



AGENDA

* * *

TRAILS AND LANDSCAPING COMMITTEE [CITIZENS OVERSIGHT COMMITTEE]

MONDAY, June 9, 2014

7:00 p.m.

Hoyer Hall

Clayton Community Library City Hall

*6125 Clayton Road
Clayton, CA 94517*

COMMITTEE MEMBERS

Larry Casagrande	Anthony Chippero
Robert Erich	Howard Glazier
Ryan Lowe	Harun Simbirdi
Alyse Smith	Clayton Smith
Bob Steiner	Ted Sudderth

Vice Mayor David Shuey (Ex-Officio/City Council Liaison)

Councilmember Howard Geller (Ex- Officio/City Council Liaison Alternate)

- 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.cityofclayton.org
- Any writings or documents provided to a majority of the Committee after distribution of the Agenda Packet and regarding any public item on this Agenda will be made available for public inspection in the City Clerk's office located at 6000 Heritage Trail during normal business hours.
- 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 *

June 9, 2014

1. **CALL TO ORDER & ROLL CALL** – Vice Chair Lowe.
2. Welcome to reappointed and new appointed TLC members and self-introductions.
3. **PUBLIC COMMENTS ON NON-AGENDA ITEMS**

Any member from the audience 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 Consent Calendar, Public Hearing, Action Items and other Agenda Items will be allowed when each item is considered by the Committee.

4. **CONSENT CALENDAR**

*Consent Calendar items are typically routine in nature or informational 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 regular meeting of October 28, 2013.
- (b) Landscape Maintenance Staff Activity Report since October 28, 2013 (informational only)

5. **CONTINUED/OLD BUSINESS**

- (a) Adopt a Trail Program Status verbal update – Committee member Sudderth
- (b) Status report of the Deferred Landscape Maintenance District Projects
(Maintenance Supervisor Janney)
Recommended Action: Receive report.
- (c) Verbal Status Report on the open space invasive nonnative weed abatement contract.
(Maintenance Supervisor Janney)
- (d) Verbal Status Report on the open space fire prevention weed abatement.
(Maintenance Supervisor Janney)
- (e) Future Clayton Pioneer articles re: Adopt a Trail and Landscape Maintenance District verbal Status report – Committee member Chippero

6. NEW BUSINESS

- (a) Review of the status Landscape Maintenance District adopted budget for FY 2013/2014, and the proposed budget for FY 14/15 as the Citizens Oversight Committee for Measure B.

(Asst. to the City Manager Hoffmeister and Maintenance Supervisor Janney)

Recommended Action: Hear report, provide comments, and make recommendations to the City Council regarding the proposed budget for FY 14/15.

- (b) Review of trimming standards for shrubs in the LMD along pedestrian sidewalks and trails.

Recommended Action: Hear report and provide comments; staff recommendation to maintain current trimming standards in accordance with the Measure B and best practices for landscape pruning.

7. CORRESPONDENCE – review of incoming and outgoing correspondence

Informational Only

- (a) Resignation of Committee member Don Fitzgerald
(b) Email from resident Mike Wagner re: his attendance at the October 28, 2013 TLC meeting.
(c) Email from resident Susan Safipour concerning trimming of shrubs along Eagle Peak and Oakhurst Blvd.

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

- (a) Assignment of Committee Report: select TLC member to provide verbal update report and report at the City Council at its June 17, 2014 meeting.
(b) Future Agenda Items: (all future agendas will include minutes; status on Adopt a Trail; Maintenance Work Status Report for the District; Deferred projects status report)

September/October- FY 2013/14 TLC prepared draft Annual Report: at the June 9th meeting the Committee to select members to work as an ad hoc subcommittee to prepare the Annual Report – maximum of two members plus the Chair.

Jan/Feb 2015 – mid-year FY 14/15 budget status; selection of new TLC Chair and Vice Chair

May 2015 – proposed landscape District Budget for FY 2015/16

- (c) Committee Member communications – informational items/announcements that TLC members would like to share
(d) Staff Communications/Announcements –
(1) City Council minutes of January 21, 2014 re: reappointments and appointments to the TLC
(2) Updated TLC Roster
(3) Updated 2014 TLC Brochure

- 9. ADJOURNMENT**– The Committee's next regularly-scheduled meeting is anticipated to be when needed in September or October 2014 at 7:00 p.m. in Hoyer Hall, Clayton Community Library. Please contact the City Clerk at 673-7300 to verify actual date.

Agenda Date: 6/9/14

Agenda Item: 4a

Minutes of the TLC meeting of October 28, 2013

not yet completed and available

Agenda Date: 6/9/14

Agenda Item: 4b



MAINTENANCE WORK UPDATE TRAILS & LANDSCAPING

10/28/2013 to 6/9/14

- Spot spray herbicides and pull weeds in the Landscape District Citywide.
- Maintenance has been turning irrigation systems on Citywide and making repairs to the system. As the systems continue to age crews are finding more repairs from tree roots breaking the mainlines to parts failing from age. Staff is also monitoring usage to achieve the 15% reduction in reduce water usage from historical levels (2005 to 2008) that the Contra Cost Water District has ask customers to achieve.
- Continued our semi-annual trimming of the Landscape over the winter in the following areas; Oakhurst Drive from City limits to Indianhead Way, Clayton Road new medians from Center Street to Mitchell Canyon Road, Along Keller Ridge Drive, Along Eagle Peak Drive, Old Marsh Creek Road from Easley Drive to Stranhan subdivision inbound, Clayton Road outbound from Oakhurst Drive to El Camino Drive, in the downtown area at the Post Office pathway and Tear Drop Island, pathway running to the elementary school, Oakhurst Drive from Yolanda to Yolanda outbound, and trimmed all the Crape Myrtles in the Landscape District.
- Had the following area trees trimmed; Three large Eucalyptus trees safety trimmed on Lydia Lane, Lifted Pepper trees on Oakhurst Drive and Marsh Creek Road, Safety trimmed and lifted trees on Clayton Road between off ramp and Marsh Creek Road, Trimmed large Oak on Marsh Creek Road in the Median, Remove dead trees in the median along Clayton Road and Marsh Creek Road (stressed from drought conditions) Remove dead and fallen trees in the Creek by Stranhan subdivision and El Portal Drive.
- Finished all the weed abatement in the open space City wide for fire protection; it was all completed on May 30th before the start of the Fire season.

- Started a fire abatement project around homes bordering on open space. The abatement consisted of the removal of any brush, dead vegetation, and the lifting of trees ten feet above ground level within a hundred feet of property line. Work has been completed around the Peacock Creek subdivision and along Miwok Drive. The next location is along Keller Ridge Drive. (see attached pictures for example of work being done)
- The upgrades to a central control irrigation system were completed with the system fully operational. There are 12 irrigation controllers in the Landscape District on the system with a total of 18 operating under the Central Computer City wide. Maintenance Staff is now replacing two to three old Rain Master Controllers with new irrigation controllers under budget monies approved last year for this task.



Before Trimming – behind Miwok Dr. and Blue Oak Dr. area



After Trimming – behind Miwok Dr. and Blue Oak Dr. area

Adopt a Trail updated as of 10/30/13

Adopters/Revenues

<u>Name</u>	<u>Sponsor Type</u>	<u>Trail Section</u>	<u>Amount Recvd</u>	<u>Date \$ Recvd</u>	<u>Ag. recvd</u>	<u>Start Date</u>	<u>Expiration Date</u>
Sudderth Family CBCA	Volunteer Labor	Cardinet Trail (Library - Lydia Ln Pk)	\$200	8/12/2013	Yes	9/1/2031	3/1/2015
	Financial	Cardinet Trail (Library - Lydia Ln Pk)	\$1000	8/12/2013		9/1/203	3/1/2015
Passport2Clayton (P2C) Passport2Clayton (P2C)	Volunteer Labor	Bruce Lee Trail (Upper Easley Trail)	\$200	2/1/2011	Yes	3/1/2011	3/1/2012
	Financial Sponsor	Bruce Lee Trail (Upper Easley Trail)	\$1000	2/1/2011		3/1/2011	3/1/2012
Employees of CD Federal Credit Union Discovery Builders	Volunteer Labor	Blue Oak Trail	\$200	2/9/2011	Yes	3/1/2011	3/1/2012
	Financial Sponsor	Blue Oak Trail	\$1000	2/17/2011		3/1/2011	3/1/2012
Siegel Family <u>Available</u>	Volunteer Labor	Lower Easley Trail	\$250	1/7/2013	Yes	TBD	TBD
	Financial Sponsor	Lower Easley Trail					
<u>Available</u>	Volunteer Labor	Cardinet Trail (Lydia Ln Pk - Westwood Pk)					
	Financial Sponsor	Cardinet Trail (Lydia Ln Pk - Westwood Pk)					
<u>Available</u>	Volunteer Labor	Donner Creek Trail					
	Financial Sponsor	Donner Creek Trail					

Adopt a Trail Expenses

<u>Date</u>	<u>purpose</u>	<u>Amount</u>
3/8/2009	19.5 hrs maintenance temp labor make/ install signs	\$219.00
4/17/2009	materials for sign posts	\$1527.34
6/23/2009	signs printing (bay area barricade)	\$98.87
6/30/2009	t-shirts	\$289.51
8/9/2009	wood for future sign posts (Dolan's Lumber)	\$595.15
8/9/2009	sign printing (Bay Area Barricade)	\$10.93
5/14/2010	Clayton Pioneer Ad	\$200.00
8/31/2011	sign re-screening	\$10.82
8/31/2011	Signs (Bay Area Barricade)	\$209.35
8/31/2011	27 hrs maintenance reg/temp labor make/install signs	\$1116.80
11/30/2011	Oak tree lights (trail by library)	\$3305.98
11/30/2011	electric wire and parts for oak tree lights (trail by Library)	\$437.00
12/30/2011	17 hrs reg/temp labor install oak tree lights (trail by library)	\$697.00
	Additional expenses for latest adopters signs and installation. unknown	TBD
	Total Expenses to date NOT including outstanding expenses for latest signs and relocation	\$8717.75

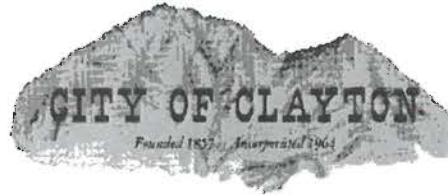
Donations

Renewal and New as of 10/20/13	\$1450
Prior donations	\$9250
	\$10,700

10/30/2013 Account Balance: \$10,700-\$8715.75 = \$1982.25 this amount will be reduced based upon outstanding expenses yet to be determined

Agenda Date: 6/9/14

Agenda Item: 5a



Agenda Date: 6/9/14

Agenda Item: 5b

Memo

To: Trails and Landscape Committee
From: City of Clayton Maintenance Department
Date: 6/6/2014
Re: Deferred Maintenance Projects Status

There are four projects that were on the FY 13/14 adopted budget:

Jeffry Ranch cul-de-sac median re-landscaping: This project is on hold due to higher priority staff work items and the recent drought voluntary water reduction. The mature plants are more tolerant of reduced water; the lawn if it dies off will easily come back when rains re-appear. The staff will need to meet with the neighbors to get their input regarding changing out the current planting to eliminate the lawn and change out any larger plants that are getting near the end of their life, the goal to reduce the amount of time the maintenance staff spends. Alternatively the neighbors can maintain the area, some years back the neighbors had agreed to maintain but no written agreement was put into place and some of the neighbors have likely changed over. New shrubs will require more water than the established plants. Funds are being reset to continue with this project in the FY 14/15 budget.

Keller Ridge Drive Street Tree Replanting: This project is on hold due to the voluntary water reductions. Newly planted trees will require more water than in the past usage to get established. The funds for this project are being reset to carry forward with this project in the FY 14/15 budget.

Open Space Fire Prevention Tree/Shrub trimming/clearance (Oakhurst Open space area): This project will be completed by the end of June 2014. The contractor is about 66% completed. Areas completed are Peacock Creek/Pebble Beach; Miwok/Blue Oak. Left to do are Keller Ridge (end of cul-de sacs/street abutting open space) up to North Valley Park. Additional funds are being requested in the proposed FY 14/15 budget to continue this work in other areas of the City such as along the Easley Estates and El Molino area. (Note most of the Camdinet Trail from Library to Lydia Lane is actually property of the Oakhurst golf course and their responsibility for vegetation, the city has only a trail easement.)

Replacement of Irrigation Control Field Panels: This work is underway and ongoing.

Meeting Date: 6/9/14

Agenda Item: 5c

Trails and Landscape Committee

RE: Open Space invasive non-native weed abatement contract

Verbal status report from Maintenance Supervisor Mark Janney

No written material for this item

Meeting Date: 6/9/14

Agenda Item: 5e

Trails and Landscape Committee

RE: Future Clayton Pioneer Articles

Such as Adopt a Trail and Landscape Maintenance District

Verbal status report from Committee member Anthony Chippero

No written material for this item

Meeting Date: 6/9/14

Agenda Item: 5d

Trails and Landscape Committee

RE: Open Space Fire Prevention contract work

Verbal status report from Maintenance Supervisor Mark Janney

No written material for this item



Agenda Date: 6/9/14

Agenda Item: 6a

Memo

To: Trails and Landscape Committee
From: Assistant to the City Manager and Maintenance Staff
Meeting Date: June 9, 2014
Re: Proposed Landscape District maintenance (LMD) Budget FY 14-15
Citywide Landscape Maintenance District – Fund No. 210

Background:

In June 2007, Clayton voters approved a replacement real property special tax to continue funding the operation and maintenance of their citywide public landscaped areas. This annual tax is restricted to costs associated with: arterial and specified roadway medians and parkways, the trails system, the annual open space non-native invasive weed abatement in city owned open space of the area hills, the annual open space and trails weed abatement for fire and public safety, landscape and turf irrigation and the monthly maintenance and special occasion/holiday operation of the “Clayton Fountain”.

Maintenance of City Parks *is not* included as an authorized expense under the District’s Act; park maintenance obligations fall to the City’s General Fund. *Citywide public landscaping services have always been funded by a special revenue tax levied on private properties throughout the City.* The District completed its 7th year of a 10-year approved operation (Measure B), and its citizens’ oversight committee (Trails and Landscaping Committee, or TLC) reviews the budget and ensures these special-purpose tax revenues received are used for their intended purpose. The TLC also independently prepares the Annual Citizens Oversight Report regarding the collection and use of the funds and the Landscape Maintenance District Activities. All funds and expenses are documented in a special fund held separate from the City’s overall operational budget; the Landscape Maintenance District is specified as Fund 210 in the City’s overall budget.

Pursuant to the terms of voter-approved Measure B, the special tax rate may be modified annually by the change in the Consumer Price Index (CPI; San Francisco – Bay Area) from April to April. In no event shall the tax rate be increased by more than 3% each year. The CPI change (from April 2013 to April 2014) posted at 2.78%. The TLC budget must be adopted by motion to recommend the City Council including the CPI annual rate adjustment.

Over the past four years the District has used \$800,000 in these special tax funds for public landscape improvements, irrigation and Trail systems upgrades, along with an additional \$218,740 proposed in FY 14/15 the District will have invested over \$1 million into the LMD. In undertaking these projects, the reserves of the District have been appropriately drawn down. Thus last year the citizens' Trails and Landscaping Committee as well as City staff agreed the District's improvement projects should be slightly curtailed during FY 2013-14 in order to replenish the reserves for another large landscape project push. For FY 2014-15, the staff also has recommended this continued limited work, thus is proposing only two new projects, and to continue with fire prevention tree trimming, irrigation controllers replacement; and then carry forward prior projects that have not yet started:

Discussion

Attached is the preliminary budget for the LMD for fiscal year 14-15 which begins July 1, 2014. The FY 11/12 actuals as well as current fiscal year, FY 13/14, information is also provided as comparisons. The proposed budget is a balanced budget, with the use of the LMD fund balance, which has been done in the past in order to undertake certain replacement or repair projects as the LMD is a pay as you go system drawing on the fund balance as needed. The fund balance is typically not budgeted to be below apx. \$120,000 for cash flow purposes. The budget expenses are adjusted mostly for increased costs from outside agencies as well as for fuel, fertilizer etc.

The expected revenues are increased by 2.78% which is the CPI change from April 2013 to April 2014. Measure B approved by the voters, (Landscape Maintenance District tax) included annual increase of CPI, with a maximum rate not to exceed 3% annually. This would result in a small increase of LMD revenues of \$27,190 more than last year. The CPI adjustment will result in an increase of \$6.20 per residential parcel assessment over last year's rate (last year's single family rate was \$223.04; with the above CPI the new rate would be \$229.24).

The proposed budget for FY 14/15 includes two new major projects or programs: Pedestrian trail creek bridge surface renovation; and the downtown Main Street raised planter boxes repairs/replacements. The budget includes carrying forward projects that were planned in the past but have not yet been started: Keller Ridge Street Tree replacements: (44 trees @ \$1150 each including removal, grinding, tree purchase and planting, and irrigation repair, totaling \$46,000); Jeffry Ranch island re-landscaping (2 locations each @ \$3000 for a total of \$6000). It also includes continuing forward with the replacement of the older field irrigation controllers as they breaking/failing and need to be replaced with newer technology (\$20,000). There are several field controllers throughout the District, and not sufficient funds to replace all at one time, but phased over a three years, thus a few are to be replaced annually. Staff is also proposing to allocate funds for another round of open space fire prevention of tree trimming and shrub trimming/removal. This is not the routine fire breaks, but extra trimming of the lower branches and shrubs to minimize fire laddering from the lower grass areas. This fiscal year \$30,000 was used in the open space areas behind homes on Blue Oak/Miwok, and Keller Ridge Drive. In FY 14/15 an additional \$30,000 is being proposed to undertake the same type of work in areas behind homes along the Easley to El Molino area. This type of work is typically needed every 10 years.

The budget also maintains reserves (\$120,291) although small it is similar to what was anticipated in the last three years budgets. The reduced reserve is due to the recently completed landscape and new landscape projects, and ongoing replacement projects. The reserve however is still adequate for cash flow of bill payments and non major unexpected situations.

Due to other fiscal impacts related to the overall economy and ongoing state budget impacts to local cities, the City employees took 2 unpaid furlough days this past year. For the prior three years employees took 11 unpaid furlough days. The City and its Employee Associations are beginning to again negotiate employment terms for the next Fiscal year. The budget at this time anticipates continuing the current two days employee furloughs and no pay (step) or CPI or cola increases. Personnel services for this labor-intensive work effort account for 33% of the District's budget this year (\$362,583), down slightly from the prior year's portion of 37%. Whenever possible, tasks within the District are assigned to temporary seasonal personnel that are less expensive labor (e.g. trimming), which shifts the permanent City Maintenance personnel (5) to tasks requiring journeyman-level experiences (e.g. irrigation line and system repairs).

During FY 11/12 we had a wet rainy season, however FY 12/13, and 13/14 have been abnormally dryer, resulting in water usage returning to more of the higher end of normal use. Where it has wells staff uses a balance of well water along with CCWD water. The balance is necessary in order to keep historic use rates in line with CCWD allocations in order to reduce the potential of future CCWD penalties (CCWD use prior years usage as to set baselines), and to manage the draw of the well ground water. The proposed budget for District water irrigation supply service incorporates a projected water rate increase by CCWD of 3% for FY 2014-15, bringing the total budgeted water supply expenditure to \$187,000. As new landscaping improvements are installed, each is accompanied by irrigation system upgrades with greater efficiencies in water application, which temper this expense allocation and cause operational savings. All plants are selected for being drought tolerant/ lower water usage, and suitable to climate and soils of the area.

As approved by Measure "B" voters, the District's budget includes an annual expense of \$20,000 (Account 7316) for the purchase of replacement plants. The District further contributes its annual allocation of \$13,500 (Account 7486) to the City's Capital Equipment Replacement Fund (CERF), from which Maintenance vehicles and equipment are purchased for use in maintaining the Landscape District. An expense of \$33,056 (Account 8101) (3.3% of annual District revenue) is transferred to the City's General Fund to pay for administrative and overhead activities of the City (e.g. telephones; payroll processing; accounts receivable and payable; District direction) attributable to administering the District's annual operations.

Despite the economic situations that have occurred, and with the additional costs of water from the Water District and energy cost increases from PGE, etc., the LMD has continued to move forward and progress and completed some major upgrades: Clayton Rd median; Clayton Road retaining wall; Daffodil Hill; Oakhurst Median; Clayton Fountain/Water Feature; special fire safety trimming, replacement of irrigation control systems. These projects were paid for out of the Landscape District Funds Reserves which were made possible through other cost savings and efficiencies. As mentioned above about \$800,000 to date has been reinvested into the District with these projects.

The reserves at the end FY 14-15 it would be \$120,291 these are sufficient to meet continuing operational cost of the district until the next payments are received by the county tax collector. However, as projected are not sufficient to plan for additional major rehabilitation work. With all of these actions, the District's ending fund balance on June 30, 2015 will still be equates to a reserve of 12% of its annual tax revenue. The reserve status is confirmation the City does not use "surplus" monies of the District into its General Fund, but uses the Landscape special tax revenues for its intended voter purposes.

Although the City Council has been presented a draft budget for their meeting on June 3rd, the City Council does not have its final public hearing and adoption of the budget until June 17, 2014. Staff is also fine tuning or cross checking some of the actual expenses for FY 12/13 and projected year end of FY 13/14, however no changes to proposed project expenses for FY 14/15 are anticipated, and any adjustments are likely to result in a more favorable fund balance than currently projected. The recommendation action of the TLC will be forwarded to the City Council for their consideration at their June 17th meeting.

Staff Recommendation:

Trails and Landscaping Committee by recommend approval of the proposed Landscape Maintenance District Budget, including the CPI adjustment of 2.78% and continuing forward of prior projects plus new projects for a total of \$207,000.

City of Clayton Landscape Mtn District CFD 2007-1 Fund 210 Proposed Budget 2014-15						
Account Number	Account Name	2012-13 Actual	2013-14 Adopted Budget	2013-14 Projected 6/30/2014	2014-15 Proposed Budget	notes
7111	Salaries/Regular	175,559	162,632	162,632	162,632	
7112	Temporary Help	69,573	94,150	94,150	94,150	
7113	Overtime	67	-	-	-	
7218	LTD Insurance	1,162	1,374	1,374	1,300	
7220	PERS Retirement	36,548	40,784	40,784	36,100	
7231	Workers Comp Insurance	7,416	9,966	9,966	10,800	
7232	Unemployment Insurance	5,449	5,449	11,540	11,540	
7233	FICA and Medicare	6,943	9,561	9,561	9,561	
7246	Benefit Insurance	35,782	35,611	35,611	36,500	
7311	General Supplies	33,925	43,000	43,000	43,000	See breakdown page 2
7316	Landscape Replacement Material trees/plants (overall all LMD areas)	3,498	20,000	20,000	20,000	
7335	Gas & Electric Serv.	28,308	25,000	21,000	25,000	
7338	Water Service	178,202	180,000	180,000	187,000	3.5% increase per CCWD
7342	Machinery/ Equip Maint.	12,682	10,000	10,000	10,000	
7343	Vehicle Maintenance	4,480	12,000	12,000	12,000	
7344	Vehicle Gas, Oil, and Supplies	12,850	10,500	14,800.00	15,300	CPI increase 3%
7381	County Property Tax Admin Cost	3,735	3,737	3,737	3,800	county increase of 2%
7412	Engineering Inspection Services	-	1,430	-	-	
7419	Other Prof. Services	142,059	163,355	146,157	148,419	See breakdown page 2
7420	Other Outside Services	19,145	-	-	-	
7486	Capital Equip Replacement Fleet (CERF) Charges/Depreciation	13,500	13,500	13,500	13,500	
7520	Capital Projects costs (transfer to CIP fund303)	493,488	82,900	65,000	207,000	See breakdown page 2
7615	Property Taxes	2,447	2,893	2,506	2,600	
8101	Transfer to General Fund (for general city admin costs)	31,402	32,156	32,156	33,056	Increased by CPI 2.8%
8113	Annual verification inspection/compliance doc NPDES	456	-	912	912	
	Total Expenditures	1,320,674	959,998	930,386	1,004,170	
4604	Clayton LMD Assessment	954,704	978,034	978,034	1,005,224	Increased by CPI 2.78%
5601	Interest	3,279	4,000	3,000	4,000	
	Total Revenue	957,983	982,034	981,034	1,009,224	
	Expenditures under (over) expenses	(362,691)	22,036	50,648	(74,946)	
	Beginning Fund Balance	507,280	272,007	144,589	195,237	
	Ending Fund Balance	144,589	294,043	195,237	120,291	



Agenda Date: 6/9/14

Agenda Item: 6b

Memo

To: Trails and Landscape Committee
From: City of Clayton Maintenance Department
Date: 6/6/2014
Re: Citywide Landscape Shrub Trimming

Background:

Staff received an email from a resident requesting that the shrubs be top trimmed (the path of travel for this resident is typically along Eagle Peak and Oakhurst Blvd) [See attached email and photographs].

Staff Recommendation:

Staff is recommending that there is no change needed to the trimming practices; and for the TLC to direct staff to provide a written response to the resident accordingly with the background and technical information discussed below.

Discussion:

Staff has researched the areas described and photographed by the resident. The areas do not have continuous "alleys" there are breaks in the planting areas with shorter type of plants and alternating patterns of height, where it will be tall type plant on one side and shorter on the other. Additionally the areas behind the split rail fence on the Oakhurst Blvd sidewalks, are not the City landscaping but the Homeowner or Homeowners Association. City crews trim back the overhanging growth to minimize sidewalk blockage.

Trimming in the Landscape Maintenance District (LMD) is done twice a year; this is the level of standard that was set with the special tax the voters approved (Measure B).

The landscape throughout the city has always been designed to give a more natural appearance rather than a manicured look. The city has always felt this blended more smoothly with the natural landscape of the hills and Mt. Diablo that surround us while keeping our maintenance cost down. There are many bushes throughout the landscape district that naturally grow quite high. For some residents this provides not only privacy, but a buffer from traffic, car headlights, sound, and even stray golf balls. Some of these bushes grow at a rapid rate and would take many man hours to maintain at a height that they were not intended to be. The types of plants are naturally taller than a three or four foot level in some cases. Top trimming would result in woody

appearance most of the time without leafing appropriately and not provide a green appearance . Additionally without appropriate leafing mass the plant will not be able to conduct photosynthesis sufficiently and the plant is susceptible to early die off. Most of the top trimming is very limited and is for vehicle sight hazards, such as near corner or intersection areas. Often the plants at these intersections are smaller growing species of plants that can tolerate such trimming. There are many benefits to keeping the landscape growth at its natural state including less trimming, lower water needs, and less green waste. This all equates to lower maintenance costs and lower impact on the environment.

Measure B (the LMD tax) was evaluated to determine if more aggressive trimming could or should be done. After much research the Blue Ribbon Committee determined the best practices approach was to side trim the plants and to trim for height mostly at intersections where vehicle/pedestrian site lines were needed. The budget for the special tax thus included only the above trimming at only two times a year. Trimming more frequently would require more tax funds and the public had voted down a previous tax measure that had trimming 3 to 4 times a year. The trimming of twice a year would be still more frequently than the previous trimming at one every 18-20 months under the prior tax rate.

Although the city has always taken this more natural approach to our landscape, due to types of plants, surrounding conditions that need buffering and mitigation, and financial reasons, there are numerous organizations that are starting to emerge on the landscape scene that are starting to promote these very same practices. The Bay Friendly Landscaping and Gardening Coalition has made huge strides in the past few years educating, not only homeowners, but contractors and cities on the importance of drought tolerant plants and the benefit of letting the landscape grow to reduce green waste. Another benefit of less trimming is less use of power tools which reduces air pollution while reducing our carbon footprint.

To add to what we already know about reduced trimming we are now starting to learn the benefits of not raking up every little bit of debris under the shrubs and trees within the landscape as this takes away from the natural fertilizer and nutrients that feed the soil. The debris decomposes as a natural compost and creates a healthy soil food web that feed the soil and the plants. This reduces are need to rely on chemical fertilizers that once again can cause potential harm to the environment.

We have over the last several years begun to select high profile areas to receive a more manicured look, but still blended with the natural appearance. These areas might include the downtown area, the Water Feature, Daffodil Hill and some subdivision entries. These are also areas that have also been planted with plant species that will tolerate a more manicured appearance, such as top trimming. We try to strike a delicate balance within these high profile areas as to not stray too far from original intent of the landscaping throughout the city. A good example of this would be the Water Feature where we have a more manicured look at the forefront of this landscape area and a more natural appearance as you follow the landscape to the redwoods that provide the background.

The city has used these practices for many years as a necessity to keep our costs down and now we are finding out that we are not only saving money, but we are saving the environment, and using best practices.

Laura Hoffmeister

Subject: FW: Tall Scary Bushes!
Attachments: IMG_4494.jpg; IMG_4498.jpg; IMG_4499.jpg; IMG_4500.jpg

From: Susan Safipour [<mailto:susansafipour@gmail.com>]
Sent: Wednesday, May 21, 2014 8:07 PM
To: gnapper@ci.clayton.ca.us
Subject: Tall Scary Bushes!

Hi Gary,

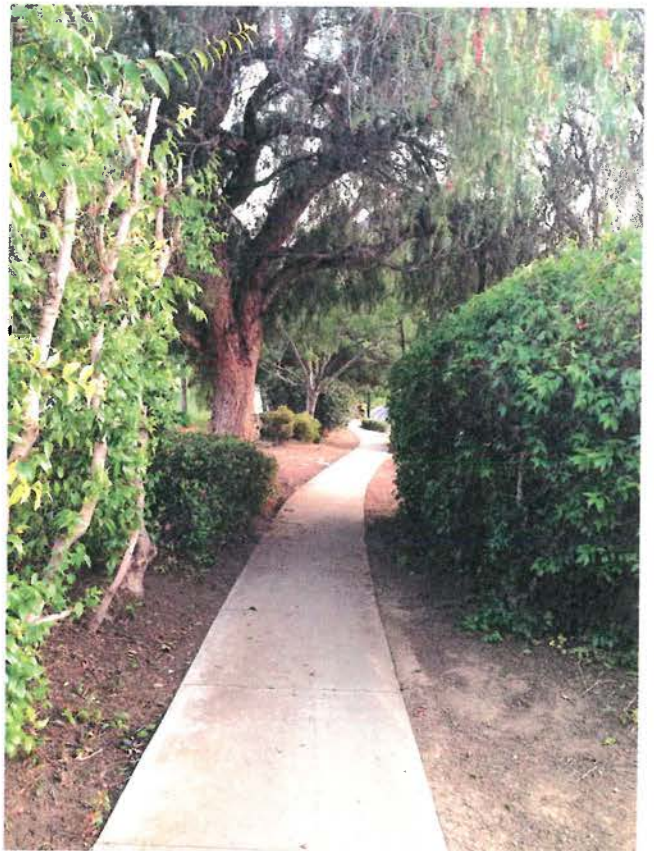
So nice to 'meet' you on the phone the other day. I'm so glad to make your acquaintance because we sure do love Clayton! So thanks so much for helping to make this charming town blossom.

Here are a few snaps of these tall scary bushes I was talking about on the steep slope up Seeno Hill. (Really, they are more like hedges than bushes.) You'll see in that first snap why it reminds me a bit of going down a dark alley in NYC.

I do think some city folks were out trimming – probably the day I called you! - which cracks me up cause I was so determined this year to call before they did their clipping.

Anyway, I do think it's weird to let the sidewalk bushes grow so tall and if you can arrange to give them a whack at some point, I think would super – and a bit less scary.

I also, hope our paths will cross in person one of these days – and if you see Tricia and Brian before I do, please give them my best. Thanks for everything. And don't hesitate to call me if I can be of any help with anything in our delightful city. Best, S-





Agenda Date: 6/9/14

Agenda Item: 7a

Approved:

Gary A. Napper
City Manager

AGENDA REPORT

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: Laura Hoffmeister, Assistant to the City Manager 

DATE: June 3, 2014

SUBJECT: Acceptance of Resignation from Trails and Landscape Committee Member Don Fitzgerald.

RECOMMENDATION

Accept with regrets the resignation of Don Fitzgerald from the Trails and Landscape Committee and thank him for his service.

BACKGROUND

On May 22, 2014 staff received an email communication from Don Fitzgerald that, effective immediately, he would no longer be able to continue on the TLC due to unexpected health reasons which will require a longer recovery period. His term is up in December of 2014 along with three other TLC members, there are currently 10 members on the maximum 11 member Committee. The Committee has just two planned meetings prior to December. The four seats with terms through December 2014 would be recruited and advertised this November by the City Clerk.

Agenda Date: 6/9/14

Agenda Item: 7b

Laura Hoffmeister

From: Laura Hoffmeister <lhoffmeister@ci.clayton.ca.us>
Sent: Tuesday, October 29, 2013 3:39 PM
To: lcasagrande@chevron.com; rlowe@pablo.net; rlowe@pablowe.net; 'rws32@earthlink.net'; 'erichlaw@mac.com'; alysej@comcast.net; ajchippero@comcast.net; hstratford@ci.clayton.ca.us; hank_stratford@yahoo.com; fitzgala@comcast.net; 'unkted@aol.com'; simbirdi@yahoo.com; Clayton Smith (csmith94517@comcast.net); 'clayton@alum.calberkeley.org'
Cc: 'mjanney@ci.clayton.ca.us'; 'John Johnston'; Gary (gnapper@ci.clayton.ca.us)
Subject: FW: Tuesday - TLC Meeting

TLC members:

Passing along the follow up email I received today from your public comment speaker at last night's meeting

Laura Hoffmeister
Assistant to the City Manager
City of Clayton
6000 Heritage Trail
Clayton, CA 94517

Email: LHoffmeister@ci.clayton.ca.us
Ph. desk/vm: (925) 673-7308
Ph. cell/vm/txt: (925) 250-8532
Fax: (925) 672-4917

From: M Wagner [<mailto:mikewagner2006@yahoo.com>]
Sent: Tuesday, October 29, 2013 8:40 AM
To: lhoffmeister@ci.clayton.ca.us
Subject: Re: Tuesday - TLC Meeting

Laura,

Thanks so much for allowing my neighbor (Efi Daskalos) and I to attend your TLC Meeting last night.

It was most informational, and provided us with insight as to the kinds of challenges that the Landscaping Committee faces with their budget, irrigation issues, ordinances, etc.

I will continue to work through my "trimming" around the Eagle Peak and Oakhurst Drive areas and communicate/coordinate, my progress and plans with Mark Janney.

Thanks again.

Sincerely, Mike Wagner
(925) 212-2409

Laura Hoffmeister

Agenda Date: 6/9/14

Agenda Item: 7c

Subject: FW: Tall Scary Bushes!
Attachments: IMG_4494.jpg; IMG_4498.jpg; IMG_4499.jpg; IMG_4500.jpg

From: Susan Safipour [<mailto:susansafipour@gmail.com>]
Sent: Wednesday, May 21, 2014 8:07 PM
To: gnapper@ci.clayton.ca.us
Subject: Tall Scary Bushes!

Hi Gary,

So nice to 'meet' you on the phone the other day. I'm so glad to make your acquaintance because we sure do love Clayton! So thanks so much for helping to make this charming town blossom.

Here are a few snaps of these tall scary bushes I was talking about on the steep slope up Seeno Hill. (Really, they are more like hedges than bushes.) You'll see in that first snap why it reminds me a bit of going down a dark alley in NYC.

I do think some city folks were out trimming – probably the day I called you! - which cracks me up cause I was so determined this year to call before they did their clipping.

Anyway, I do think it's weird to let the sidewalk bushes grow so tall and if you can arrange to give them a whack at some point, I think would super — and a bit less scary.

I also, hope our paths will cross in person one of these days – and if you see Tricia and Brian before I do, please give them my best. Thanks for everything. And don't hesitate to call me if I can be of any help with anything in our delightful city. Best, S-





Agenda Date: 6/9/14

Agenda Item: 8b

Memo

To: Trails and Landscape Committee
From: Laura Hoffmeister, Asst. to the City Manager
Date: 6/6/2014
Re: Future Trails and Landscaping Agenda Items

Sept/October 2014: TLC will need to prepare a draft and approve of the Annual Report for FY 13/14.

At the June 9th 2014 meeting the TLC should select the members (up to two) plus the Chair that will work on preparing the draft. It is expected that end of August 2014 finance staff will have the fiscal year end data for use in the Annual Report preparation. Measure B requires the TLC to independently review the financial information and work done in the District and provide a written report on the District activities and finances to the Public which is presented to the City Council. The TLC acts as the Citizen Oversight Committee for Measure B in this function.

The members selected can meet over the phone or in person in their preparation without triggering the brown act public meeting noticing requirements as they are an ad hoc committee which will be preparing a draft document to present to the entire TLC at a meeting in Sept or October 2014.

October / November 2014: The document will then need to be presented to the City Council at a public meeting. The Chair and the committee members are encouraged to present and attend the City Council meeting. The Chair typically provides the verbal report to the City Council. However if the Chair desires, the Chair may request or appoint an alternative member to make the presentation as well as serve on the Ad Hoc committee.

November 2014: Committee member's terms expiring in Dec 2014 will need to reapply if want to continue on the TLC (Ryan Lowe, Clayton Smith, Ted Sudderth)

December 2014: City Council makes appointments for up to four members to serve until 2016.

Jan/Feb 2015: staff should be finalizing the mid-year financial budget with actual 6 months of data – it is likely that it may not be until February that this information is finalized for preparation to the TLC.

May/June 2015: If all budget data is available in time staff would present to the TLC the proposed budget for FY 15/16, alternatively if there is a delay the meeting would be the second Monday of June prior to the City Council budget adoption hearing.

MINUTES
OF THE
REGULAR MEETING
CLAYTON CITY COUNCIL

TUESDAY, January 21, 2014

Agenda Date: 6/9/14

Agenda Item: 8d(1)

1. **CALL TO ORDER & ROLL CALL** – The meeting was called to order at 7:02 p.m. by Mayor Stratford in Hoyer Hall of the Clayton Community Library, 6125 Clayton Road, Clayton, CA. Councilmembers present: Mayor Stratford, Vice Mayor Shuey (arrived at 7:07 p.m.), Councilmembers Diaz, Geller and Pierce. Councilmembers absent: None. Staff present: City Manager Gary Napper, City Attorney Mala Subramanian and Interim City Clerk Janet Brown.
2. **PLEDGE OF ALLEGIANCE** – led by Mayor Stratford.
3. **CONSENT CALENDAR-** It was moved by Councilmember Pierce, seconded by Councilmember Diaz, to approve the Consent Calendar as submitted (Passed; 4-0).
 - (a) Approved the minutes of the regular meeting of January 7, 2014.
 - (b) Approved Financial Demands and Obligations of the City.
 - * (c) Approved the recommendation of the City Council Interview Sub-Committee and appointed six (6) citizen applicants (Larry Casagrande, Anthony Chippero, Robert Erich, Harun Simbirdi, Alyse Smith and Howard Glazier) to the City Trails and Landscaping Committee for terms of office to expire on December 31, 2015.
4. **RECOGNITIONS AND PRESENTATIONS**

Certificates of Recognition to “Do The Right Thing” public school students chosen for exemplifying the character trait of “Kindness”

Mayor Stratford and Mt. Diablo Elementary School teachers Mrs. Shelley and Mrs. Coverdale recognized students Bree Meyer and Cody Ross.

Mayor Stratford and Diablo View Middle School teacher Mrs. Rush and Principal Patti Bannister recognized Rachel Carr and David Wishnow.

Mayor Stratford and Clayton Valley Charter High School teachers recognized Annemarie Hurley, Connor Calimlim, Tyler Llacuna and Cristofer Corpus (who was unable to attend the meeting).
5. **REPORTS**
 - (a) Planning Commission – Commissioner Sandra Johnson indicated the Commission’s approval of 50 Mountaire Place’s, 86 square foot second story addition and associated exterior improvements. A Site Plan Review Permit to remodel the existing Skipolini’s Pizza Restaurant and associated exterior improvements, use permit for bocce ball courts and a Lot Line Adjustment Public Hearing was reviewed but continued to the January 28, 2014 for final action by the Commission.
 - (b) Trails and Landscaping Committee – None.

Agenda Date: 6/9/14

Agenda Item: 8d(2)

COMMITTEE ROSTER
TRAILS AND LANDSCAPING COMMITTEE

Rev. 6/5/2014

Laura/TLCRoster2013

Larry Casagrande (Chair)
239 Jeffry Ranch Place
Clayton, CA 94517
(925) 693-0073
email: lkcl@chevron.com
(term: Dec. 2013 – December 2015)

Anthony Chippero
1713 Indian Wells Way
Clayton, CA 94517
(925) 234-6417 (business): (415) 839-8793
email: ajchippero@comcast.net
(term: June 2013 - December 2015)

Robert Erich
1044 Pebble Beach Drive
Clayton, CA 94517
(925) 946-0371
email: erichlaw@me.com
(term: Dec. 2013 - December 2015)

Howard Glazier
602 Golden Eagle Way
Clayton, CA 94517
(925) 899-3314 (cell primary ph#)
(925) 673-0544(alt/hm #)
Email: howardglazier44@comcast.net
(term: Dec. 2013- December 2015)

Ryan Lowe (Vice Chair)
407 Mt. Sequoia Court
Clayton, CA 94517
(617) 653-1780
email: rhowe@pablowe.net
term: Dec. 2012- December 2014)

Harun Simbirdi
1353 El Camino Drive
Clayton, CA 94517
(925) 338-6075
email: simbirdi@yahoo.com
(term: June 2013 – December 2015)

Alyse Smith
601 Condor Place
Clayton, CA 94517
(c) (925)693-0040
email: alysej@comcast.net
(term: Dec. 2013- December 2015)

Clayton Smith
8 Long Creek Circle
Clayton, CA 94517
(925) 672-2529; (business): (925) 439-2181 x3421
email: clayton@alum.calberkeley.org
(term: Dec. 2012 - December 2014)

Bob Steiner
4701 Morgan Territory Road
Clayton, CA 94517
(925) 672-4642; (business): (925) 672-5854; (c) 925-787-1153
email: rws32@earthlink.com
(term: Dec. 2012 - December 2014)

Ted Sudderth
1031 Kenston Drive
Clayton CA 94517
(925) 672-4377
email: unkted@aol.com
(term: Dec. 2012 - December 2014)

CITY PERSONNEL

City of Clayton Main Office number 673-3700

Gary Napper, City Manager
6000 Heritage Trail
Clayton, CA 94517
(925) 673-7300
email: gnapper@ci.clayton.ca.us

David Shuey, Vice Mayor (Council Liaison)
140 Mt. Etna Drive
Clayton, CA 94517
(925) 672- 9200; (c): (925) 683-1301
email: dshuey@ci.clayton.ca.us

Laura Hoffmeister, Assistant to the City Manager
6000 Heritage Trail
Clayton, CA 94517
(925) 673-7308
email: lhoffmeister@ci.clayton.ca.us

Howard Geller, Councilmember (Alternate Liaison)
252 Mountaire Parkway
Clayton, CA 94517
Email: hgeller@ci.clayton.ca.us

Mark Janney, Maintenance Supervisor
6000 Heritage Trail
Clayton, CA 94517
(925) 673-7327
email: mjanney@ci.clayton.ca.us

John Johnston, Maintenance Supervisor
6000 Heritage Trail
Clayton, CA 94517
(925) 673-7326
jjohnston@ci.clayton.ca.us

Janet Brown, City Clerk
6000 Heritage Trail
Clayton, CA 94517
(925) 673-7304
email: cityclerk@ci.clayton.ca.us

CLAYTON'S TRAILS & LANDSCAPE COMMITTEE (TLC)

Formed by the Clayton City Council in August 2007.

Comprised of up to 11 volunteer members of the Clayton community

Helps the city implement the voter-approved plan to manage the current and future needs of the citywide Landscape Maintenance District

Helps to manage and support Clayton's Adopt-A-Trail program



Serves as a financial oversight committee and provides short and long term implementation guidance to city staff and the City Council

The Landscape Maintenance District consists of roadway edge and roadway median landscaping, trail maintenance, and fire abatement on trails and open space (city parks and the Clayton fountain operation are not included in the district)

Funds can only be used for spending within the Landscape Maintenance District

GET INVOLVED!

The Trails and Landscape Committee meets quarterly on the 3rd Monday of the month at 7pm at the Clayton Library

Clayton residents are encouraged to attend these meetings to provide public opinion and ask questions

Meeting agendas are posted online: City web site at www.ci.clayton.ca.us

Printed copies at:

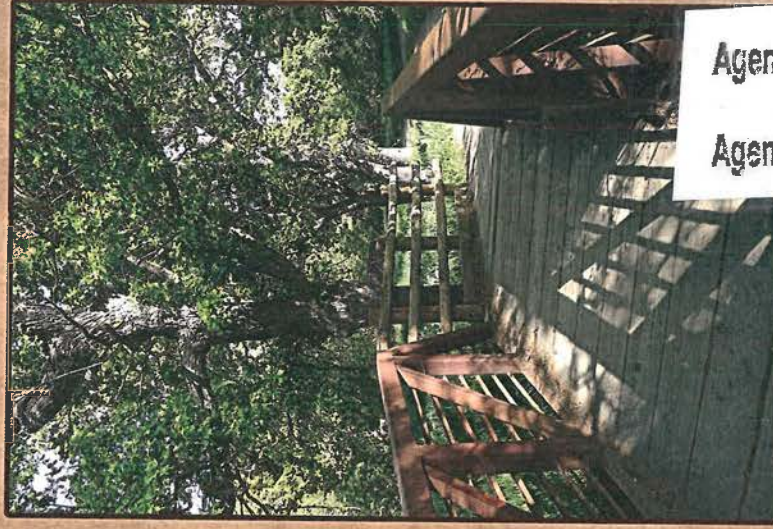
City Hall, 6000 Heritage Trail;
Clayton Library, 6125 Clayton Road;
Olm's Bulletin Board, 1028 Diablo St

Please direct any questions or concerns to the City of Clayton via the website or address above



2014 Trails & Landscape Committee Members

Larry Casagrande (chair) Harun Simbirdi
Ryan Lowe (Vice Chair) Alyse Smith
A.J. Chippero Clayton Smith
Robert Erich Bob Steiner
Don Fitzgerald Ted Sudderth
Howard Glazier



Agenda Date: 6/9/14
Agenda Item: Ed(3)

Trails & Landscape
2014

THE LANDSCAPE MAINTENANCE DISTRICT: CLAYTON'S "FRONT YARD"

- The Landscape Maintenance District covers:
- over 2 million square feet of landscape
 - 40,700 square feet of lawns and flowerbeds
 - Almost 3,000 city trees
 - 515 acres of open space
 - 7 miles of creek side trails
 - 20 miles of open space trails
 - Approximately 50 street islands and medians

The District uses the equivalent of only three full time staff along with seasonal and volunteer workers

HOW IS THE DISTRICT FUNDED?

Measure B, a special 10-year special parcel tax passed by Clayton voters in June 2007 funds the District

Measure B is the only source of funding for the Landscape District supplies, electricity, irrigation, water, and labor

Funds may only be used for voter approved Landscape District expenses

Trails & Landscape Committee

ADOPT-A-TRAIL

If you are one of the many Clayton residents that enjoy our trail system you can further help the Landscape Maintenance District and beautify Clayton's trails by Adopting a Trail

This program aims to:

- Augment financing provided by Measure B
- Provide a venue for volunteers that help Clayton maintain and enhance it's trail network
- Make the trails cleaner

Celebrate the sponsors and volunteers that help Clayton keep the trail network one of the distinguishing characteristics of our community

Foster civic pride through volunteerism, philanthropy and cleanliness

If you are interested in participating in this program or would like additional information please contact Ted Sudderth at unkrtd@aol.com



TLC'S STRATEGIC FOCUS

- Remove unwanted expenditures and control costs with strict oversight
- Create equity in the District
- Implement cost effective measures to improve irrigation and infrastructure
- Invest in modern equipment to increase maintenance efficiency and effectiveness
- Implement seasonal and situational based labor to minimize costs

STANDARDS & PRIORITIES FOR THE DISTRICT

- Mandatory firebreaks
- Weeds trimmed along major trails and creeks twice a year
- Trees trimmed for safety purposes
- Irrigation breaks repaired as necessary
- Public roadway landscaping trimmed twice a year
- Landscape areas fertilized once a year as necessary