



AGENDA

REGULAR MEETING

* * *

TRAILS AND LANDSCAPING COMMITTEE

[CITIZENS OVERSIGHT COMMITTEE]

MONDAY, MAY 19, 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 ***

MAY 19, 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) Information Only

1. 2008 Meeting Schedule of the Trails and Landscaping Committee.
2. List of Expiring Terms of Office for existing Committee Members.
3. Letter of Resignation by Vice Chairman Victor Geisler.
4. Copy of Mayor Manning's April 25th "Mayor's Column" in *Clayton Pioneer*.
5. Copy of Chairperson Bass's article for the *Clayton Pioneer*.

(b) Approval of Action Minutes from the Committee meeting of April 14, 2008.

(c) 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 a "Guest Speaker Program" on various related subjects.
Examples: 1. Landscape care and irrigation.
2. East Bay Regional Parks ballot measure in November 2008.
(Chairperson Bass)
- (b) Review of status report on deferred Trails Maintenance project list.
(City Maintenance Supervisors)
- (c) Discuss preparation of Committee's Annual Report to the City Council.
(Chairperson Bass; Committee Members Disend and Vineyard)
- (d) Consider Committee's meeting schedule for the 2008 Summer.
(Chairperson Bass)

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 May 20, 2008 meeting, and to CBCA at its May 29, 2008 meeting.
- (b) Future Agenda Items and Committee Member communications.

8. ADJOURNMENT– The Committee's next regularly-scheduled meeting is Monday, **June 16, 2008 at 7:00 p.m. in the Meeting Room, Clayton Community Library.**

#

Agenda Date: 05-19-08

Agenda Item: 2(a)1.

2008 MEETING SCHEDULE
TRAILS AND LANDSCAPING OVERSIGHT COMMITTEE

3rd MONDAY DATE

LOCATION

MAY 19, 2008

Clayton Library Meeting Room

JUNE 16, 2008

Clayton Library Meeting Room

JULY 21, 2008

Clayton Library Meeting Room

AUGUST 18, 2008

Clayton Library Meeting Room

SEPTEMBER 15, 2008

Clayton Library Meeting Room

OCTOBER 20, 2008

Clayton Library Meeting Room

NOVEMBER 17, 2008

Clayton Library Meeting Room

DECEMBER 15, 2008

Clayton Library Meeting Room

DATE: 15 APRIL 2008

NOTICE OF COMMISSION VACANCIES

Notice is hereby given that the City of Clayton encourages residents to apply for positions on City Boards, Commissions, and Committees that will have vacancies in 2008.

At the end of each year, the City publishes a list of appointed terms that will expire in the coming year, the names of incumbents, and the dates of their appointment.

If you are interested in any of these positions please contact Laci Jackson, City Clerk at (925) 673-7304 or by e-mail at ljackson@ci.clayton.ca.us.

<u>Planning Commission</u>	Term expires
Bob Armstrong	6/08
Tuija Catalano	6/08
Ed Hartley	6/09
Keith Haydon	6/09
Joe Odrzywolski, Jr.	6/08

Agenda Date: 05-19-08

Agenda Item: 2(a)2.



<u>Trails and Landscaping Committee</u>	
JoAnn Caspar	6/08
Victor Geisler	6/08
Jerry Kosel	6/08
Kelly Marshall	6/08
Candace Bass	6/09
David Disend	6/09
David Johnson	6/09
Virginia Siegel	6/09
Bill Vineyard	6/09

<u>CCC Library Commission</u>	
Joyce Atkinson	6/08
Jeanne Boyd, alt	6/08

<u>CCC Mosquito & Vector Control Board</u>	
Peggie Howell	1/10

<u>CCC Council on Aging</u>	
Francesca Wood	9/09

<u>County Connection Citizen Advisory Committee</u>	
Chuck Evans	5/09

<u>CCC Transportation Citizen Advisory Committee</u>	
Chuck Evans	2/11

STATE OF CALIFORNIA)
COUNTY OF CONTRA COSTA)ss.
CITY OF CLAYTON

AFFIDAVIT OF POSTING:

I hereby certify that I, Laci J. Jackson, is duly appointed and qualified City Clerk of the City of Clayton and that on December 28, 2007 caused the above notice/document to be posted in three (3) places in the City of Clayton.

City Hall, 6000 Heritage Trail, Clayton
Ohm's Bulletin Board, 1028 Diablo Street, Clayton
Clayton Community Library, 6125 Clayton Road, Clayton
www.ci.clayton.ca.us

Agenda Date: 05-19-08

Gary Napper

Agenda Item: 2(a)3.

From: Victor Geisler [victorgeisler@yahoo.com]
Sent: Friday, May 09, 2008 8:22 AM
To: gmmann@hotmail.com
Cc: gnapper@ci.clayton.ca.us; kndbass@aol.com
Subject: Resigning seat on T & L C

Dear Greg,

I will be resigning my seat on the Trails and Landscaping Committee (effective after the May 19th meeting) due to work obligations. My Company is putting in a new enterprise Payroll and HR software platform, and I am playing a key role in the implementation. There we be long evenings tied to this project, so I will be unable to continue as a reliable member for at least the next year, and possibly longer. I would like to emphasize that it has been a real pleasure serving and working with the Committee members, the City Staff, the City Council, and the general public. I certainly wish circumstances were such that I could continue to serve at this time.

I would like to thank you and the rest of the Council for appointing me to this very priveleged role in our City, and look forward to participating again at some point down the road.

Victor Geisler

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5/9/2008



GREGG MANNING MAYOR'S CORNER

Landscaping moves up on the agenda

This is a column I have wanted to write for some time, but other subjects have pushed their way to the front of the line.

In November 2007, the residents overwhelmingly passed Measure B. This measure, as you will remember, established an assessment of \$197 annually per parcel to fund maintenance of the city's trails and landscaping.

The Trails and Landscaping Committee (TLC) was established by the City Council to direct the spending of these funds in a prudent manner. The TCL meets at 7 p.m. on the second Monday of each month. The committee's agenda packets are available on the city Website. Visit www.ci.clayton.ca.us and put your cursor on the "Local Government" tab. The third item on the dropdown menu is for TLC. Click it and select the data you want.

The city maintenance crew is involved in implementing the plan approved with Measure B. You may have seen them working as you drive through town. When working, they set up warning signs and cones. One of the signs says: "Your Landscape Maintenance Fees at Work."

We have a small crew and if the crew goes to lunch or leaves to empty the trucks, they do not take the signs down because they will be returning shortly and it would be a waste of effort.

You may have noticed that vegetation along city trails and city property has been trimmed. This is one of the Measure B changes, and these areas will be cut again when the growing season ends.

At the March 10 TLC meeting, the maintenance supervisors presented their Trails Inventory and Evaluation. This report contains a list of all trails within the city limits. The list is a guideline for building an effective trail management program. Every trail in the report has a map showing the location of the trail, an overview of the trail, access paths, connecting trails, length of the trail, surface, borders and grade, structures, signs, annual maintenance, deferred maintenance, future maintenance and evaluation where needed.

This is a fantastic resource and is the product of a great deal of work. We have an exceptional group of people in our Maintenance Department. They are dedicated, hard-working and a true city asset. I can't say too much about what they have done for the city.

If you walk the city's trails, you will be well-served by checking this report. You may discover trails you did not know existed and find new places to walk.

The report ends with a master inventory list and a glossary. Following the trails evaluation is an update of the first year's goals and objectives. From this, you will note that maintenance is keeping logs on many district tasks.

The district has purchased an irrigation truck which will be stocked with parts to repair and maintain the district's irrigation system – saving water and plants and better serving the district. They are also purchasing a spray truck. TLC member Dave Johnson used his extensive knowledge in this area to facilitate the equipment purchase at considerable savings.

The TLC is off to a great start in directing the spending of our funds. The maintenance crew is implementing the plan on schedule. However, Clayton residents and other users of the trail (that is you) need to help.

Some things seem like common sense, but you know my belief about that. Clean up after your dogs. Treat the space as belonging to everyone. Report damage or misuse of the trails using the city's Website.

Lastly, the East Bay Regional Park District is working on a new bond issue to replace the one that is expiring after 20 years. There will be no increase in the parcel rate, and Clayton's direct benefit will be about \$500,000. I would like these funds spent on the deferred trail maintenance we were unable to include in Measure B and which would greatly improve the trails. This would seem to be natural choice since our trails connect to the East Bay Regional Park District.

You will be hearing more about this bond issue in the near future, and I would like your thoughts on this and the trails in general. If you get a chance, attend one of the TLC meetings. They always appreciate community input.

You can reach me by e-mail at claytonmayor2008@comcast.net.

**Trails and Landscaping Committee Report
By Candace Bass**

Although a Trails and Landscaping Committee (T & L C) has been an integral part of our community since 2004, some confusion remains as to what are the committee's responsibilities and parameters. Occasionally, questions arise regarding T & L C's relationship between both the Clayton City's staff and the Clayton City Council.

T & L C evolved from the citizens' Blue Ribbon Committee, which was created four and a half years ago by the Clayton City Council. Members volunteer their time, are appointed by the City Council, and serve in an advisory capacity. Recommendations are submitted to the Council, with the City Council ultimately making decisions on behalf of the public Landscaping Maintenance District.

The Landscaping Maintenance District, (LMD), replaced in 2007 and funded by voters' passage of Measure B, includes public roadway landscape, open space and the trails system. The LMD excludes City parks as the Clayton Maintenance staff maintains the parks with the use of general funds. The new downtown park, "The Grove," is funded separately by the voters' passage of Measure O and is not overseen by the TLC or included in the LMD.

The frequency and scope of many of the Landscape Maintenance District tasks have been made possible because of the replaced funding of Measure B. Recently, a sixty-nine page "Clayton Trails Inventory and Evaluation" report was compiled by City Maintenance staff, and the semi-annual trimming effort of overgrown landscaping are just two examples of key accomplishments in the TLC's initial year of oversight.

One of T & L C's outreach priorities is to articulate to the Clayton community how the new funding has benefited the LMD. To that end, the Committee has decided to communicate with the Clayton community on a monthly basis. Predicated upon the Maintenance staff's monthly progress, residents may now obtain information from three separate sources: 1. *Clayton Pioneer* readers will find a summary in a monthly column entitled, "Monthly Maintenance Update"; 2. Clayton residents will find a copy of a more detailed report, posted in the Clayton Community Library lobby; and 3. A copy of the report may also be reviewed within the body of each monthly T & L C Agenda online at, www.ci.clayton.ca.us . Click on: Trails and Landscaping Committee Meeting.

"March Monthly Maintenance Update"

(Since some of the tasks are actual improvements realized because of Measure B funding, those items are reported separately under Measure B Improvements below)

- All public landscape was trimmed along Oakhurst Drive from the Clayton Fountain, heading west to the city limits.
- All public landscape was trimmed between both ends of Eagle Peak Drive along Oakhurst Drive
- All median landscape was trimmed along Clayton Rd from the west end of the city limits to the Clayton Community Park

- Spot spraying for weeds and turf mowing was completed within the District.
- Evaluation and repairs of irrigation system have been initiated for the summer season.

MEASURE B IMPROVEMENTS

- Fertilizing was completed for the entire District.
- Weeds along the major Trails were sprayed and partially mowed, as part of the twice per year standards, approved by voters in Measure B.
- A used Irrigation Control Truck was placed into service, to better facilitate field repairs on the multitude of irrigation systems operating in the LMD.

Thanks to Measure B, the T & L C has evolved into its present form and function, as a direct citizens' oversight committee of the District, for the next 10 years. Presently, the Committee is chaired by Candace Bass. Other members include: Vice Chairman Victor Geisler, JoAnn Caspar, David Disend, David Johnson, Jerry Kosel, Kelly Marshall, Virginia Siegel, and Bill Vineyard. The Committee invites the public to bring their questions and comments to its monthly meetings, the third Monday each month, at 7 p.m., in the Clayton Community Library Meeting Room.

Residents may also submit questions online at, cityinfo@ci.clayton.ca.us.

Agenda Date: 05-19-08

Agenda Item: 2.(b)

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

April 14, 2008

1. COMMITTEE CALL TO ORDER & ROLL CALL

A. The meeting was called to order at 7:10 p.m. by Chairperson Candace Bass at the Community Meeting Room at the Clayton Library, 6125 Clayton Road, Clayton, CA.

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

Committee Members absent: David Johnson.

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

2. CONSENT CALENDAR

(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 day.

Motion by Vice Chairman Geisler, seconded by Committee Member Vineyard, to approve the Consent Calendar with a correction to the March minutes to add the update discussion on the Clayton Cleans Up event, noting that it was cancelled for Spring yet may be reconsidered for Fall or next Spring by the Committee.

Motion passed (8-0 vote).

3. PUBLIC COMMENTS

None.

4. CONTINUED BUSINESS

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

Committee Member Siegel gave update. About 300 surveys were mailed out April 3rd to businesses and interest groups/organizations. To date 39 responses have been received. A quick review by the subcommittee noted that the responses so far seemed generally positive or supportive of some sort of Adopt a Trail program being established. They expect more surveys to be returned over the next few weeks, then the subcommittee will make phone call and/or make direct contact with the downtown or local businesses as follow up to those not returned. It was further clarified that the subcommittee mailing data base was from City business license list, advertisers in the *Clayton Pioneer*, and other business names and local organizations that members had. Next steps include the subcommittee reviewing the returned surveys, compiling the data and summary and preparing a draft proposal for the May meeting for review and input from the TLC.

Vice Chairman Geisler indicated the subcommittee will listen to the community through the surveys and will use that feedback to propose a program to the TLC that is appropriate to Clayton; to date of the 39 surveys returned only a few (about 3) were negative. The negative feedback was mostly oriented around the passage of the Landscape Maintenance District measure and those individuals incorrect assumption there was sufficient monies in the measure to make capital improvements and enhanced maintenance services that should not need any augmented maintenance activity or monies by the public/businesses or organizations. Committee Member Kosel mentioned he feels there is confusion and maybe clarity to the public is needed in some fashion such as “What is Measure B doing?” – the Measure does not pay for everything; the public is unclear as to what Measure B funds are doing. He suggested an article in the paper might be good idea to explain and clear up the confusion, hopefully before any Adopt a Trail proposal recommendation is undertaken or taken up by the City Council.

It was the consensus of the Committee that outreach on this public perception should be an article in the *Clayton Pioneer* done by the Chair. Further discussion of this item was deferred to be incorporated with Item 5(c).

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.

1. Litter Awareness and Prevention tips

Chairperson Bass reviewed the visual display she had prepared on the floor of the meeting room of various “litter and recycling items (cans/bottles/plastic bottles)” which she stated she had collected along the sidewalks areas of the Landscape District during her walks. In response to questions she clarified that the items were found from her walks of all of Clayton Road and all of Oakhurst Drive. Chairperson Bass explained her concerns about litter and recycling and thought the TLC might want to be aware of the issue and that the TLC might want to take a position about this. Chairperson Bass read the article that was in the TLC agenda materials that another city mayor had written to highlight the impacts of litter and need to increase awareness in our community. After discussion, Chairperson Bass asked if the TLC wanted to make litter prevention and awareness a priority of the Landscape Maintenance District and the Committee. She also suggested that information could be provided on the TLC Library Lobby Display, that the display was in need of updating and this information could be included in some manner.

Assistant to the City Manager Hoffmeister reviewed the specific purpose of the LMD and Committee as it was established by the voters, namely it was the care and maintenance of the landscaping and trails and open space. The City streets are all swept monthly and Clayton Road is additionally swept 2 to 3 times a week by the Quarry sweeper. These measures minimize the litter along the gutter line. Additionally the City’s refuse and recycling hauler sponsors a periodic “green” section column in the *Clayton Pioneer* and has information about litter reduction, recycling etc. Chairperson Bass clarified that some of her litter was found pushed inside of the plants in the Landscape District, not just along the sidewalk in the open or gutter, but hidden from most views. Maintenance Supervisor Janney explained how the Maintenance workers pick up litter. He mentioned field personnel do collect litter at the time that they are trimming and go after the larger visible items. Additional litter pick up is done by “volunteers” who may select Clayton to do their community service hour

assignments that they may have received through the courts. Again the volunteers are to go after the larger items to cover as much area as possible. Broken glass is usually considered a safety issue and Maintenance will respond to clean up broken glass as other priorities allow.

Vice Chairman Geisler indicated he felt City Maintenance had a good program for addressing litter and is using its limited resources to get the most bang for the buck by focusing on the larger litter items when trimming and augmenting with “volunteers”. He did not think this was an appropriate item for the Oversight Committee to have as a priority or take any position on, however suggested that it might be an appropriate component of the Adopt a Trail Program. Committee members agreed with Geisler, and by consensus the TLC would not take any position, that to do so would be straying from the focus of the TLC charge by the voters. TLC members commented they need to keep with the priorities they have already set forth which were consistent with Measure B. Committee Member Siegel agreed the Adopt a Trails subcommittee, which she serves on, could look at litter as part of their future draft proposal. Council Member Walcutt offered to bring the item up at the City Council meeting and would suggest to Mayor Manning that he include some litter prevention information in his Mayor’s Column in the *Clayton Pioneer*.

By consensus the Committee concurred no further action or discussion of this item is needed.

2. *Pet Waste and Leash Laws.*

Chairperson Bass stated she had seen some signage at the Lafayette reservoir that cited a code section to pick up after your pet or be subject to a fine. She noted that after the agenda was prepared she had found out with discussions with City Staff that our City already has similar laws in Clayton.

Assistant to the City Manager Hoffmeister confirmed Clayton does have similar laws and the fines are graduated so that typically a third citation within a 12 month period would have a higher fine such as \$500. She further clarified that in order for a citation to be issued a Police Officer or Animal Control Officer must witness the offense. She also explained that the Clayton K-9 organization (Dog Park supporters), which a former TLC member is a part, might be a more appropriate group to provide education information to the public via the *Clayton Pioneer*, etc.

Chairperson Bass suggested maybe providing more signage on the trails or information on an updated TLC Library Lobby Display would help educate the public about the importance to pick up after their pets as it is littering the trails. Assistant to the City Manager Hoffmeister reminded the TLC that additional signage on the trails was a matter already discussed by the City Council as it related to earlier request from a public member as well as the early concept for Adopt a Trail recognition. The City Council indicated that they did not support additional signage on the trails, that it had limited effect on individual behaviors, and carried cost and maintenance implications.

Discussion by the TLC members included that responsible pet owners already do the responsible thing, and that whatever problems exist or are perceived to exist, are from a minority of people who are not responsible, and that signage etc. will not motivate them to change their behavior. The City does not have the police staff levels to divert from other important public priorities to patrol the trails for pet waste violators.

By consensus the Committee members indicated that there was nothing further that needed to be done with this item.

3. Posting of Monthly District Maintenance Report

Chairperson Bass explained she had noted that the TLC display in the Library lobby was getting stale and needed to be updated. As part of that effort she suggests the monthly Maintenance Report contained in the information section of the TLC agenda packet could be incorporate into a new display. She felt the information it contained should be provided to the larger public to help with outreach and communication. Maintenance Supervisor Johnston explained if there was to be a public posting or some other public dissemination of the information he would reformat the text so that it reads appropriately for the larger general audience. Committee members suggested the information could be provided to the *Clayton Pioneer* for a regular feature box of updates. Assistant City Manager Hoffmeister informed Committee members they would need to personally undertake any of these items under discussion as staff did not have the time to undertake additional tasks such as these.

By consensus the Committee agreed the Library Lobby Display be updated with Committee Member Kosel volunteering to undertake the task. Committee Member Siegel would be responsible to post the most recent monthly report on the display after each meeting. Chairperson Bass would contact the *Clayton Pioneer* to do an article or a first of future TLC columns and discuss the feature box idea with Tamara Steiner, the *Clayton Pioneer* editor.

(b) Presentation and discussion of proposed Landscape Maintenance District Budget for Fiscal Year 2008-2009.

Assistant to the City Manager Hoffmeister introduced this item and general background to the proposed budget and the TLC role in its review and recommendation to the City Council as part of the City's overall budget process. She noted the preparation and details were provided by the Maintenance Supervisors. Maintenance Supervisor Janney reviewed the detail of the proposed Landscape Maintenance District budget related to the expenses. In response to question by the Committee members Maintenance Supervisor Johnson explained the differences between Level 1 and Level 2 Maintenance Worker positions. Committee members thanked staff for the report information and commented that they were supportive of the District's proposed budget to move forward to the City Council as part of the City's overall FY 2008-09 Budget.

Motion by Vice Chairman Geisler, seconded by Committee Member Siegel, to recommend to the City Council the District proposed budget for FY 2008-09 as presented by staff. Motion passed 8-0.

c) Consideration of alternative monthly date for meetings of the Trails and Landscaping Committee.

Assistant to the City Manager Hoffmeister indicated that she as appointed staff liaison to the TLC had a new schedule conflict with the second Tuesday of the month meeting date, and requested consideration and action of the TLC of an alternative meeting date starting in May. She suggested either the third Monday of the month or a Wednesday evening. After discussion there was general consensus the third Monday of the month worked best for everyone.

Motion by Committee Member Vineyard, seconded by Committee Member Caspar, to have the Committee's regular meeting date moved to the third Monday of the month, keeping the same starting time and meeting place (7:00 pm at the Community Meeting Room of the Clayton Community Library, 6125 Clayton Road).

Motion passed (8-0 vote).

6. CORRESPONDENCE

Various email correspondence provided in the packet was noted as being received. These included correspondence from and to Clayton resident Barbara Jacobs with responses from Chairperson Bass and staff.

7. COMMITTEE ITEMS

- (a) Assignment of Committee Report to the City Council at its April 15, 2008 meeting: JoAnn Caspar.

Assignment of Committee Report to the CBCA meeting at its April 24, 2008 meeting: Jerry Kosel

Assignment of Committee members to attend the City Council budget hearings on June 3, 2008:
Chairperson Bass; Committee Member Bill Vineyard

Assignment of Committee members to attend the City Council budget hearings on June 17, 2008:
Chairperson Bass; Vice Chairman Victor Geisler.

- (b). Future agendas to include:

May meeting-- Adopt a Trail (subcommittee) status report/draft proposal recommendations (if completed).

Guest Speaker program

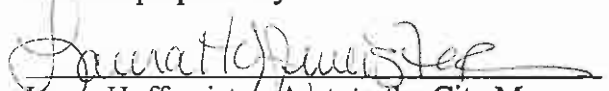
Trail deferred maintenance inventory and recommended priorities (Staff)

Summer meeting schedule

8. ADJOURNMENT

Upon call by Chairperson Bass, the meeting adjourned at 9:05 p.m.

Minutes prepared by:


Laura Hoffmeister, Asst. to the City Manager

APPROVED BY THE COMMITTEE

Candace Bass, Chairperson

LANDSCAPE MAINTENANCE DISTRICT

Round the Yard

- Trimmed Landscaping along Clayton Road from City Limits to Mitchell Canyon Road (East bound)
- Trimmed Landscaping along Peacock Creek Drive (West bound) and median.
- Trimmed Landscaping in the Downtown area
- Spot spray Landscaping City wide
- Trimmed Landscaping along Clayton Road from Oakhurst Drive to City Limits (West bound)
- Mowed all lawns in District
- Continued to check and make repairs to the irrigation systems. All irrigation is on in the District
- Weed abatement has started for Fire breaks. Peacock Creek area completed.
- Planted annual flowers downtown, Peacock Creek, and the water feature. Replace 8 inches of soil with top soil at the water feature and Peacock Creek planters.
- Replanted between water falls at water feature with star jasmine.
- Added curb and gutter at the Peacock lawn and re-sod lawn area
- Add sod at Eagle Peak lawn
- Planted 14 new trees between Mitchell Canyon and Atchinson Stage Road. Donations were from the Jeffry Ranch Civic Assoc. and Yes for Clayton Landscape Maintenance.

Report from the Adopt-a-Trail Subcommittee
Trails and Landscaping Committee
Clayton, California 94517
May 7, 2008

Agenda Date: 05-19-08

Agenda Item: 4.(a)

Executive Summary

"Adopt-a-Trail" programs are used in many communities, and people in Clayton are aware of such programs and generally receptive to their use. The specifics of these programs vary a bit from community to community, but they typically encompass the opportunities for groups to assist in clean-up and basic maintenance—and financial support to cover the costs of operating the program and to generate additional revenue for trail upkeep.

The Clayton area businesses, churches, and service organizations were polled to assess their interest in Clayton establishing an Adopt-a-Trail program. Respondents were very supportive of the idea.

It is the recommendation of the sub-committee that the Trails and Landscaping Committee (TLC) recommend to the Clayton City Council to start such a program. Based on the responses to the survey, the sub-committee further recommends that the program have two facets: one to encourage and enable volunteers—particularly groups such as scouts, businesses, service clubs and churches—to clean and do basic maintenance on trail sections; and a second component to encourage financial support of the trails by businesses, organizations, and people to cover the costs of administering the program.

Background

At the August 13, 2007 meeting of the TLC, during a presentation for expenditure priorities and strategic plan for the district's operation and maintenance, the idea of an "adopt-a-trail" program for citizens surfaced.

At its next meeting on September 10, 2007, the TLC expressed interest in "recruiting volunteers to assist with yearly trail inspection and/or trail adoptions."

Shortly thereafter Gary Napper received an unsolicited letter on September 19, 2007, from the CD Federal Credit Union expressing interest in adopting a trail.¹

At its October 8, 2007, meeting, the TLC formed a sub-group to gather information about adopting trails and to return to the TLC with its findings. Virginia Siegel, Kelly Marshall, and David Disend volunteered to form a sub-committee and to gather that information. Later, Victor Geisler joined the group.

Sub-committee members gathered information on a number of different programs and used the information to do basic benchmarking. This information was assimilated by the sub-committee and shared with the TLC at its November 19, 2007 meeting. At that time the TLC asked 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 TLC asked that this be presented to at the next (December) TLC meeting. From the beginning, the goal was to develop a program that extends and enhances trail beauty and maintenance and does not deplete, and potentially extends, Measure B funds.

At the December 10, 2007, meeting the sub-committee posed what they felt were the questions that should be answered to give dimension to the Clayton program, if it should move ahead for approval and implementation. Those questions were:

¹ A copy of that letter is appended to this report. See Appendix A.

- Should there be two components?: one for those who want to donate funds, and another for those that want to provide volunteer time?
- Appreciation needs to be shown to those who participate: should it be t-shirts for the volunteers, a recognition event such as a barbeque, signage at each adopted segment for volunteers and/or financial sponsors, and/or a single sign in a fairly visible place such as downtown?
- If we proceed with financial sponsors, at what level should the price point be set—particularly since the idea is that the program should, at minimum, cover its own costs?

At the December meeting, a general outline of volunteer duties and a pro forma financial sponsor form were shared with the TLC.²

At both the December meeting and at the February 11, 2008, meeting, TLC members expressed various opinions on these questions. At the March 10 meeting it was agreed that the sub-committee should poll the community to see if there were enough interest to proceed.³

Survey Results

Approximately 300 surveys were mailed (this is an estimate based on the number of stamps used. No final tally was made before posting, and about a dozen were returned because of address problems); recipients included members of the Clayton Business and Community Association, businesses licensed in Clayton, and businesses located in the two shopping centers at the corners of Ygnacio Valley and Clayton Roads. To date, fifty surveys have been completed and returned—approximately 17% of those contacted responded by filling out a survey.

Of those that responded, 70% were in favor of having an Adopt-a-Trail program and offered to provide labor, financial support or both to participate in the program. Fully 80% of those that offered to participate thought that recognition of those involved in the program would be important.

Survey Analysis and Program Recommendations

There is clearly interest in supporting an Adopt-a-Trail program in Clayton. The subcommittee recommends that a program be started. We believe that with proper stewardship and visibility, demand to participate in the program will increase in future years.

Based on information provided from the survey results, we suggest:

- The program have two tiers—one for those people or organizations that want to provide volunteer labor for cleanup, and one for those that want to provide financial support. This will mean that many segments will have two "owners": one doing cleanup and maintenance, one providing financial support.

² See Appendix B for copies of these documents.

³ See Appendix C for a copy of the cover letter and survey document.

- We believe there's enough demand to consider dividing the existing trails into 10-15 roughly equal length segments. In the first year, we would let participants select their segment on a first come, first served basis.
- We believe that groups providing clean-ups should commit to doing so three times per year. We think winter is wet and cold enough to be an idle quarter.
- We think financial sponsorship should be at least \$500, perhaps \$1,000. The truism in fund raising is that a donor's unsolicited offer is many (10-12) times less than what they would provide if asked properly. Eight offers were made of \$250 or greater, and six other respondents said they would contribute an amount that coordinated with the program's expenses.
- Recognition will be crucial for the program's success. This is a voluntary effort, and participants will need to feel good about their involvement.
 - A \$500 sponsorship would potentially cover these costs:
 - Trailside signage (approx. \$250/segment)
 - T-shirt for volunteer participants
 - Annual recognition barbeque
 - We also believe that volunteer groups desiring recognition on a sign should be asked to pay for it (\$100-150)
 - A more prominent and centrally located sign which lists all sponsors and participating groups should also be considered. Perhaps funding for this could be provided by a combination of city funds and an appeal to the CBCA.
- As demand to participate in the program grows, it could be handled, as existing commitments expire, by creating more segments and/or increasing the cost of financial sponsorship.
- The administration of the program would be officially handled by city personnel, although coordination of efforts and assistance could be provided by volunteers.
- Sign designs and maintenance would go through all city processes and approvals.

Appendix A



Agenda Date: 10-08-07

Agenda Item: 6 (a)
Received

SEP 21 2007

City of Clayton

September 19, 2007

Dear Gary,

I am writing this letter to express CD Federal Credit Union's interest in participating in the city of Clayton's Adopt-a-Trail program. We are interested in possibly "adopting" a trail and helping to keep the trail clean by picking up trash on a regular basis. Please consider us in your planning process with rolling out this excellent new program.

Thank you for extending the opportunity to us to support the city of Clayton's visions and plans. If we can be of further assistance in the future, please feel free to contact us. We look forward to helping in any way we can.

Thank you for your consideration.

Sincerely,

Jeremy Jacobs
VP of Operations

Sumer Chatham
Marketing Coordinator

1855 Second Street
Concord, California
94519-2693

Tel. 925.825.0900
Fax. 925.825.0167
www.cdfcu.org

Appendix B

DRAFT

City of Clayton
Public Works and Engineering Department

Clayton Adopt-a-Trail Program Fact Sheet

Mission

To develop a working partnership with the Clayton Public Works and Engineering Department 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 Public Works and Engineering Department, with assistance and guidance from the Clayton's 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 Public Works and Engineering Department. 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, and under city direction:
 - Plant trees
 - Plant and maintain flower beds

What Can Be Adopted

[list of segments to be developed by City]

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
Public Works and Engineering Department

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 are also being 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 Public Works and Engineering Department 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 the Public Works and Engineering Department to schedule work days, request materials and tools, and organize trash pick-ups. Each group will sign a one-year work agreement with the Department, 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 \$500 per year commitment.
3. The **Public Works and Engineering Department** 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 Department 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 Department 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 administrator] 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
Public Works and Engineering Department

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's Public Works and Engineering Department. 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 [title of administrator].

WORK SCHEDULE

Each group is required to have at least one work day every 4 months (total of 3 per year). Please list tentative dates for each work day. You will be expected to inform the Department of any date changes at least 2 weeks in advance.

Work Day #1 _____	Additional Work Days _____
Work Day #2 _____	_____
Work Day #3 _____	_____

(signature/date)

Group Coordinator

(signature/date)

[title of administrator]

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)

(title of administrator)

*Please return application to (address inserted here)
For questions, please contact (name), title, phone, e-mail, land address.*

Appendix C

April 1, 2008

Name
Address
Clayton CA 94517

Dear :

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

Kelly Marshall
914-0327
kellyxmike@earthlink.net

David Disend
693-0313
dsdisend@gmail.com

Victor Geisler
673-5607
victorgeisler@yahoo.com

Encl.

Clayton Adopt-A-Trail
Business Owner Survey

1) In what capacity might you, as a business owner, 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)

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 your business would consider an annual amount of:

\$ _____ \$250 _____ \$500 _____ \$1,000 _____ \$2,500 _____ \$5,000 _____ other (please specify)

4) 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

Agenda Date: 05-19-08

Agenda Item: 5. (a)

GUEST SPEAKER PROGRAM

LANDSCAPE MAINTENANCE TOPICS

IDEAS INCLUDE:

- **SELECTION AND CARE OF TREES**
- **HARDSCAPE**
- **IRRIGATION ISSUES**
- **NATIVE PLANTS**
- **DROUGHT TOLERANT PLANTS**

RELATED ISSUES:

EAST BAY REGIONAL PARK DISTRICT BOND

MEASURE EXTENSION

Agenda Date: 05-19-08

**City of Clayton
Deferred Trail Maintenance List
2008-2009**

Agenda Item: 5.(b)

Black Diamond Plaza Trail

Deferred Maintenance

- 5 yards crushed granite
- Replace or repair 50' 2 x6 border
- Replace plaque on trail marker

Evaluation: The border that needs to be replaced is located Marsh Creek Rd going north towards Clayton Rd. This is not a high priority, and the trail can be left without border allowing it to taper into the landscape areas. There are water bars located towards the Center St. end of the trail, and there should be additional water bars placed on the downward slopes of the trail. We have not been successful when maintaining water bars in the city, and new water bars should be placed only when avoiding major structural damage. The small plaque was donated and is of low priority.

George Cardinet Trail

Library Section

Deferred Maintenance

- Add 2 yards crushed gold rock and
- Add 5 yards crushed granite.
- Replace 4 sections of split rail.
(This area has been hit numerous times, and we may want to leave this as is until we see further reason to reinstall.)
- Tree up lights need to be repaired, but we will do so with library funding.

Evaluation: The crushed gold rock has been in need of replacement for some time and it, along with the crushed granite, are of low priority.

Diablo/Keller Section

Deferred Maintenance

- Add 40 yards of granite to base.
- Contract out tree trimming along trail.

NOTES: The oak trees located in the adjacent open space areas are not on city property. We trim only branches blocking the trail.

Evaluation: This area just received some attention with the repair of the bridge abutments. The trail would be greatly enhanced by applying a layer of crushed granite throughout, but this would be better left as an ongoing maintenance item.

Westwood/Lydia Section

Deferred Maintenance

- Crack seal entire trail
- Chip seal where applicable
- **Repair wood railing at Westwood Bridge**
- **Replace (4) 2x12 wood planks at Westwood Bridge.**

Evaluation: We will put this trail on our list of crack seal areas during the fall, and this will aid in the prevention of additional cracking. The railing at the wood bridge needs to be replaced along with the planks, as this is a safety issue.

Access Paths
Silvercreek Path

Deferred Maintenance

- **Repair 8'x16' section of asphalt lifted by pepper tree**
- **Repair lifted concrete**

Evaluation: This repair is a safety issue and needs to be completed. The sidewalk portion can be removed and replaced with asphalt or we can add cold patch to the raised area. Funding will determine the route we take here. Hopefully we can include this item with the Mt. Diablo Creek repair project.

Caulfield Path

Deferred Maintenance

- None

Atchinson Stage Trail

Deferred Maintenance

- 20 yards gold rock
- Replace or repair 450' 2 x 6 border

Evaluation: This neighborhood has not cost the city much money in terms of labor or materials over the last 10 years. Restoring this trail would really add to the appearance of the landscape and go a long way in showing that they are not forgotten by the city. The cost for this renovation is not within the available funding at this time. The cost for this renovation is something to look at in the near future. The North side of this trail could use some water bars and minor trail repair.

Access Paths
Pine Hollow Path

Deferred Maintenance

- Add 5 yds crushed granite

Evaluation: We have been repairing the sidewalks along this trail for the past several years, and the crushed granite is the next item on the list for this area. This item is low priority.

Peacock Creek Trail

Oak Hill Section

Deferred Maintenance

- **Add 20 yds crushed granite**
- **Replace or repair 10 water bars**
- **Replace trail sign**
- **Replace approx. 200' of border along trail**

NOTES: Adding crushed granite to this section is very labor intense due to the steep grade and accessibility.

Evaluation: The water bars on this trail need to be repaired to minimized the structural damage being caused on the cross slope. Additional bars will need to be installed to insure proper water run-off. There are v-ditches running along the side of this hill that

could be put in jeopardy if this item is not taken care of. The sign can be repaired or replaced with annual funding of trail maintenance.

Ridge Section

Deferred Maintenance

- Add 15 yds crushed granite
- Replace or repair approx. 200' 2x6 wood border

NOTE: Access to this section is possible from Inverness way

Evaluation: This is another section of the Peacock Creek trail that needs attention due to the structural damage that may be caused by trail erosion. This trail runs parallel with a v-ditch that could be compromised by the deterioration of this trail. Due to the steep cross slope we will need to anchor the border on this trail with steel stakes.

Canyon Section

Deferred Maintenance

- Add 10 yds crushed granite
- Replace or repair 10 water bars
- Replace approx. 100' of border along trail
- Repair or replace 8x8 wood marker

NOTES: This section of trail can be accessed along the fire trail

Evaluation: There is a small section of this trail that leads to the Ridge Trail. This section has been long forgotten and is in a deteriorating state. The water bars have broken apart and the crushed granite on the trail has washed down to the bottom area leaving large ruts throughout the trail. The marker can be replaced through the annual trail funding.

Diablo View Trail

The Town Section

Deferred Maintenance

- Add 5 yds crushed granite
- Add 5 yds crushed gold rock
- Replace approx. 200' of border along trail

Evaluation: This area is of low priority and the wood border does not need to be replaced at this time. We should evaluate further whether we want to repair or install border to this section of trail.

The Flats Trail

Deferred Maintenance

- Add 20 yds crushed granite
- Replace approx. 1000' of border along trail

Evaluation: The border along this trail should only be replaced along the areas where the slope is steep to the roadside. The rest of the trail border should be removed or left to erode into the soil.

The School Trail

Deferred Maintenance

- Add 10 yds crushed granite
- Replace approx. 100' of border along trail
- Repair or replace 8x8 wood marker
- Repair approx. 15' retaining wall

Evaluation: The retaining wall on this trail needs to be repaired. The border on this trail should only be replaced around the area of the retaining wall. The rest of the border should be left to erode in to the soil. The wood marker can be replaced through annual trail funding.

Access Paths **Center Street Path**

Deferred Maintenance

- Add 5 yds crushed granite

Evaluation: This trail has more of a problem with the overgrown landscape, poor design, and sprinkler run-off, than the erosion of crushed granite. This trail, like other trails in the city could use fresh 1/4x overlay, but it is of low priority.

Upper Easley Trail

Deferred Maintenance

- Crack seal entire length of path
- **Repair wood railing**
- **Replace 4 sections approx.328 linear feet of pathway**

Evaluation: We will put the crack sealing on our list for the fall. The wood railing is a safety issue and needs to be repaired. The 4 sections of asphalt can hopefully be applied to the asphalt repair project for Mt. Diablo Creek Trail.

Lower Easley Trail

Deferred Maintenance

- Crack seal entire length of path

Evaluation: This area will also be included in our fall crack seal schedule.

Access Paths **Stranahan Path**

Deferred Maintenance

- **Repair lip around catch basin**

Evaluation: This is a safety issue and needs to be repaired.

Oak St. Path

Deferred Maintenance

- Clean and expose V-ditches

Evaluation: This can be done within the annual trails maintenance funding.

Mudville Path

Deferred Maintenance

- None

Mt. Diablo Creek Trail

Deferred Maintenance

- Crack seal entire length of path
- **Repair wood railing**

- **Replace 1 sections approx.300 linear feet of pathway (by man hole)**
- **Replace 1 section 10 x 15 sq ft (top of hill by catch basin)**
- **Replace lower section of trail. Approx. 1,500'**

Evaluation: The wood railing is a safety issue and needs to be repaired. The asphalt repairs can be included in the summer street project giving us a better price. Adding many projects to an asphalt overlay decreases the cost per square foot. All asphalt trail repairs should be done while completing street projects. Street projects are much larger than any individual trail overlay.

Donner Creek Trail

Deferred Maintenance

- Crack seal entire length of path
- **Repair 1 section approx. 15 sq ft asphalt along El Molino Dr.**
- **Repair approx. 100 sq ft of path before gate**
- **Remove and repair crushed asphalt after gate.**
- Add 10 yards crushed granite

Evaluation: The 2 sections of asphalt repair can be done with the Mt. Diablo Creek Project. We can remove the crushed section of asphalt after the gate and replace with crushed granite to keep cost down.

Black Diamond Trail

Deferred Maintenance

- Refill ¼ x crushed granite in parking area

Evaluation: This is very low priority.

Blue Oak Trail

Deferred Maintenance

- Replace 2 missing signs
- **Add reflectors to chain on gate**

Evaluation: We can replace the signs with annual trail funding. The reflectors are a safety issue and need to be taken care of.

North Valley Trail

Deferred Maintenance

- Replace and repair signs and markers

Evaluation: This can be done with the annual trail maintenance funding.

Oakhurst Ridge Trail

Deferred Maintenance

- Replace 2 each 4" x 6" trail signs
- Replace 2 each 6" x 18" trail signs
- **Add 2 reflectors on chain**

Evaluation: The signs can be replaced with the annual trail maintenance funding. The reflectors are a safety issue and need to be taken care of.

Keller Ridge Access Trails

Deferred Maintenance

- Replace 1 each 4" x 6" trail signs

Evaluation: Signs can be replaced with annual trail funding.

Crow Place Trail Access

Deferred Maintenance

- Repair cobbled stair

Evaluation: This area has become a storm drain issue caused by water run-off. We will try to address this issue while we are performing our annual catch basin and creek clean outs.

OVERVIEW

The following is a list of trail repairs that we will perform with the replacement fund monies for 2007-2008 and 2008- 2009.

- **Peacock Creek Trail:** Replace 45 yards of crushed granite. Replace 500 feet of wood border. Repair or replace 20 water bars.
- **George Cardinet Trail:** Repair wood railing and planks on wood bridge.
- **Silver Creek Path:** Repair lifted asphalt and concrete.
- **Diablo View Trail:** Repair portions of wood border. Repair retaining wall.
- **Upper Easley:** Repair wood railing. Repair 4 sections of asphalt pathway.
 - **Stranahan Path:** Repair lip around catch basin.
- **Mt. Diablo Creek Trail:** Repair wood railing. Replace 10'x15' section of asphalt.
- Replace lower section of trail. This item will depend on the price per square foot and the available funding.
- **Donner Creek Trail:** Repair 2 sections of asphalt. Remove and repair crushed path after gate.
- **Blue Oak Trail:** Replace reflectors on gate.
- **Oakhurst Ridge Trail:** Replace reflectors on chain.

NOTE: The asphalt projects cost will greatly be reduced by combining them with the street project. The lower portion of Marsh Creek Trail will only be done if funding is available.

Deferred Maintenance Criteria

Rating Legend: 0 = Low Priority; 5 = Highest Priority

Structural ranges from 1-5

Structural includes damages to the trail that threatens surrounding structures, slopes creek banks, or hillsides.

Usage ranges from 1-3

Usage can be very subjective, but in this criterion, it represents trails that lead to the hub of town being a higher rate than trails located on the surrounding hills.

Amenities range from 1-3

Amenities are structures that make the trails more user friendly, such as benches, signs, and trail markers.

NOTE: All trails are rated by numbers ranging from 1 thru 5. The higher the number equals the higher the priority.

Trail Name	Structural	Usage	Amenity	Totals
Mt. Diablo Creek Trail	4	2	1	7
Peacock Creek Trail (Oak Hill section)	4	1	1	6
Peacock Creek Trail (Ridge section)	4	1	1	6
George Cardinet (Westwood /Lydia section)	4	1	1	6
Silvercreek Path	4	1	1	6
Upper Easley Trail	3	2	1	6
Donner Creek Trail	3	2	1	6
Peacock Creek (Canyon section)	4	1	1	6
Diablo View (School section)	4	2	0	6
Crow Place Trail Access	4	1	1	6
Diablo View (Flats section)	3	2	0	5
Stranahan Path	2	3	0	5
Black Diamond Plaza Trail	1	3	1	5
Diablo View (Town section)	1	3	0	4
George Cardinet (Library section)	0	3	1	4
Lower Easley Trail	0	3	1	4
Black Diamond Trail	0	3	1	4
Atchinson Stage Trail	2	1	0	3
George Cardinet (Diablo/Keller section)	0	2	1	3
Center Street Trail	0	3	0	3
Mudville Path	0	3	0	3
Blue Oak Trail	0	1	1	2
Oak St. Path	1	1	0	2
Oakhurst Ridge Trail	0	1	1	2
North Valley Trail	0	1	1	2
Keller Ridge Trail	0	1	1	2
Pine Hollow Path	1	1	0	2
Caulfield Path	0	1	0	1

Agenda Date: 05-19-08

Agenda Item: 5. (c)

**NO
WRITTEN MATERIALS
FOR
THIS
AGENDA ITEM**

Agenda Date: 05-19-08

Agenda Item: 5. (d)

2008 MEETING SCHEDULE
TRAILS AND LANDSCAPING OVERSIGHT COMMITTEE

3rd MONDAY DATE

LOCATION

JUNE 16, 2008

Clayton Library Meeting Room

JULY 21, 2008

Clayton Library Meeting Room

AUGUST 18, 2008

Clayton Library Meeting Room

SEPTEMBER 15, 2008

Clayton Library Meeting Room

OCTOBER 20, 2008

Clayton Library Meeting Room

NOVEMBER 17, 2008

Clayton Library Meeting Room

DECEMBER 15, 2008

Clayton Library Meeting Room

JANUARY 19, 2009

Clayton Library Meeting Room

(Note: Martin Luther King, Jr. holiday)
City Offices closed

DATE: 15 MAY 2008