street Lights
- Replaced and installed Street Signs

Buildings

- Replaced and repaired lighting in City Buildings

Special Events

- Put up Holiday Decorations on Roadways and City Buildings

City of Clayton
Cash Receipts Journal
Landscape District Donations

Received From	Cash Receipt Number	Date	Check #	Amount	Account #	Description
Ted B. Sudderth	16682	1/31/2005	6849	500.00	210-2110	Reserve for Landscape Replacement
Jeffry Ranch Civic Assoc.	20382	6/21/2007	1009	670.34	210-2111	Jeffry Ranch Landscape CFD2007-1 Funds
Yes for Clayton Landscape Maint.	20396	6/27/2007	116	2,726.63	210-2112	Donation to Landscape Maint. Fund

Agenda Date: 12-10-07

Agenda Item: 4 (a)

Agenda Date: 12-10-07

Agenda Item: 4 (b)

DRAFT

City of Clayton

Clayton Adopt-a-Trail Program **Fact Sheet**

Mission

To develop a working partnership with the City of Clayton and the Clayton community to assist in the ongoing protection, maintenance and beautification of the Clayton trail network.

Description

The Adopt-a-Trail Program will allow community groups to act as stewards for specific segments of one of Clayton's trails. The program will be operated by the City of Clayton, with assistance and guidance from the Clayton Trails and Landscaping Committee. The program will be supported from sponsorships from the business community and other interested people.

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 City. Each adopting organization commits to a one-year period of adoption and may renew, if desired. Financial sponsors will sign a similar agreement.

Recommended Activities

- Pick up trash
- Pull weeds
- Sweeping and raking
- Monitor and report maintenance needs
- Minor repairs of surfaces and finishings
- Where appropriate:
 - Plant trees
 - Plant and maintain flowerbeds

What Can Be Adopted

[See Trail map and Description]

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.

DRAFT

City of Clayton

Clayton Adopt-a-Trail Program **Program Outline**

Introduction

What follows is a summary of the benefits, roles and responsibilities, and operation of the Clayton Adopt-a-Trail Program. This document is intended to be an internal planning document to be shared between parties that will participate in the creation and operation of the program. Separate external marketing and promotional materials may also be created.

The Adopt-a-Trail Program is intended to build a sense of responsibility and pride within the Clayton community. The program will provide community groups and businesses with the opportunity to become involved in conserving, maintaining and beautifying Clayton's trails and the space contiguous to them. The program will not only supplement the efforts and resources of the city's Maintenance Department and Measure B funds to care for the trails; it will also help to enhance community connections to the trails.

Roles and Responsibilities

There are four main roles concerning the operation of the Clayton Adopt-a-Trail Program:

1. **Community adopters** are groups of volunteers that commit to routine trash clean-ups, and the beautification of a specific segment of trail. They will coordinate with City staff to schedule work days, request materials and tools, and organize trash pick-ups. Each group will sign a one-year work agreement with the City, outlining the expectations of both parties and appointing one central contact person/coordinator from the group. Members of each group will receive adopt-a-trail t-shirts that will be worn during their work-days.

Each segment will have at least one community adopter; larger segments may have more.

2. **Financial sponsors** are businesses or citizens that make financial contributions specifically to the adopt-a-trail program. The money from this fund will be utilized to purchase materials and tools for the community adopters, purchase t-shirts, and contribute to beautification efforts (tree plantings, etc.). Financial sponsors will be acknowledged with signage on their respective segments of trail, and during Clayton community events. They will also receive regular updates regarding projects and activities on their segments. Financial sponsors are also encouraged to organize their own community adopter group as well. Financial sponsors will make a \$x,xxx per year commitment.
3. **The City of Clayton Maintenance staff** will act as the on-the-ground contact for the community adopters, and it will enter into separate work agreements with each group to define this relationship. It will coordinate work-days and ensure that each group has the required materials and tools. The City will act as the financial manager of the program, maintaining exclusive access to adopt-a-trail funds. It will provide regular updates to the Trails and Landscaping Committee and to the City Council on recent developments (new adopters, new financial sponsors, finances, etc.).

4. **The Trails and Landscaping Committee** will make recommendations to the City on potential community adopters and financial sponsors and work to secure financial and volunteer commitments.

Adopt-a-Trail Program Operation

Finances

To ensure that contributions to the adopt-a-trail program are used solely for this purpose, the city will create a separate escrow account with a local bank to deposit donations. The [title of person] will have exclusive access to the account (depositing and withdrawing), and s/he will provide regular reports to the Trails and Landscaping Committee and the City Council on how funds are being allocated and the benefits they are producing.

DRAFT

City of Clayton

Clayton 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 Clayton. I understand that this is an application for the Adopt-a-Trail program and that a representative from the city will contact me to finalize an agreement. I understand that the Department 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 Clayton Voluntary Service Agreement and Liability Waiver before participating in the program. Finally, I understand that the city 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 Department of Public Works and Engineering before work can begin.

Suggested Project Items

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

* The planting of all flowers, trees and other plants must be pre-approved by the Department. Support for special projects by adopting organizations will be arranged with and approved by the [title of person].

WORK SCHEDULE

Each group is required to have at least one work day every 3 months (total of 4 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 _____	_____

_____ (signature/date)	_____ (signature/date)
Group Coordinator	Title

POLICIES

- The Department 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.
- No one under the age of 14 may participate without adult supervision.
- 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.
- Department staff may post signs at adopted locations crediting the organization for services provided.

(signature/date)

Group Coordinator

(signature/date)

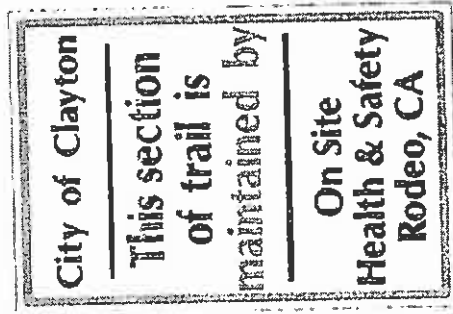
xxxxxx

Please return application to [address inserted here]

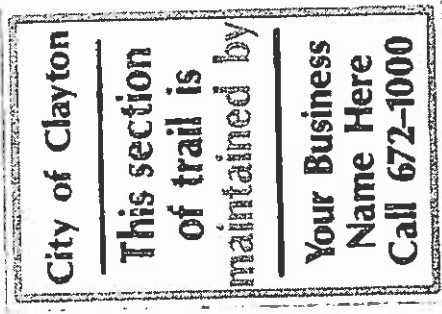
For questions, please contact xxxx, title, phone, e-mail, land address.

Clayton Trails 12/10/07		Trail	Location/Route	Trail Bed	Usage	Appraised	Priority
	**Cardinet/Lydia Ln		Begins near Library and Indian Head Way, and goes to Westwood	Dust & Gravel, includes three bridges	Very High		
	**Donner Creek		From Marsh Creek near El Molino to Mt. Diablo trailhead	Asphalt & Gravel	High		
	**Mt. Diablo Creek Trail		From Marsh Creek to Regency Drive and along Portal Drive. Passes dog park	Old asphalt.	High		
	**Bruce Lee Trail (AKA EASLEY TRAIL)		From Center Street to Marsh Creek.	Old asphalt.	Moderate to High		
	Black Diamond		From Marsh Creek through golf course to Regional Park.	Gravel & Dirt	Moderate to High		
	Blue Oak trail		From golf course at Indian Head, up to Regional Park.	Dirt	Low		
	Peacock Ridge		Begins at Community Park, loops in northerly direction to Peacock Creek	Dirt road.	Low		
	**Peacock Creek Trail		From Peacock Ridge Trail to Black Diamond	Narrow dirt.	Low		
	Lower Blue Oak		Offshoot from Blue Oak Trail. Goes to Regional Park.	Dirt (Cow Trail)	Low		
	**Peacock Flats		Begins at Community Park, loops to Equestrian park in westerly direction.	Narrow dirt.	Low		
	North Valley Trail		Offshoot from Blue Oak Trail running along side of North Valley Park and into Regional Park.	Dirt	Low		

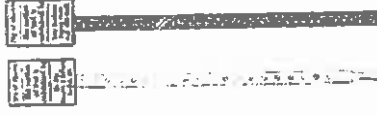
12"



18"



.063 white aluminum w/brown vinyl



Sign is \$40

96"U- channel post is \$65

96" redwood 4" x 4" x 96" is \$40

Installation of U- channel approx. \$100 each
(hammered into ground.)
Installation of 4"x 4" X 96" approx \$200 each
(concrete included.)

Installation costs are only estimates - actual amount
dependent on location, quantity and topography
of installation site.

Agenda Date: 12-10-07

Agenda Item: 5 (a)

**NO WRITTEN
MATERIALS SUBMITTED
FOR
THIS AGENDA ITEM**