



## TRAILS AND LANGSCAPING COMMITTEE

Monday August 12, 2024  
6:30 p.m.

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

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1. **CALL TO ORDER AND ROLL CALL**

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

*Members of the public may address the committee on non-agendized items within the committee's jurisdiction. To ensure an orderly meeting and an equal opportunity for everyone, each speaker is limited to three (3) minutes, or the time established by the Chair. In accordance with State Law, no action may take place on any item not appearing on the posted agenda.*

*Public comment and input on other agenda items will be allowed when each item is considered by the Committee.*

3. **ACTION ITEMS**

- a. Discuss Proposed Scope of Work for Request for Proposal of Trails Inventory and Assessment Report and other Potential Alternatives  
([View](#))

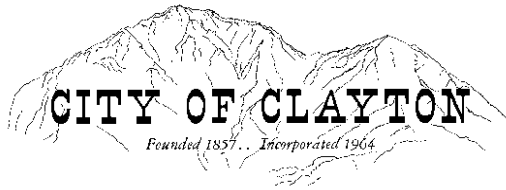
4. **ADJOURNMENT**

Please visit [www.claytonca.gov](http://www.claytonca.gov) for information on the next Trails and Landscape Committee meeting.

## Meeting Information and Access

- A complete packet of information containing staff reports and exhibits related to each public item is available for public review in City Hall located at 6000 Heritage Trail and 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 will be made available for public inspection in the City Clerk's office located at 6000 Heritage Trail during normal business hours and is available for review on the City's website at [www.claytonca.gov](http://www.claytonca.gov)
- If you have a physical impairment requiring special accommodation to participate, please call the City Clerk's office at least 72 hours (about 3 days) before the meeting at (925) 673-7300.

Each person attending the meeting who wishes to speak on an agendized or non-agendized matter (within the committee's jurisdiction), shall have a set amount of time to speak as determined by the Chair.



Agenda Item 3a

## STAFF REPORT

**TO:** Trails and Landscape Committee Members

**FROM:** Larry Theis, City Engineer

**DATE:** August 12, 2024

**SUBJECT:** Recommendation to City Council regarding Trails Inventory and Assessment Report

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### **RECOMMENDATION**

Discuss Proposed Scope of Work for Request for Proposal of Trails Inventory and Assessment Report and other Potential Alternatives

### **BACKGROUND**

On April 2, 2024, the City Council directed staff to develop a Request for Proposal for a Trails Inventory and Assessment Report after discussion with several members of the Trails and Landscape Committee. The City Engineer began working with a TLC Subcommittee comprised of committee members Rossi, Brand, and Wells to reach a consensus on the proposed scope of work and desired deliverables.

This process was put on hold recently at the last Budget and Audit Committee meeting when Vice Mayor Trupiano and Councilmember Wan did not recommend including the RFP preparation work in an amendment to the City Engineer's contract for additional services. In general, they were concerned with the magnitude of using additional Landscape Maintenance District (LMD) funding for an assessment report. Previously the Council did not include any allocation of LMD funds within the FY 2024-20225 Capital Improvement Plan and Budget that was recently approved in June 2024.

### **DISCUSSION**

The full Trails and Landscape Committee is being reconvened to determine the next steps and make its recommendation to the City Council regarding the need for a Trails Inventory

and Assessment Report. Attached is the draft scope of work for the report that was developed by the TLC subcommittee.

Discussion topics:

1. Determine the priority of continuing to pursue a Trails Inventory and Assessment Report.
  - a. Review Draft Scope of Work (attached)
  - b. Consider modifications/Scope Reduction to minimize cost
2. Consider a different recommendation to City Council.
  - a. Focus on specific trail improvement
  - b. Perform assessment by in-house staff (small scale prioritization)
  - c. Recommend basic maintenance activities be added to trail system
3. Recommendations to renew and potentially increase LMD Special Tax beyond 2026.
  - a. What will resonate with the community and voters.
  - b. Prioritization of existing budget items (landscape vs. trails)

### **FISCAL IMPACT**

The total estimated cost for a Trails Inventory and Assessment report is approximately \$250,000; which includes the City Engineer's effort in developing the RFP, managing the process, and overseeing the selected consultant.

The annual revenue from the special tax is approximately \$1.3 million per year. The breakdown by percentage is approximately 35% for Internal Staff Labor, 37% for contracted labor services, 17% for water/electricity; and the remaining 11% is for materials, supplies, and fuel. The Landscape Maintenance District FUND 210 currently has an unencumbered balance of \$360,000 in FY24-25.

### **CEQA IMPACT**

None

### **ATTACHMENTS**

1. Draft Scope of Work Request for Proposal of Trails Inventory and Assessment Report and other Potential Alternatives

## **Summary of Input from TLC Subcommittee for RFP for Trails Inventory and Assessment Report**

- ❖ ~~Larry T will prepare a draft RFP based on the input listed below — target date to distribute to TLC Subcommittee for review and comments is May 13<sup>th</sup>~~
- ❖ ~~1 week review period from TLC Subcommittee — comments due by May 20<sup>th</sup>~~
- ❖ ~~Advertise/Solicit firms for Proposals — Thursday May 23<sup>rd</sup>~~
- ❖ ~~Schedule/Hold Pre-Proposal meeting via Zoom on Wednesday June 12<sup>th</sup>~~
- ❖ ~~Tentative Due Date for Proposal: Friday June 28<sup>th</sup> at 5:00 pm (36 days for solicitation)~~

### **History/Education of the Trails**

Require the firm to prepare a 1-2 page background/history section for the beginning of the report which will be based on feedback received from attending a 90 min TLC meeting which will invite Jim Warburton, Maintenance Supervisor and Becy Overstreet from Historical Museum.

Elements to briefly consider in this section:

- Historical background on trails in Clayton
- History of TLC Assessment Fee to Clayton property owners
- Resident Survey Results on Trails/Recreation
- History of lack of commitment by City towards trail maintenance
- Attach Prior “Trails Inventory and Evaluation” document
- Reference any trail information from historical society
- Urgent need for trail assessment for future budget decisions
- Hype Trails: Proud Heritage , Early Trail Blazing, Expensive bridges etc; Great connections to other trails (Mount Diablo, EBPD, HOA trails); Clayton chosen to be part of transcontinental American Discovery Trail and the Mokelumne Coast to Crest Trail; Recent survey showing that citizens value our trails and parks; Citizens voted for Dedicated Funding Source (Measure H expiring June 2027).
- Trails Decline. Inflation and recent flood damage have increased maintenance costs. Trail maintenance is no longer a City priority.

### **Existing Condition of the Trail Network**

Require firm to walk every trail and document its condition and attributes, including photos and GPS coordinates when appropriate. Develop an Inventory of Clayton Trails in a spreadsheet format (that can be imported into GIS database/maintenance tracking system) of the following attributes, at a minimum:

- Relative use by the public (rough traffic)
- Surface Material
- Define segmentation based on a reasonable rationale
- ADA Accessibility
- Mileage/Length/Width
- Trail Interconnections
- Signage
- Level of Difficulty
- Pedestrian Bridges
- Bootleg Trails, future planned trails, trails no longer exist
- Ownership/Easements of trail right of way (review subdivision maps, do not require Title Reports)

- Identify health/safety hazards
- Rate Trail Conditions – Excellent/Good/Poor (Color Coded) CLASS A, B, C
- Trail inventory assessment against the various proposed attributes, all traceable to costs of remediation and maintenance per classification

## **Develop a Deferred Maintenance and Needs Assessment Maintenance and Improvements with Cost Estimates**

- Improvement Cost for each trail segment – for annual routine maintenance and for CIP planned improvements for reaching each Level X, Y, Z (Platinum Level, Gold Level, Silver Level)
- Prescription for trail improvement – what is needed now and how often is work needed to meet standards
- Aggregate estimated deferred maintenance cost
- Budget for each individual objective
- Include volunteer/donation opportunities for some projects
- Provide recommendations and cost estimates for annual maintenance Class A, B, C levels of trails.
- Provide recommendations and cost estimates on a 10-year capital improvement plan for Class A, B, C levels of trails
- Process for evaluation of costs as well as mechanism for determining best value - may include customer surveys, etc.
- Develop metrics for cost per sq ft for asphalt trail surface replacement, rock surface, crack sealing, etc.

## **Determine a Prioritization/Hierarchy of the Various Trails**

- Rank the priority of trails for “best value” by visitors and ROI on maintenance and capital funding, including accessibility.
- Provide specific recommendations for highest priority trails based on a given funding amount
- The ideal tool would be if the City enters a specific dollar amount per year (or total amount) what would it recommend the City use the limited funds on which trails and for what type of work

## **Deliverables**

- PDF Report document for presentation to TLC, Staff and City Council
- Downloadable Trail Map – based on GIS database, include trail interconnections to surrounding State and Regional Parks, City of Concord for the general public use
- A GIS layer(s) that can be added to the Internal City GIS database for tracking maintenance activities and pending items
- Separate database file used to develop the report, delivered to the City for its own on-going use to track changes and for maintenance records
- Provide a separate maintenance guidebook (appendix to Report) that could be given to the Clayton maintenance department for their on-going use for recommended annual/regular activities and inspections