



## AGENDA

### **TRAILS AND LANDSCAPE COMMITTEE** (CITIZENS OVERSIGHT COMMITTEE)

**Monday, September 18, 2023**  
**6:00 p.m.**

**Hoyer Hall at Clayton Community Library**  
**6125 Clayton Road**  
**Clayton, CA 94517**

#### COMMITTEE MEMBERS

Martin Andrews  
Tom Brand  
Craig Nuchols  
Stephen Rossi  
Nancy Topp

Erin Bennett  
Kate Happy  
Patti Pratt  
Allison Snow  
Joyce Wells

*Councilmember Holly Tillman*  
*(Ex-Officio)*

*Councilmember Kim Trupiano*  
*(Ex-Officio Alternate)*

#### Staff:

Bret Prebula, City Manager  
Amy Walcker, Executive Assistant to the City Manager  
Prapti Aryal, Finance Director  
Larry Theis, City Engineer  
Jim Warburton, Maintenance Supervisor

- A complete packet of information containing staff reports and exhibits related to each public item is available for public review on the City's website at [www.claytonca.gov](http://www.claytonca.gov)
- 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.claytonca.gov](http://www.claytonca.gov)
- 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 are available for review on the City's website at [www.claytonca.gov](http://www.claytonca.gov)
- 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) 673-7300.

# TRAILS AND LANDSCAPE COMMITTEE

September 18, 2023

1. **CALL TO ORDER & ROLL CALL - Chair**

2. **PUBLIC COMMENT ON NON-AGENDA ITEMS**

*Any member from the audience may address the Trails and Landscape Committee (TLC) on items within the TLC's jurisdiction that are not on this agenda. To assure an orderly meeting and an equal opportunity for everyone, each speaker is limited to 3 minutes, enforced at the Chair's discretion. In accordance with State Law, no action may take place on any item not appearing on this agenda.*

3. **ACTION ITEMS**

(a) **Discussion of Future Agenda Items**

Staff requests that the Trails and Landscape Committee (TLC) identify future agenda items they would like staff to bring back for TLC review.

(b) **Discussion and Approval of the Calendar Year 2023 and 2024 Trails and Landscape Committee Meeting Dates**

Staff recommends review and approval of the remaining calendar year 2023 and calendar year 2024 meeting schedule.

4. **COMMITTEE ITEMS**

(a) **Committee Member Communications / Announcements**

*Limited to requests for future meetings or general information not requiring any action by the TLC.*

(b) **Staff Communications / Announcements**

*General information not requiring action by the TLC.*

5. **ADJOURNMENT**

The next meeting of the Trails and Landscape Committee is December 4, 2023, at 6:00 p.m. in Hoyer Hall, Clayton Community Library, 6125 Clayton Road, Clayton.



# STAFF REPORT

**TO:** HONORABLE COMMITTEE MEMBERS  
**FROM:** Bret Prebula, City Manager  
**DATE:** September 18, 2023  
**SUBJECT:** Discussion of Future Agenda Items

---

## **RECOMENDATION**

Staff requests that the Trails and Landscape Committee (TLC) identify future agenda items they would like staff to bring back for TLC review.

## **BACKGROUND**

Through the transition in executive staff, the Trails and Landscape Committee (TLC) has not been able to identify key areas for which they would like to focus their efforts. Creating a list of future agenda items for staff to bring back to the TLC provides direction on the amount of staff work involved in such items, as well as clarity in purpose for the TLC itself.

## **DISCUSSION**

Staff requests that the TLC to identify future agenda items for discussion. With limited staff available to support the TLC, it is important that the committee identifies core areas for future discussions. Once identified, staff will review the list with the City Manager to discuss resource allocation and timing, and will return to the TLC for additional discussion.

## **FISCAL IMPACT**

There is no fiscal impact to this item.



# STAFF REPORT

**TO:** HONORABLE COMMITTEE MEMBERS

**FROM:** Bret Prebula, City Manager

**DATE:** September 18, 2023

**SUBJECT:** Discussion and Approval of the Calendar Year 2023 and 2024 Trails and Landscape Committee Meeting Dates

---

## **RECOMMENDATION**

Staff recommends review and approval of the remaining calendar year 2023 and calendar year 2024 meeting schedule.

## **BACKGROUND**

Through the transition in executive staff, the Trails and Landscape Committee (TLC) has not met consistently. It is important when a governing body is formed to ensure a consistent meeting schedule. Meetings that were previously scheduled may be cancelled due to lack of business, but having a consistent meeting schedule allows for community and committee member awareness of when meetings will occur.

## **DISCUSSION**

Staff believes a consistent meeting schedule will allow the community and the TLC to achieve greater outcomes out of this appointed body. Staff is recommending, through the draft calendar, to meet appropriately on a quarterly basis to ensure there will be business to discuss, to ensure consistent timing of budget reports and timely delivery of other information to TLC members, and to ensure staff capacity to administer the meetings with other City business occurring throughout the year.

## **FISCAL IMPACT**

There is no fiscal impact to this item.

## **ATTACHMENT**

1. Trails and Landscape Committee Meeting Schedule

## **Trails and Landscape Committee Meeting Schedule**

- **December 4, 2023, 6:00 pm**
- **March 11, 2024, 6:00 pm**
- **June 24, 2023, 6:00 pm**
- **October 14, 2024, 6:00 pm**
- **December 9, 2024, 6:00 pm**