



AGENDA

REGULAR MEETING

* * *

TRAILS AND LANDSCAPING COMMITTEE

[CITIZENS OVERSIGHT COMMITTEE]

MONDAY, APRIL 14, 2008

7:00 p.m.

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

COMMITTEE MEMBERS

Candace Bass - Chairperson	JoAnn Caspar
David Disend	Victor Geisler – Vice Chairman
David Johnson	Jerry Kosel
Kelly Marshall	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 ***

APRIL 14, 2008

1. CALL TO ORDER & ROLL CALL – Chairperson Bass.

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 March 10, 2008.
- (b) Monthly report from Public Works Department outlining District maintenance tasks and services performed in the last thirty days.

3. PUBLIC COMMENTS ON NON-AGENDA ITEMS

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) Sub-Committee status report on its business survey regarding an "Adopt-a-Trail" Program for the Landscape Maintenance District.
(Committee Members Disend, Marshall and Siegel)

5. NEW BUSINESS

- (a) Discussion of need and scope to update the Committee's Landscape District information table in the lobby of the Clayton Community Library.
(Chairperson Bass)
 - 1. Litter Awareness and Prevention Tips.
 - 2. Pet Waste and Leash Laws.
 - 3. Posting of Monthly District Maintenance Report.

- (b) Presentation and discussion of proposed Landscape Maintenance District Budget for Fiscal Year 2008-2009.
(Maintenance Supervisor)
- (c) Consideration of alternative monthly date for meetings of the Trails and Landscaping Committee.
(Assistant to the City Manager)

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 April 15, 2008 meeting, and to CBCA at its April 24, 2008 meeting.
- (b) Future Agenda Items and Committee Member communications.

8. **ADJOURNMENT**– The Committee's next regularly-scheduled meeting is Monday, May 12, 2008 at 7:00 p.m. in the Meeting Room, Clayton Community Library.

#

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

MARCH 10, 2008

1. COMMITTEE CALL TO ORDER & ROLL CALL

A. The meeting was called to order at 7:05 p.m. by Chairman Candace Bass in the Community Meeting Room at the Clayton Library , 6125 Clayton Road, Clayton, CA.

Committee Members present: Candace Bass, JoAnn Caspar, David Disend, Victor Geisler, David Johnson Jerry Kosel, Kelly Marshall, Virginia Siegel, Bill Vineyard, Vice-Mayor Julie Pierce (ex-officio Member).

Committee Members absent: None.

Staff present: City Manager Gary Napper (arrived at 7:30 p.m.), Assistant to the City Manager Laura Hoffmeister, Maintenance Supervisors Mark Janney and John Johnson.

Chair Bass noted that the new maintenance irrigation vehicle was in the parking lot. Maintenance Supervisor Johnson invited those present to view the van and he would explain its features.

Chair Bass recessed the TLC meeting from 7:10 to 7:30 to view the irrigation maintenance van in the parking lot of the Library .

Chair Bass reconvened the TLC meeting at 7:30 pm. Committee members commented on how they liked the van and their agreement with maintenance staff that it would assist them in being more responsive and efficient as it related to irrigation maintenance needs of the District.

Maintenance Supervisor Johnson thanked Committee Member Johnson for his providing staff the lead on the van that was ultimately purchased.

2. CONSENT CALENDAR

(a) Approval of Action Minutes from the Committee meeting of February 11, 2008.

(b) Monthly report from Public Works Department outlining District maintenance tasks and services performed in the last thirty days

Motion by Geisler, seconded by Vineyard, to approve the Consent Calendar. Motion passed 9-0.

3. PUBLIC COMMENTS

None.

Committee Member Johnson asked who was responsible for the dirt rutting along the City trail near Bloching Circle. Maintenance Supervisor Janney explained that it is caused by sanitary sewer service vehicles from the City of Concord who maintains the City of Clayton sewer lines. The City of Clayton is to provide adequate access for the Concord equipment as needed. Maintenance staff will follow up and coordinate with City of Concord if necessary to have it smoothed out.

4. CONTINUED BUSINESS

- (a) *Sub-Committee status report on the adaptation of an "Adopt-a-Trail" Program for the Landscape Maintenance District.*

Chair Bass noted that this item was continued from last month's meeting and that all Committee members are present. Committee Member Siegel reviewed the purpose of the "Adopt-a-Trail" concept and the prior research and direction their subcommittee received from the Committee. Based upon the prior support of the Committee and City Council for them to continue gathering information that would assist the subcommittee research efforts and potential recommendation of a program appropriate to Clayton, the subcommittee had prepared a survey that would be mailed to businesses to gather feedback on their interest. The survey would be mailed out, and if no response received would follow up by phone and/or in person. The survey is about 4-5 questions. The feedback gathered would be tabulated and reported back to the Committee along with any other suggestions from the subcommittee. Committee Member Johnson asked how any money raised through donations to an "Adopt-a-Trail" program would be used. Committee Member Siegel commented that the subcommittee will be bringing forth suggestions in consultation with Maintenance as part of the overall program should there be enough community interest to continue to pursue the idea. Asst. to the City Manager Hoffmeister suggested that the survey if mailed have a cover letter with background information and subcommittee members names contact numbers on it. She also suggested that businesses that were not physically located in Clayton could also be included such as those close to the City and others that look at Clayton as their market area. Committee Member Casper suggested, along with Committee Member Geisler, that the *Clayton Pioneer* via articles etc., could be used to help gauge level of interest and participation of "Adopt-a-Trail."

Motion by Committee Member Disend, seconded by Committee Member Siegel, to approve the subcommittee send out a cover letter and survey form to businesses in Clayton and the area in order to assist the subcommittee in its research of participation and interest in an "Adopt-a-Trail" program in Clayton. The subcommittee will continue to keep the Committee apprised of its progress.
Motion passed 9-0.

5. NEW BUSINESS

- (a) *Review and Discussion of City Trails Inventory and Evaluation.*

Maintenance Supervisor Johnson provided an overview of the inventory and assessment report. He noted that in the ratings he used safety as a first priority and that the document is a living, breathing document, will be updated and adjusted as needed. If any Committee Member finds something missing or incorrect to email him and he will follow up. Committee Members commented on the thoroughness of the report and the easy-to-follow format. Chairperson Bass and Committee Members thanked Maintenance Supervisor Johnson for the time commitment that he put into the document to make it so complete.

- (b) *Review of Mid-Year maintenance Report on compliance with 1st year Transition Plan of the Citywide Landscape Maintenance District.*

Maintenance Supervisor Johnson reviewed the statues of the District, and noted that some transition items have been rearranged since the concept plan was created last year. In general he noted the staff is on track overall in its transition. He explained the irrigation control plan documents and highlighted some of the 2nd year goals related to irrigation control plans. He noted the irrigation maintenance van is part of the transition plan and acknowledged the idea of this from Committee

Member David Johnson. Committee Members thanked the Maintenance staff for the detailed information on the transition plan update and the detailed irrigation control information of the plan.

(c) Consider initiation of a Re-Landscaping Master Plan and Sub-Committee to develop appropriate re-landscaping schemes for bare and degraded areas within the Citywide Landscape Maintenance District.

Assistant to the City Manager Hoffmeister provided the background. City Manager Gary Napper provided an overview of the concept. After discussion, Committee Member Casper agreed this needs to be done and was agreeable to subcommittee. Committee Member Vineyard was not supportive of the subcommittee concept but supported the need to create these visions as a Committee of the whole, and need to focus on key areas – those most visible to the public, maybe do a pilot area. It was the consensus of the Committee the entire TLC should be involved and have at a future appropriate meeting a light agenda to allow focus on this one topic and design options.

5. CORRESPONDENCE

Barbara Jacobs's e-mail of March 6, 2008 noted for the record; she was advised by staff of the meeting date and time, however is not in attendance. Chairperson Bass will work with staff and respond via e-mail. Copies of the response will be provided in next month's Agenda packet.

Chairperson Bass noted that as necessary she will provide information she receives from the City Council or at their meetings relative to the TLC to staff for inclusion in Committee's meeting agenda packet so it will be available to all.

6. COMMITTEE ITEMS

(a). Future agendas to include:

April meeting-- Adopt a Trail (subcommittee) status report

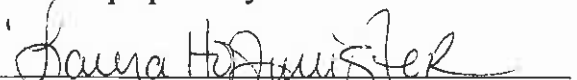
Litter Prevention Campaign

Trail deferred maintenance inventory and recommended priorities (Staff)

7. ADJOURNMENT

Upon call by Chairperson Bass, the meeting adjourned at 8:55 p.m.

Minutes prepared by:



Laura Hoffmeister, Asst. to the City Manager

APPROVED BY THE COMMITTEE

Candace Bass, Chairperson

Agenda Date: 04-14-08

Agenda Item: 2(b)

Memo

To: Trails and Landscape Committee
From: Maintenance Department
Date: April 8, 2008
Re: Maintenance Department Work Update

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

Landscape District

- Trimmed Landscaping along Oakhurst Drive west bound from water feature to city limits
- Trimmed Landscaping along Eagle Peak between Oakhurst and Oakhurst.
- Trimmed Landscaping in the median along Clayton Road from City Limits (west end) to Community Park
- Completed spot spraying in the Landscaping City wide.
- Completed fertilizing the Landscaping City wide (requirement of Measure B standards)
- Mowed all lawns in District.
- Worked on getting Irrigation Truck supplied with tools and irrigation fittings.
- Checked and turn on irrigation systems to lawns
- Started to check and make repairs to the irrigation system in the landscape for summer operation. (expect to have systems all on within the next two weeks unless we receive some rain)
- Mowed and sprayed weeds along major trails (requirement of Measure B standards)

April 1, 2008

Agenda Date: 04-14-08

Agenda Item: 4(a)

Gary Napper
City of Clayton
6000 Heritage Trail
Clayton CA 94517

Dear Gary:

Those of us who have lived and worked in Clayton cherish its quality of life and often pitch-in to make it a better place. Among other things, Clayton is known for the network of its trails and we'd like to elicit your opinions on a possible new program to enhance their quality and beauty.

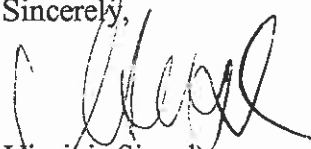
Many communities encourage sponsors to provide volunteer time for cleaning and/or financial support for maintenance. The city's Trails and Landscaping Committee is considering such a plan, but before such would be recommended, we'd like to determine whether the community thinks that this kind of program would be timely or useful. And, if so, to get a feel for what people think should be its scope and dimensions.

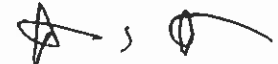
So, if you would, please take a minute or two to provide answers to the questions on the enclosed questionnaire and return it in the envelope provided. Feel free to add additional comments on the back of the form—or to ask questions if you should have them by contacting any of the sub-committee members listed below.

If we don't receive your completed survey by mid-April, we will contact you to see if we can complete the survey by phone.

Thanks for your assistance!

Sincerely,


Virginia Siegel
525-9855
Virginia@onsitehealthandsafety.com


David Disend
693-0313
dsdisend@gmail.com


Kelly Marshall
914-0327
kellyxmike@earthlink.net


Victor Geisler
673-5607
victorgeisler@yahoo.com

Encl.

**Clayton Adopt-A-Trail
Survey**

1) In what capacity might you or your organization support an Adopt-A-Trail program in the City of Clayton? (Please check all that apply)

- ☐ Financially, through an annual donation
☐ Physically, by supplying volunteer labor for periodic trail clean-up and maintenance
☐ By supplying financial support and volunteer labor
☐ I would not do any of the above
☐ Other (Please specify) _____

2) If you participated in the Adopt-A-Trail program by providing a financial or volunteer labor donation, what recognition would you expect? (Please check all that apply)

- ☐ Business name on an "Adopt-A-Trail" sign with other participants in a prominent area of Clayton;
☐ Business name on an "Adopt-A-Trail" sign on the specific trail adopted by your business;
☐ "Adopt-A-Trail" T-shirt to wear on work days
☐ Annual "Thank You" BBQ (for all volunteers and financial donors)
Other _____

3) If supporting the Adopt-A-Trail program financially, what seems like a reasonable annual donation on behalf of your business?

We hope the Adopt-A-Trail will be self-supporting and not cost the city additional expense. Although all the details have not yet been worked out, various models are being considered for publicity of the sponsors, appropriate signage, t-shirts and recognition for the volunteers. Sponsor willingness might well determine some of these matters, so we wonder if you or your business would consider an annual amount of:

☐ \$250 ☐ \$500 ☐ \$1,000 ☐ \$2,500 ☐ \$5000 or more
☐ other (please specify) _____

3) If supporting the Adopt-A-Trail program physically by supplying volunteer labor for periodic trail clean-up and maintenance, what seems like a reasonable annual time commitment?

☐ 2 times a year (for example, spring and fall) ☐ 4 times a year (quarterly)
☐ 6 times a year (every other month) ☐ 12 times a year (monthly)

Comments: _____

Name: _____ Business/Organization _____

**Please return to: 1074 Mitchell Canyon Rd., Clayton 94517
or by fax (510) 245-0613**

Must get serious about litter

By Mark Altgelt

America is in a state of anarchy with respect to litter because litter laws are not enforced and people throughout America litter as a routine practice of trashing our cities and countryside.

Litter is increasing and consequently heroic efforts by people such as John Quezada "Dirty job a labor of love for 'the Q'" (Times Dec. 3), "Coastal Cleanup" organized by the Ocean Conservancy and the "Great America Cleanup" by Keep America Beautiful will be overwhelmed by a flood of litter.

Even the billions of dollars spent by businesses and government are insufficient to pick up the massive amount of litter scattered across America.

Our tolerance of littering and the damage caused by litter has contributed to the moral degeneration of Americans and our communities.

Enforcing litter laws would establish a higher standard of law and order in America and contribute toward building public participation in keeping our communities clean.

Undercover officers are needed to patrol on foot arresting people for littering.

Those cited for littering should have the option to attend a day long litter class and cleanup. The class should include a session on why people litter and the damage it causes.

It should compare the advantages of contributing to the community and developing discipline and integrity from not littering with the loss of boundaries between right and wrong, and the conscious and unconscious loss of pride and honor from committing the crime of littering.

The litter cleanup would provide a positive experience of cleaning up litter and the environment. I propose not attending such a class would require a fine not exceeding \$1,000.

Littering is a national problem that needs to be addressed nationally by government. Congress needs to provide funding for additional officers and establish a mandate for litter law enforcement and litter class and cleanup programs to assure these laws are enforced.

Altgelt is a resident of Vallejo.

TAKE A TURN

If you want to take a turn sounding off on something you read in the Times, let us know. E-mail us at cctyourturn@bayareanewsgroup.com. We only ask that you limit your turn to 300 to 400 words. That way, more readers can have a turn.

LITTER
FACTSHOW TO
RECYCLE

GLOSSARY

10 WAYS TO
KEEP CA
BEAUTIFULTEACHERS
RESOURCES

LINKS

OUR
PROGRAMSGET
INVOLVEDSPONSORS
& PARTNERS

ABOUT US

MEDIA
CENTEREDUCATIONAL
RESOURCES

Litter, Litter, Everywhere!!! Everyday we see litter on our streets, playgrounds and parks. Some litter lasts a few weeks and some litter can hang out for 1 million years. Look at the lifespan of some commonly littered items:

Item	Decomposition Time
Glass bottle	Approx. 1 million years
Plastic 6-pack cover	450 years
Aluminum can	200-500 years
Rubber boot sole	50-80 years
Leather	up to 50 years
Nylon fabric	30-40 years
Plastic film container	20-30 years
Painted wooden stake	13 years
Plastic bag	10-20 years
Plastic coated paper	5 years
Wool clothing	1-5 years
Cigarette butt	1-5 years
Cotton rag	1-5 months
Orange peel or banana peel	2-5 weeks

Source: California Waste Management Bulletin



Cigarette Butts Are One of the Most Littered Items!!!

- International site about cigarette butt litter.
- Information from Virginia
- Find out where 229,928 cigarette butts were found!

Litter Along Our Highways - Adopt-A-Highway volunteers remove litter from California's Highways.

Storm Water Pollution & Litter - Our storm drains don't just empty water into our oceans and rivers.

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LITTER
FACTSHOW TO
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GLOSSARY

10 WAYS TO
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Top 10 Tips for Preventing Litter

1. Set an example by not littering! Carry a litter bag in your car or put litter in your pocket until you find a recycling container or trash can!
2. Pick up ONE piece of litter every day! That's 365 LESS pieces of litter on our streets, in our parks, and around our schools thanks to YOU. Imagine if everyone picked up just one piece!
3. Teach others the proper way to dispose of their trash. Show them the difference between a clean area and an area spoiled by litter, and stress why it IS important to place trash in the proper containers.
4. Make sure that your trash bins have lids that can be securely attached. If you have curbside trash service, do not put out open containers or boxes filled with debris. All it takes is a gust of wind or a pesky critter to make quite a mess!
5. Ask your neighbors to join you in cleaning up one public area! contact KEEP CALIFORNIA BEAUTIFUL (800-CLEANCA) to receive trash bags and other supplies to help in litter collection. Then, contact your local Department of Public Works to become involved by collecting the bags of litter, or by waiving the disposal fee at the landfill or solid waste facility.
6. Tie papers in a bundle before placing them on the street for pick-up. This prevents papers from becoming kites and littering our neighborhoods!
7. If you or a member of your family is involved in a civic group, scouting or recreational sports program, encourage the group to become involved in a clean-up! Join a community event, or plan your own clean-up event; KEEP CALIFORNIA BEAUTIFUL can help!!! You can also adopt-a-spot and tidy it up on a regular basis.
8. Find out how you can plant and maintain flowers or trees along a curb or sidewalk. People litter less where areas have been beautified!
9. Ask business owners to check their dumpsters every day to make sure that the lids are closed and doors are closed. If the business has a loading dock, ask them to keep the area clean, and to put out a receptacle for employees to use.
10. If you own a construction or hauling business make sure that your trucks are covered when transferring material. Use snow fencing around construction or demolition sites to prevent debris from being blown into neighboring areas. Place trash containers on every floor for construction workers to use.



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Memo

Agenda Date: 04-14-08

Agenda Item: 5(b)

To: Landscape and Trails Committee
From: Maintenance Supervisors
Date: April 8, 2008
Re: Proposed District Budget, Fiscal Year 2008-09

Attached is the FY 2008-09 Landscape Maintenance District Budget for your review. We have included the FY 2007-08 Budget for comparison to next year's proposed spending plan. The major changes are in the following areas:

- The hiring of a full time Maintenance Worker I
- Increase of 47% in the Other Profession Service (line #210-7419)
- Increase of 76% in Property Tax Administration fees charged by County (line #210-7615)
- Increase of 3% in Supplies, Vehicle Maintenance, Vehicle Fuel
- Decrease of 27% in Equipment Maintenance (line #210-7342)
- Increase Parcel Tax by 3% for additional revenue of \$26,066.00 from FY 2007-08
- No major purchases of capital equipment
- Use the \$20,000 replacement fund for continued repair of trails.

This budget anticipates the hiring of one new full time Maintenance Worker I for the Landscape District. This position was established along with two full time Maintenance Worker II positions in the standards approved by voters for Measure B (at this time staff is working on the criteria for people to be hired for the Maintenance II positions i.e. education, licenses, years of experience). By hiring a full time employee instead of relying on part time seasonal workers we are able to get a more experience worker who will understand the workings of the Landscape District. This will only be possible after the approval of new job classifications and pay scales for both the Maintenance Worker I and Maintenance Worker II position by the City Council. How the pay scales are now constructed for Maintenance I workers the District would not have adequate funding to continue to pay for their salaries or the Maintenance II workers in future years. After approval of the job reclassifications and pay scales by City Council we anticipate hiring the Maintenance I position within 6 months and filling the Maintenance II positions in FY 2009-2010 bringing our Department up to full staffing under Measure B standards.

Most of the increase of 47% in Other Profession Services can be attributed to the doubling of the Noxious Weed Contract for the removal of invasive non-native weeds. This contract went from \$32,000 to \$61,450 a year. This is a mandated service from a former Benefit Assessment District that

required by Conditions of Approval of the Oakhurst development that were consolidated by voters in 1997.

In last year's budget the rodent control was not included in this line item. This is a yearly service that is contracted out to keep the ground squirrel population in check and gophers out of lawns. These animals cause significant damage to the landscaping, trails, and lawns areas within the District. Squirrels do great damage to the City's trail system if left unchecked with holes dug into the trail or around them causing the trails and hillsides to be undermined. The other item that is now included in this year budget is 3rd party administration fees for NBS (required by forming a Community Facilities District), which complies information for the parcel tax that is collected for the District and monitors payment delinquencies and solvency of the District. Also for future consideration by the Committee is the District's Weed Abatement contract. This contract will be coming up for renewal in the 2009 fire season. Staff anticipates there will be an increase over what is now being allocated (\$31,600) for this contract due to elevated increases in fuel, labor, and more stringent wildfire codes.

There was an increase of 76% in the Property Tax Administration line item. This is payment for the collection of the District funds and is set by Contra Costa County.

Staff has increased by 3% the funding for Vehicle Maintenance, Vehicle Fuel, and Supplies. This increase is the same amount Staff is requesting for the CPI increase in the parcel tax for the District. Staff is hoping this increase will keep pace with the rapidly rising prices seen over the past year. Besides fuel we have seen major increases in expenses for fertilizer, tires, herbicides, and irrigation supplies.

Staff has decreased the Equipment maintenance budget by 27% to bring it back down to estimated cost that were established under Measure B standards. In the first year staff had set aside more monies for this line item to cover anticipated increase in cost for the extra trimming that was called for under Measure B. This funding was used to buy extra equipment and for extra repairs. We anticipate in this new fiscal year with two major trims under our belts that Equipment Maintenance will be more in line at what we had originally estimated in Measure B standards.

Staff will recommend the City Council increase the parcel tax by the full 3% that is allowed under Measure B, and will be requesting the Committee offer the same recommendation. This is due in part to the large increases that have been shown above that were beyond the control of City. Staff has checked the San Francisco - Bay Area CPI for the period of February 2007 to February 2008 (this is the most recent one available) which has increased 2.8%. Staff forecasts that when the May 2008 CPI is released the year over year increase will surpass 3%. This is the month used by City staff for budget purposes to forecast any CPI increase in the City's new budget.

There will be no major capital equipment purchases this fiscal year by the District

Staff also recommends the use of FY 2008-09 Replacement Fund (\$20,000) to again be used for the repaving of trails. Staff recommends these funds go towards repaving priority sections of trails listed under the Trails Inventory and Evaluation Report. This recommendation is given because the City is schedule to do a major repaving project on City streets in the Summer of 2008 and it follows the goals and objects that were presented by staff to the Committee that funding of trail repairs should be the first priority for these annual Replacement monies. The District would be able to realize some cost savings from economy of scale by joining with the City's street repaving project enabling the District to have more trails be repaired then would other wise be done on a stand alone project.

Staff has presented a balance budget for the District in FY 2008-09. This budget will be able to meet all the standards put forward in Measure B approved by voters last year. Staff does see many challenges on the horizon in meeting our obligation to the citizens with the continued pressure of increasing costs into the foreseeable future and the revenue cap of 3%. Staff will continue to be on the outlook to find innovative ways to keep expenses down while delivering the standards that were promised to the citizens of Clayton.

LANDSCAPE DISTRICT BUDGET
*** PROPOSED ***
FISCAL YEAR 2008/09

A. REVENUE BUDGET 2008-09 (with 3% CPI increase) **\$875,500.00**

B EXPENDITURE BUDGET 2008-09

210	Approved Budget 2007/08		Proposed 2008/09 Budget	
7111	1- Supervisor	100,848	1-Supervisor	103,508
7111	0-Maintenance Worker II		0-Maintenance Worker II	
7111	2-Maintenance Worker I	139,192	3-Maintenance Worker I	213,601
7112	4-Temp. Workers	108,000	3-Temp Workers	82,467
7311	Supplies*	38,000	Supplies*	39,140
7335	Gas & Electricity	26,240	Gas & Electricity	26,240
7338	Water Service	185,000	Water Service	185,000
7342	Equipment Maintenance	12,123	Equipment Maintenance	8,758
7343	Vehicle Maintenance	8,092	Vehicle Maintenance	8,334
7344	Vehicle Gas & Oil	8,247	Vehicle Gas & Oil	8,494
7419	Other Prof. Services**	90,852	Other Prof. Services**	133,852
7486	CERF Charges	12,936	CERF Charges	12,936
7615	Property Tax Administration	3,500	Property Tax Administration	6,200
8101	Transfer General Fund	26,970	Transfer General Fund	26,970
	New Trucks***	70,000	New Trucks	-0-
	Replacement Fund	20,000	Replacement Fund	20,000
	TOTAL	850,000	TOTAL	875,500

***Supplies**

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

****Other Professional Services**

Weed Abatement	31,600
Noxious Weed Control	61,450 ¹
Water Feature Service/pump repair	16,402
Tree trimming	15,000
Rodent Control	5,500 ¹
3 rd Party admin. fee - CFD tax (NBS)	3,900 ¹

*****New Trucks (FY 07-08 Budget only)**

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

¹ Increased or new items added

Note: Labor costs represent full compensation (wage + benefits)

Agenda Date: 04-14-08Agenda Item: 5 (c)

Memo

To: Chair Bass and Trails and Landscape Committee members
From: Laura Hoffmeister, Asst. to the City Manager
Date: April 14, 2008
Re: Alternative TLC meeting date

When the TLC was formulated the Committee established the 2nd Monday evenings of the month as the regular scheduled meeting. At that time, the former Chair had schedule commitments that limited his availability to the 2nd Monday of the month.

Beginning next month I will have schedule conflicts with the certain Mondays including the 2nd Monday of the month and am seeking to determine an alternative meeting dates such as any Wednesdays; or the 2nd 3rd, or 4th Thursdays; or the 3rd Monday of the month would be workable with the committee members.

Agenda Date: 04-14-08

Laura Hoffmeister

Agenda Item: 6

From: kndbass@aol.com

Sent: Wednesday, April 02, 2008 4:00 PM

To: repmanbilly@yahoo.com; jerrykosel@earthlink.net; JoJocaspar@comcast.net;
victorgeisler@yahoo.com; DavidJohnson32@sbcglobal.net; Kelly.Marshall@earthlink.net;
Virginia@onsitehealthandsafety.com; Kndbass@aol.com; dsdisend@gmail.com

Cc: lhoffmeister@ci.clayton.ca.us; gnapper@ci.clayton.ca.us; julie_pierce@comcast.net;
c_e_bass@yahoo.com; WRWalcutt@aol.com; jjohnston@ci.clayton.ca.us;
mjanney@ci.clayton.ca.us; claytonmayor2008@comcast.net; hank_stratford@yahoo.com;
shuey@rankinlaw.com

Subject: Council's Response to Trails and Landscape Committee's March Report

Committee Members,

After the March report was given, Vice-Mayor Pierce explained that both she and Council Member Hank Stradford will be attending CERT training sessions and will be unable to attend the April and May T & L C meetings.

Council requested an alternate, and Council Member Bill Walcutt volunteered to attend the meetings.

Thank you,

Candace Bass

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Laura Hoffmeister

From: Laura Hoffmeister [lhoffmeister@ci.clayton.ca.us]
Sent: Friday, March 28, 2008 1:54 PM
To: 'Barbara Halperin'
Subject: RE: A CORRECTION

Thanks for the update, our maintenance staff has been able to locate this area. Given the kids are still on break this week and thus anything we take down they would easily have the time to put back up, maintenance is planning to remove the items Friday and or Monday to minimize the reputting up by the kids. Hopefully once we take down it will discourage them at least somewhat.

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

LHoffmeister@ci.clayton.ca.us

City of Clayton
6000 Heritage Trail
Clayton CA 94517

925-673-7308 (ph/vm)
925-672-4917 (fax)

From: Barbara Halperin [mailto:bventura@earthlink.net]
Sent: Friday, March 28, 2008 9:15 AM
To: lhoffmeister@ci.clayton.ca.us
Subject: A CORRECTION

Hi Laura,

In my last message, I meant to say the things being done to the creek are between the 1/2 mile marker (not the 1 mile marker) on the right and the wrought iron fence with the white posts on the left.

This morning the ducks had to leave the water and climb along the bank to get past the "dam."

Barbara

Laura Hoffmeister

From: kndbass@aol.com
Sent: Thursday, March 20, 2008 2:01 PM
To: gnapper@ci.clayton.ca.us; lhoffmeister@ci.clayton.ca.us; jjohnston@ci.clayton.ca.us; mjanney@ci.clayton.ca.us
Cc: JoJocaspar@comcast.net
Subject: Spring flowers around the fountain

I don't know who should take the credit but the spring flowers around the fountain today look terrific ...in honor of the first day of spring!

Thanks!

Candy

Planning your summer road trip? Check out [AOL Travel Guides](#).

Laura Hoffmeister

From: Laura Hoffmeister [lhoffmeister@ci.clayton.ca.us]
Sent: Friday, March 21, 2008 3:15 PM
To: 'Barbara Halperin'
Subject: FW: Great work...

Barbara

Thanks for the information, if you happen to recall the location of the tree with the boards along the trail I can have maintenance try and locate and remove them. From what you provided below your description is to general for us to determine the location to respond to. Thanks for your suggestion I will pass it along to the Trails and Landscape Committee.

Laura Hoffmeister, Asst to the City Manager

From: Barbara Halperin [mailto:bventana@earthlink.net]
Sent: Friday, March 21, 2008 2:37 PM
To: cityinfo@ci.clayton.ca.us
Subject: Great work...

Hi Laura,

I was on the trail this morning looking for the spot where the boards were and saw they were already removed. That was fast! Then I noticed just about 15 steps farther, just past that tree that is growing in the middle of the stream, the kids (I suppose) put three long pieces of lumber (4-5 feet long) and one shorter piece near the base of that tree in the stream. It looks like it might have been done recently, since the condition of the wood didn't appear to be too bad.

I hope that the local schools will one day have an all student meeting before school is out and invite a speaker, perhaps from your committee, to talk to the students about things that disturb the environment (e.g., spray painting a giant letter "H" on one of the trees, throwing rocks into a bee's nest in the base of a tree, digging large holes in the ground, taking little fish or frogs out of the stream, throwing trash in the water, etc. -- all of which we've seen).

Thanks for the great job you and your committee do.

Sincerely,
Barbara Jacobs

Could you provide a location as to where along the Cardinet Trail this is located, nearest cross street, bridge/cross street, or other feature. The trail and adjacent creek are about 2 miles in length and we would be appreciative of a location so that we may follow up.

Thank you

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

LHoffmeister@ci.clayton.ca.us

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From: Barbara Halperin [mailto:bventana@earthlink.net]
Sent: Wednesday, March 19, 2008 2:40 PM
To: cityinfo@ci.clayton.ca.us

4/11/2008

Subject: Wooden boards in the stream

Per a very informative and appreciated email message from Laura Hoffmeister, I'm sending this brief email to let you know that in the stream that parallels the Cardenet trail, some kids have laid down boards right across the stream so that they can cross from one side to the other. I'm guessing it's not really good to have the natural condition of the stream disturbed.

Thanks for the great work you do.

Barbara Jacobs

Laura Hoffmeister

From: Laura Hoffmeister [lhoffmeister@ci.clayton.ca.us]
Sent: Wednesday, March 19, 2008 2:56 PM
To: 'Barbara Halperin'
Subject: RE: Wooden boards in the stream

Could you provide a location as to where along the Cardinet Trail this is located, nearest cross street, bridge/cross street, or other feature. The trail and adjacent creek are about 2 miles in length and we would be appreciative of a location so that we may follow up.

Thank you

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

LHoffmeister@ci.clayton.ca.us

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From: Barbara Halperin [mailto:bventana@earthlink.net]
Sent: Wednesday, March 19, 2008 2:40 PM
To: cityinfo@ci.clayton.ca.us
Subject: Wooden boards in the stream

Per a very informative and appreciated email message from Laura Hoffmeister, I'm sending this brief email to let you know that in the stream that parallels the Cardenet trail, some kids have laid down boards right across the stream so that they can cross from one side to the other. I'm guessing it's not really good to have the natural condition of the stream disturbed.

Thanks for the great work you do.

Barbara Jacobs

Laura Hoffmeister

From: kndbass@aol.com
Sent: Wednesday, March 19, 2008 1:59 PM
To: lhoffmeister@ci.clayton.ca.us
Cc: mjanney@ci.clayton.ca.us
Subject: Re: Lydia Lane park holes

Laura,

Thank you for following through on this matter.
I am sure that Barbara Jacobs will especially appreciate it.

C-

-----Original Message-----

From: Laura Hoffmeister <lhoffmeister@ci.clayton.ca.us>
To: bventura@earthlink.net
Cc: kndbass@aol.com; Mark <mjanney@ci.clayton.ca.us>
Sent: Wed, 19 Mar 2008 1:43 pm
Subject: Lydia Lane park holes

Barbara

Your email was forwarded to me by Chair Bass from the TLC regarding the holes and ramps dug into the open space and park area at Lydia Lane. Our maintenance staff has recently repaired the area, as well as some others elsewhere in the community. During spring and summer we periodically see that the youth build dirt bicycle track areas making jumps ramps and holes in our parks/opens space/trail areas – as we find them or are made aware of them we do remove them, although much to the chagrin of the youth, who often rebuild them just to have us remove them again, and so it goes. To educate our community about this issue, we do articles periodically in the city newsletter as well as in the columns of the Clayton Pioneer written by the Mayor or Police Chief to point out that this activity damages public property, causes increased maintenance costs, causes safety concerns to the public who uses the trails nearby and environmental degradation especially to creek areas and is not acceptable.

We thank you for bringing this location to our attention and if you do observe items that you believe need to be addressed by our maintenance staff, or others in the city staff, you may directly email the information to us through our city web site or at cityinfo@ci.clayton.ca.us. That way we can more promptly refer the item to the appropriate department for follow up.

On matters that are appropriate to the jurisdiction of the TLC that we receive through this email, city staff provides a copy of the email, and response if appropriate by city staff, to the TLC at their monthly meetings to keep them aware of issues and communications.

Again thank you for being interested in and attentive to the condition and care of your City's amenities.

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

LHoffmeister@ci.clayton.ca.us

City of Clayton
6000 Heritage Trail
Clayton CA 94517

4/11/2008

Laura Hoffmeister

From: kndbass@aol.com
Sent: Wednesday, March 19, 2008 12:13 PM
To: gnapper@ci.clayton.ca.us
Cc: lhoffmeister@ci.clayton.ca.us
Subject: Fwd: Signage Inquiry

Gary,

This is the message that I was referring to yesterday. In my last e-mail to you I did not recall if I had sent you a copy or not. As you can see, I did send you a copy of it. I think Laura did a thorough job of covering the topic.

I am assuming that maintenance addressed her concerns about the hole at Lydia Lane Park.

Thanks,

C-

-----Original Message-----

From: kndbass@aol.com
To: bventana@earthlink.net
Cc: lhoffmeister@ci.clayton.ca.us; gnapper@ci.clayton.ca.us
Sent: Mon, 17 Mar 2008 2:13 pm
Subject: Fwd: Signage Inquiry

Barbara,

I forwarded your last e-mail on to City staff, since they are better equipped to answer your questions regarding pet waste signage and related topics. An e-mail thoughtfully composed by Laura Hoffmeister, Asst. to the City Manager follows, which is very complete.

I think you will find that it covers all aspects of the pet waste signage topic.

Thank you again for your concern,

Candace Bass

-----Original Message-----

From: Laura Hoffmeister <lhoffmeister@ci.clayton.ca.us>
To: kndbass@aol.com
Cc: gnapper@ci.clayton.ca.us
Sent: Thu, 13 Mar 2008 1:54 pm
Subject: RE: Signage Inquiry

Candace-

Yes this is a follow up / clarification of her earlier correspondence- you may wish to let her know that you forwarded the message to city staff for some information in order to respond to the question.

4/11/2008

The City provides in almost every issue of its city newsletter article on picking up after you pet, keeping dogs on leash and not damaging the city open space and parks (ie: hole digging, etc). There have also been periodic articles in the Clayton Pioneer (a private news outlet). As to a front page article that is up to the Clayton Pioneer and she should contact the Pioneer directly as neither the city or TLC has any control over. The mayors column and the Police Chiefs column that regularly appears in the Pioneer has included information to dog owners periodically. City staff continues to periodically provide these informational articles to our community via the city newsletters. I understand that a few of the City HOAs have also run info articles in their periodic newsletters as well – again a private publication that that neither the TLC nor the City has control over. There is also a local Dog owners Coalition group (a private non profit community organization) that helps maintains the dog park called the Clayton Canine association. They also provide emails and information to their members (most of which are Clayton resident dog owners) and have provided good behavior /stewardship practices information articles as well, including contributing articles for the Clayton Pioneer on occasion. Obviously with any laws or behaviors you are never going to get 100% compliance (just look at speed limit exceedances and the all speed limit signage postings, radar trailers and ticket writing). There is always going to be a certain percentage of the public that will not change their behaviors or care, no matter what outreach and enforcement is done. City can provide educational information and manage the issues within resources available given all the other city issues and priorities our citizens want addressed. Through our current efforts we seem to get most of the residents cooperation and thus compliance. As compared to many other trails in the bay area with dog usage Clayton trails and parks especially with their high usage, are ones that have minimal problems with animal and trash waste. The City currently provides bags at the dog park. However the state regional water board is proposing that city's be mandated to prohibit the use of plastic bags such as grocery bags and doggie bags in their communities to reduce litter pollution caused by these types of bags as they easily get caught by the wind and into the creek and other waterways. Thus another reason to not consider additional doggie bag stations. The regulation would not prohibit a resident from bringing their own pick up plastic bag, just the city and businesses from dispensing or giving to the public.

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

LHoffmeister@ci.clayton.ca.us

City of Clayton
6000 Heritage Trail
Clayton CA 94517

925-673-7308 (ph/vm)
925-672-4917 (fax)

From: kndbass@aol.com [<mailto:kndbass@aol.com>]
Sent: Thursday, March 13, 2008 11:52 AM
To: gnapper@ci.clayton.ca.us
Cc: lhoffmeister@ci.clayton.ca.us
Subject: Fwd: Signage Inquiry

I am unsure if I need to discuss this e-mail with the Committee before I respond to her, or if I may respond to her on my own, since she contacted me directly.

Please advise.

C-

-----Original Message-----

From: Barbara Halperin <bventura@earthlink.net>
To: kndbass@aol.com
Sent: Wed, 12 Mar 2008 4:41 pm

4/11/2008

Subject: Re: Signage Inquiry

Dear Candace,

Thanks very much for your response. I fully understand the decision. However, I must say that, since I don't even own a dog, and since I believe that people must be responsible for their own behavior, and since I don't believe in being an enabler, I would not be picking up someone else's dog waste. People have to be responsible for their own behavior. So what would be the mechanism for encouraging people to pick up after their dogs? We id speak very nicely to one gentleman who never puts his dog on a leash and never brings a plastic bag with him, and he was completely dismissive. Could there be a front page article in the Clayton Pioneer? Is there any economical way to notify Clayton residents?

I do have one more question, though it might not relate to Trails and Landscaping. As of two days ago, there was an approximately 3 foot deep hole (dug by kids again) in Lydia Park in the area of the picnic bench that is closest to the small parking lot. It started out smaller, but we have noticed that it keeps getting bigger and deeper. I'm assuming the hole is still there unless someone shoveled all the dirt back in the past 24-36 hours.

Best regards,
Barbara

----- Original Message -----

From: kndbass@aol.com

To: bventana@earthlink.net

Cc: gnapper@ci.clayton.ca.us ; lhoffmeister@ci.clayton.ca.us ; repmanbilly@yahoo.com ;

jerrykosel@earthlink.net ; JoJocaspar@comcast.net ; victorgeisler@yahoo.com ;

DavidJohnson32@sbcglobal.net ; Kelly.Marshall@earthlink.net ; Virginia@onsitehealthandsafety.com ;

Kndbass@aol.com ; Dsdisend@gmail.com ; julie_pierce@comcast.net ; hank_stratford@yahoo.com ;

jjohnston@ci.clayton.ca.us ; mjanney@ci.clayton.ca.us

Sent: Wednesday, March 12, 2008 3:33 PM

Subject: Signage Inquiry

Barbara,

On behalf of the Clayton Trails and Landscape Committee, I would like to thank you for bringing our attention to this concern of yours. It's always great to hear from former Blue Ribbon Committee colleagues and spouses, especially if they also happen to be regular walkers.

4/11/2008

I understand that our City Manager, Gary Napper responded to your e-mail and informed you of our scheduled meeting, on March 10th. Please note that, we set time aside that evening to address this very issue.

It was the consensus of the Committee that we could not justify pet waste signage along the trails or in town, at this time. We are unconvinced that this would measurably improve residents behavior. Instead, we decided that it is best to encourage this behavior without signs: to remind residents to clean up after their pets, just as we remind residents to pick up litter.

On a related topic, there was a concern that if plastic bags were made available along the Cardinet Trail in particular, they could wind up in the creek. Again, we encourage residents, like yourself, to model good behavior, by bringing their own bags on their walks and collect the litter which we all find offensive to our public landscape and beautiful trails system.

We always appreciate your input and hope that we can count on you to help us continue to keep Clayton the best it can be.

Thank you once again,

Sincerely,

Candace Bass
Chairperson
Trails and Landscape Committee

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Laura Hoffmeister

From: kndbass@aol.com
Sent: Tuesday, March 18, 2008 11:30 AM
To: gnapper@ci.clayton.ca.us
Cc: lhoffmeister@ci.clayton.ca.us
Subject: Re: Your committee is great!

Gary,

Thank you. Laura did provide her with a very complete response to one of her questions. I do not wish to bog down the committee with every little thing either. I will forward it to you later so you can see it if you wish.

C-

-----Original Message-----

From: Gary Napper <gnapper@ci.clayton.ca.us>
To: kndbass@aol.com
Sent: Mon, 17 Mar 2008 3:53 pm
Subject: RE: Your committee is great!

Candy:

Communication looks good.

Barbara does need to know the hole in Lydia Park was not part of the TLC's jurisdiction and was taken care of separately by Maintenance staff after notification to the City. You and the Committee do not want to start receiving her complaints about parkland or other non-District issues.

Gary

From: kndbass@aol.com [mailto:kndbass@aol.com]
Sent: Monday, March 17, 2008 3:09 PM
To: bventana@earthlink.net
Cc: lhoffmeister@ci.clayton.ca.us; gnapper@ci.clayton.ca.us; repmanbilly@yahoo.com; jerrykosel@earthlink.net; JoJocaspar@comcast.net; victorgeisler@yahoo.com; DavidJohnson32@sbcglobal.net; Kelly.Marshall@earthlink.net; Virginia@onsitehealthandsafety.com; Kndbass@aol.com; Dsdisend@gmail.com; julie_pierce@comcast.net; hank_stratford@yahoo.com; jjohnston@ci.clayton.ca.us; mjanney@ci.clayton.ca.us
Subject: Re: Your committee is great!

Barbara,

Thank you for your kind words. I think we have a great committee also! Maybe you will be able to join us for one of our other meetings. They are scheduled the second Monday each month at 7 p.m., in the Library meeting room. Feel free to bring a friend.

Many of us had hoped for a Clean Up event this spring. Unfortunately, we had an insufficient number of available volunteers to get one off the ground. During the month of July, there are other community events and personal commitments, as well. There may possibly be one in the fall.

On behalf of T & L C, I'd like to thank you for your enthusiasm and your support.

4/11/2008

I look forward to running into you on one of Clayton's beautiful trails or perhaps, at one of the Trails and Landscape Committee meetings!

Sincerely,

Candace Bass
Chairperson
Trails and Landscape Committee

-----Original Message-----

From: Barbara Halperin <bventana@earthlink.net>

To: Candace Bass <kndbass@aol.com>

Sent: Thu, 13 Mar 2008 9:52 am

Subject: Your committee is great!

First, I forgot to thank you very much for addressing my concerns at your last meeting. I intended to attend, but our dishwasher crashed, leaked, and ruined our family room carpeting. So I had to meet with the floor man that evening. Anyway, we were happy to see that the hole in Lydia Park has been filled in.

I would like to participate in cleaning up the creek this summer, if there is going to be a group doing it. It's such a shame to see all those rags, boards, soda cans, etc. lying in the creek. Is there any chance there will be a cleanup project this summer? Maybe in July?

Thanks so much again, Candace, for your prompt attention to Clayton residents' concerns.

Sincerely,
Barbara Jacobs

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Laura Hoffmeister

From: kndbass@aol.com
Sent: Thursday, March 13, 2008 12:15 PM
To: lhoffmeister@ci.clayton.ca.us
Subject: Re: T & L C

Thanks, Laura.
I may get back with you later on a related topic.

C-

-----Original Message-----

From: Laura Hoffmeister <lhoffmeister@ci.clayton.ca.us>
To: kndbass@aol.com
Sent: Thu, 13 Mar 2008 12:00 pm
Subject: FW: T & L C

Candy

Attached is the resolution establishing the members and their terms. Dan Richardson and Jerry Zimmerman resigned since this resolution the city council accepted their resignations and decided not to refill those seats at that time as there was interest to make the group a manageable size as the resolution states the council can appoint up to 11 members. The current membership stands at 9 (not including the council liaison member).

The following members terms will be up end of June this year: Joanne, Victor, Jerry and Kelly. Usually at the beginning of May the city clerk makes notices, including advertisement in the Pioneer, of the upcoming terms expiring and the current members as well as other from the public may apply – the terms will be July 1 2008- July 1-2010. As you recall some members had initial one year appointments to create a staggering of the terms so the other 5 members terms expire in Jun 30 2009. There are not term limits with the TLC.

You are correct that Gary, as he stated in the last meeting to TLC, is transitioning to less direct involvement with the TLC and will be attending meetings only as necessary. At this time I will be the lead staff person along with Mark/John from maintenance to assist. As staff does with all matters that we are directly responsible for, keep Gary briefed and he of course is our supervisor and also provides appropriate direction and input to us as needed.

As to budget, City staff will prepare the draft budget and present to the TLC, review our information and recommendations, obtain input, suggestions, modifications, that the TLC may provide and make any changes necessary, then it will be included as a section to the overall city budget that goes forward for review and consideration/approval by the City Council at their June meetings. There is also a city council budget subcommittee that goes over the entire city budget with staff prior to the June City council meeting. Thus the April and May meeting will have agenda items and reports and information from staff related to the landscape district budget (as well as any other appropriate/needed agenda items). Having a TLC member attend the two budget hearings in June, would be appropriate to confirm the TLC recommendation of the budget section on Landscape Maintenance and respond to any appropriate questions. The TLC is established per Measure B to provide oversight and recommendation to the staff and city council (via staff) on the landscape district budget and its priorities and service levels.

Let me know if you have any other questions.

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

4/11/2008

LHoffmeister@ci.clayton.ca.us

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6000 Heritage Trail
Clayton CA 94517

925-673-7308 (ph/vm)
925-672-4917 (fax)

From: kndbass@aol.com [mailto:kndbass@aol.com]
Sent: Wednesday, March 12, 2008 2:23 PM
To: lhoffmeister@ci.clayton.ca.us
Subject: T & L C

Laura,

I gather from Gary's comments at the meeting that he will not be as involved with T & L C.

Could you please clarify for me if T & L C needs to write a report of its own which includes financial information and submits it to Council in June, or if it merely approves of a report that is generated by City staff and submitted to Council?

Also, when you get a chance, could you please send me a list of names of members whose commissions will be expiring in June?

Thanks,

Candace

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