

Department/Division:

City Manager/Administration

Project/Program:

Strategic Plan

Project/Program Lead:

Steve Duran

Project/Program Description: The purpose of community outreach for what is essentially a business plan is to gather all as many ideas as possible as to: ways establish fiscal stability through increasing revenues and cutting costs; how to prioritize the many needs and desires of the community; ways to be more efficient; and how to best move forward given the realities of the economy, the real estate market, and the City's very limited revenues.

Status: On November 19, the first of two charrette-style town hall meetings was held to receive community input into a soon to be released draft of a strategic plan for Hercules. A mailer was sent to all Hercules residents with the basic information, inviting all to participate, and about 60 residents joined the City Council and senior staff in this exercise. A second and final community strategic planning meeting is scheduled for December 10.

Next Steps:

- Saturday, December 10 - 2nd Town Hall Charrette at City the Senior Center – 9:00 am
- Tuesday, January 10 - Present final draft of plan to City Council for last input
- Tuesday, January 24 - Present final plan to City Council for approval

Department/Division:

Municipal Services/Public Works

Project/Program:

Corporation Yard Pond Closure

Project/Program Lead:

John J. McGuire

Project/Program Description: The City owns an active corporation yard located at Willet Street and Sycamore Avenue. The yard is used for Public Works and Hercules Municipal Utilities staff as a point of dispatch, office space, workshop space, and storage. In addition, there was also a wastewater treatment facility located on the site that was decommissioned in 2002. Staff has been directed to close the retention pond associated with the plant and fill it in with clean soil.

Status: Staff had soils analysis done through the Department of Toxic Substance Control (DTSC) and West Environmental Services and Technology. After clearance by those agencies, construction documents were developed regarding the closure of the pond and the work was put out to bid. Six bids were received with Carone and Company winning the bid. The cost of the work to fill the ponds and remove the surrounding fencing is \$565,000. Work commenced on the project in late 2010. The water was drained and the bedrock at the bottom of the pond was laid only to have the project delayed by rains that filled the pond back up. After test results came back negative on the water, staff drained the water into concrete holding tanks on site in order to keep the project moving forward. All of the required drain rock, structural fabric, and fill have been carried out per plans drawn by West Environmental Services and Technology. The contractor is also removing the fencing around the site and is winterizing the site with hydro-seeding and straw wattles.

Next Steps:

- Complete removal of fencing.
- Winterize the site.
- File the Notice of Completion.

Department/Division:
Project/Program:
Project/Program Lead:

Municipal Services/Public Works
Facility Maintenance Identification Program
John J. McGuire

Project/Program Description: Staff will be conducting safety and maintenance assessments of all city-owned facilities that can affect the public or staff. Once a comprehensive list of all maintenance and safety issues for each facility is completed staff will prioritize it based on exposure to litigation and the city's ability to fund or repair them. Once we establish the lists for each facility we will then begin monthly inspections and follow ups that should allow us to notice problems that arise before they become an issue. The key to protecting the city from liability claims is sound record keeping, regular maintenance records, and repairing what is reasonable and readily achievable.

Status: This program is in its incipient stages. Staff has been advised that we will be moving forward with this program.

Next Steps:

- Develop list of all City owned properties and identify the staff person responsible for the facility.
- Inspect the facilities with the employee responsible for the maintenance, the Operations Manager, and the Chief Building Official.
- Develop a comprehensive list of maintenance and safety issues to be addressed and prioritize it.
- Begin implementation of the work plan as dictated by the list based on ease of completion, cost, liability, and staffing levels.

Department/Division:
Project/Program:
Project/Program Lead:

Municipal Services/Public Works
Chelsea Wetlands Restoration Project
Ariel Mercado/Greg Dwyer

Project/Program Description: The project will restore the Chelsea Wetlands to its original undisturbed condition and provide for additional storage capacity for winter rain. Over the past century the wetland was used for disposal of various types of debris by both the City of Hercules and the City of Pinole. The project will remove approximately four feet from the bottom of the wetland to provide extra storage capacity. At the same time two five foot culvert pipes will be added to allow the wetlands to experience tidal flows. In addition, water run-off will be redirected from a natural drainage channel to a man-made tidal channel approximately 1435 feet in length and connecting to an area that receives run-off from a new overflow weir on the southwest end of the restoration.

Status: Staff has secured funding for the project by various means including: Proposition 84 River Parkways Grant; Contra Costa Fish and Wildlife Grant; EPA Grant; and EPA Grant Match (Portion of Proposition 84 and Contra Costa Flood Control Funds). The total projected cost of the program is expected to be \$2,041,010. Total funding secured for the project is \$1,892,880. Staff has developed preliminary cost estimates as noted above. In addition, they have developed a timeline for completion.

Next Steps:

- Conduct soils analysis of the site to determine whether the dirt can be sold or transferred. If the fill cannot be sold or transferred, Grant funds will be used to pay trucking and landfill costs to dispose of it.
- Submit CEQA compliance and a Fill Material Disposal Plan to state for approval.
- Submit detailed plans, specifications, and budget to State for approval.
- Begin construction.

Department/Division:
Project/Program:
Project/Program Lead:

Municipal Services/Public Works
Contra Costa Clean Water Program
John J. McGuire

Project/Program Description: This program was developed with 19 other cities to create the Contra Costa Clean Water Program. It is an on-going program designed to meet the requirements of NPDES Permit Number CAS612008 issued by the California Regional Water Quality Control Board, San Francisco Bay Region. The program is designed to address storm water run-off from existing streets and facilities within the City and to address new construction activities that could cause pollutants to drain into our creeks and eventually the bay. There are many timelines that must be adhered to. The City could face penalties for failure to comply with these requirements and therefore it is important that staff stay engaged on a regular basis.

Staff is currently working to meet a Trash Load Baseline requirement due in February of 2012. Once the baseline is established we will need to reduce trash loads from that base line by 40% in 2014, 70% by 2017, and 100% by 2022.

Status: The Annual Report was filed on time. Staff has collected data for Trash Reduction Calculations and submitted it to the Board for review.

Next Steps:

- Continued attendance at meetings by assigned staff.
- Collection of data for next Annual Report.
- Continued monitoring for compliance throughout the City.

Department/Division:
Project/Program:
Project/Program Lead:

Planning/Advanced
Bayfront/ITC Project Entitlements
Robert Reber

Project / Program Description: The Planning Division has been designated the lead to complete all entitlement processing for the Bayfront project and work with the negotiating team to clarify information from the applicant, consulting attorney, and to assist in the coordination of the related Intermodal Transit Center (ITC) project.

Status: The following discretionary applications were approved by the Planning Commission at their meeting of November 28, 2011: Zone Text Amendment; General Plan Amendment; Vesting Tract Map; and Amended Development Agreement. The contents of, and deal points of an Implementation Agreement for the project continue to be negotiated by the City's consulting attorney and the Hercules Bayfront attorney. A City Council workshop meeting has been scheduled for Thursday, December 8, 2011, to discuss the details of the Implementing and Vesting Development Agreements. No action will be taken by the City Council at this meeting.

Next Steps:

- All Bayfront Project discretionary applications including the environmental impact report and development agreements are scheduled to be heard at the December 13, 2011 regular meeting of the City Council.

Department/Division:

Planning/Advanced

Project / Program:

Measure C/J Checklist/CCTA/WCCTAC

Project / Program Lead:

Dennis Tagashira

Project / Program Description: In 1988, Contra Costa County passed a half-cent sales tax for transportation programs and projects, such as highways, transit, bus operations, and bicycle/pedestrian trails, titled "Measure C". A Growth Management Program was included in that ballot measure. To be eligible for sales tax "return to source" funds, each participating jurisdiction is required to take the following actions:

1. Adopt a growth management element as part of the general plan incorporating traffic level of service standards for basic routes (non-regional routes) and performance standards for fire, police, parks, water, flood control and sanitary sewer;
2. Participate in the multi-jurisdictional planning process through the forum of Regional Transportation Planning Committees (RTPC's);
3. Participate in transportation demand management efforts to reduce dependence on single occupant automobiles;
4. Adopt a five-year capital improvement program to anticipate needed investments;
5. Adopt a mitigation fee program to ensure that development "pays its own way" and
6. Address housing options and job opportunities at the local, regional and county-wide levels to reduce the number or length of automobile commute trips.

The Contra Costa Transportation Authority (CCTA) monitors each jurisdiction's compliance with the Growth Management Program biennially. If a jurisdiction is found to be out of compliance with the program, CCTA may withhold a jurisdiction's share of the "return to source" sales tax revenues that are allocated for local street maintenance and improvements. The City of Hercules has participated in this Checklist Compliance procedure since fiscal year 1991-92, and has continued to receive progressively increased amounts of funding from participating in this program. In the first funding period, Hercules received \$170,000 for 1992-93. \$293,000 in 2009-10. In 18 years, the City averaged yearly increases of \$6,833.00 every funding period in Measure C monies. Hercules is dependent on funding for long-range transportation improvements such as the following:

1. Street improvements and overlay projects (Willow Avenue, San Pablo Avenue).
2. San Pablo Avenue traffic signal coordination.
3. Interstate 80 Corridor ramp metering and signage program.
4. State Route 4 Freeway improvements.

Status: City was awarded \$293,000 for this year's 2010 funding period. Next year, Hercules should receive approximately \$301,000. Planning staff continues to participate in regional transportation meetings including:

1. The West Contra Costa Transportation Authority Commission-Technical Advisory Committee monthly meetings in the City of San Pablo to discuss funding and grants available for cities on the west side of San Pablo Bay.
2. The Contra Costa Transportation Authority / Planning Directors meets quarterly to develop and to recommend long-term development goals to the Association of Bay Area Governments (ABAG) and Metropolitan Transportation Commission on regional-wide issues, such as impacts of greenhouse gases, and Sustainable Communities Strategies. Funding for the development of the Intermodal Transit Center, and early release of Subregional Transportation Mitigation Program (STMP) fee monies were approved by continued participation and support by WCCTAC-TAC members.

Next Steps:

- Continue to participate with the WCCTAC-TAC and the CCTA with the goal of actively seek available transportation funding for various projects.

Department/ Division:

Planning/Advanced

Project/Program:

Growth Management Element

Project/Program Lead:

Dennis Tagashira

Project/Program Description: In 1988, the voters in this county approved the "Contra Costa Transportation Improvement and Growth management Ordinance (Measure C)". This measure intended to improve the quality of life in the County by reducing congestion on major streets and highways, and by keeping new growth in balance with the capacity of public facilities. Measure C increased the County-wide sales tax by ½ cent, and allocated the revenue from this increase to a specified list of transportation improvement projects and programs. It also included an innovative program to upgrade maintenance of local streets and to promote growth management. The Growth Management Element is one of the adopted elements of the City of Hercules General Plan, and required for funding of the voter-approved Measure C/J grant funding. The adopted City's Growth Management Element was adopted on September 22, 1998.

Status: The next round of Measure J "Return to Source" monies is dependent on the City of Hercules successfully revising its Growth Management Element to conform to the new qualifications of Measure "J", and the State of California Housing and Community Development's (HCD) housing element guidelines.

Next Steps:

- Revise the existing Growth Management Element according to the Contra Costa Transportation Authority's (CCTA) recommendations.
- Conduct a public hearing before the Planning Commission and City Council recommending the revisions be approved.
- Re-submit the revised Growth Management Element to CCTA for their review.

Department/Division: Planning/Advanced
Project/Program: Housing Element
Project/Program Lead: Dennis Tagashira

Project/Program Description: Every jurisdiction in California must have a General Plan, which serves as a “constitution” for development in the city. It is a long-range planning document that describes goals, policies and programs to guide development decision making. One element of the General Plan is the Housing Element. State law specifies what the Housing Element must contain: An assessment of housing needs and an inventory of resources and constraints relevant to meeting these needs; and a statement of the community’s goals, quantified objectives, and policies relative to the maintenance, preservation, improvement, and development of housing; a program which sets forth a five-year schedule of actions to implement the policies and achieve the goals and objectives. Most importantly, the Housing Element must: Identify adequate sites with appropriate zoning densities and infrastructure to meet the community’s need for housing (including its need for low and very low income households, mobile homes, farm-worker housing, and homeless shelters); and address and, where appropriate and legally possible, remove governmental constraints” to housing development.

Status: The Housing Element process in Hercules has so far provided opportunities for groups and individuals to review and discuss current housing conditions and needs and consider potential housing strategies.

Next Steps:

- Modify the existing element to reflect changes occurring on Sycamore North, and the previous proposal to construct affordable housing units on the Hill Town site, New Town Center/Market Town parcel, and the Bayfront project.
- Re-submit the revised housing element to the state Housing and Community Development Department (HCD).
- Present the revised Housing Element for review and approval to the Planning Commission and City Council.

Department/Division: Planning/Advanced
Project/Program: Planning Fees Project
Project/Program Lead: Dennis Tagashira

Project / Program Description: The City Council requested staff conduct a focused study of planning fees in adjacent cities in the Bay Area to determine if the cost of the application fees were competitive with other cities.

Status: Staff has downloaded fee schedules for ten different cities: Berkeley, Windsor, Livermore, Pleasant Hill, Pinole, Walnut Creek, Brentwood, Dublin, Cotati, and Antioch.

Next Steps:

- Analyze the fees from other cities versus City of Hercules fees.
- Make recommendations to the City Council for any changes to planning fees to bring Hercules into alignment with other cities as warranted.

Department/Division:

Planning/Advanced

Project / Program:

Improve Live-Work Signage Project

Project / Program Lead:

Robert Reber

Project / Program Description: Existing businesses along Railroad Avenue have voiced their concerns about the lack of identification and recognition for their businesses. The adopted Sign Code prohibits freestanding pylon signs, and signs are required to be on the same parcel of land as the business. The Planning Commission and City Council, including the newly appointed City Attorney went through 14 drafts of the Sign Code, and adopted the present Sign code which restricts pylon signs, restricts the placement of real estate “A”-frame signs following the Contra Costa County standard for placement. A number of business owners on Railroad Avenue have expressed a desire to create a sign program to support their businesses.

Next Steps:

- Staff will bring this item to the City Council in a study session in early 2012 for discussion and direction as to next steps.

Department/Division:

Planning/Current

Project/Program:

Applications

Project/Program Lead:

Rochelle Samuels, Robert Reber, Dennis Tagashira

Project/Program Description: Project applications, requests for information, business license permits requests, plan check reviews, and public counter inquiries are responded to by Planning Department staff.

Status: In addition to routine work in the months of September and October, staff responded to the State of California Controller’s Office and the Department of Justice’s request for affordable housing files and documents, and interview requests from the Hercules Patch for information about the Affordable Housing Program. Current Planning activity for the month of November 2011 was as follows:

	<u>Planning</u>	<u>Affordable Housing</u>
Requests for information:	14	19
Planning applications:	3	
Business license approval:	20	
Plan checks:	4	
Receipt of monthly payments:		60
Building permits:	12	

In addition, in the month of November, Planning staff responded to the State of California Controller’s Office and the U.S. Department of Justice’s request for affordable housing files and documents, and a request for documents and loan applications from the local newspaper.

Next Steps:

- Continue ensure quality current planning services to the community.

Department/Division:

Planning/Affordable Housing

Project/Program:

Monthly Acceptance of Payments

Project/Program Lead:

Rochelle Samuels

Project / Program Description: On December 21, 2010, the City Council directed the City staff to develop a transition plan to incorporate the existing affordable housing programs under the Planning Director's supervision, and return with a draft proposal of how this could be accomplished within a 60-day time period. Currently, there are 13 programs in the Affordable Housing Program. The Affordable Housing Programs have been suspended, and there are no new loans being issued. However, a number of affordable housing programs require administration and reporting.

Status: Staff is managing the following affordable housing programs: The First Time Homebuyer Program, which currently includes 105 loans totaling \$4,388,490; the Housing Rehabilitation Program, which includes 35 loans totaling \$640,216; the Homeownership Retention and Loss Mitigation Program, which includes 17 loans totaling \$4,337,822; the Business Development and Financial Assistance Program, which includes 24 loans totaling \$1,907,600; and the City-wide Employee Incentive Program, which includes 14 loans totaling \$471,590. Staff is currently creating a request for qualifications and proposals (RFQ/P) and will analyze the costs and benefits of contracting for the administration, monitoring and reporting required for these programs. Responded to State of California Controller's Office and the Dept. of Justice's request for affordable housing files, and interview from Hercules Patch for information about Affordable Housing Program; required approximately 40 hours of staff's time to research and documentation.

Next Steps:

- Complete state required housing report and submit in December.
- Complete RFQ/P and solicit responses from qualified firms.

Department/Division:

City Manager/Real Estate Transactions

Project/Program:

ITC-Bayfront Development

Project/Program Lead:

Charlie Long

Project / Program Description: The purpose of this multi-phased project is to move the City toward the ultimate goal of building an Intermodal Transit Center (ITC) and to provide the Bayfront developer with development entitlements and incentives so that the Bayfront project can move forward.

Status: The City Council has approved the "Landside" Purchase and Sale Agreement (PSA) and will consider approval of all California Environmental Quality Act (CEQA) approvals required for the project in December. The Planning Commission has completed all necessary CEQA approvals and has approved the vesting and implementing development agreements (Development Agreements) in a substantially completed state. There are still a few outstanding issues still to be resolved prior to City Council consideration of these documents. The "Waterside" Purchase and Sale Agreement is also being prepared for City Council consideration.

Next Steps:

- Staff to complete negotiations.
- City Council to consider CEQA and contractual project documents.

Department/Division: City Manager/Real Estate Transactions
Project/Program: Sycamore North
Project/Program Lead: Frank Fox/Greg Dwyer

Project / Program Description: Sycamore North is a mixed use residential and retail project consisting of 96 apartments over approximately 40,000 sq.ft. of retail space. This City sponsored project was not adequately funded and construction had to be halted this half-built structure. The project is currently being marketed with the goal of selling it to a developer that will complete this high profile project.

Status: The City Manager has executed an exclusive right to negotiate with Presidio Development Partners (through January 10, 2012) to purchase Sycamore North. The Presidio group was chosen from several qualified buyers primarily due to their responsiveness to the city's financial and affordable housing obligations and a quick close of escrow. Staff is working with CBRE and Presidio Development Partners to supply all due diligence items necessary to evaluate the property.

The winterization of the structure is nearing completion. The charging of the sprinkler system has begun but most likely the winterization will conclude prior to the completion of the sprinkler system. Both the winterization and sprinklers will protect the property until the commencement of construction after the close of escrow.

Next Steps:

- Provide Purchase and Sales Agreement to Presidio Development.
- Complete winterization and sprinklers.

Department/Division: City Manager/Real Estate Transactions
Project / Program: Red Barn/Market Hall
Project / Program Lead: Frank Fox

Project / Program Description: This site, which is under a Disposition and Development Agreement (DDA) with the Redevelopment Agency, was planned to be a high density mixed-use project. However, the developer has not been able to put a viable project together.

Status: Red Barn LLC has provided the City's Real Property Manager with an outline of an agreement with selected developer and terms to terminate the existing DDA (Disposition and Development Agreement).

Next Steps:

- Discuss proposal from Red Barn LLC in future closed session meeting with the City Council.

Department/Division:

City Manager/Real Estate Transactions

Project / Program:

Former Yellow Freight Property

Project / Program Lead:

Frank Fox

Project / Program Description: City currently owns the land and industrial facility located at 3001 Franklin Canyon and is seeking to sell it.

Status: An agreement of sale has been fully executed with the buyer with an anticipated close of escrow by January 31, 2012. The City expects to clear about \$1.4 million at close of escrow.

Next Steps:

- Staff to assist purchaser in supplying due diligence items necessary to close escrow.

Department/Division

City Manager/Real Estate Transactions

Project / Program:

Big League Dreams

Project / Program Lead:

Frank Fox

Project / Program Description: Staff is pursuing reimbursement of deposit paid to “Big League Dreams” to establish the recreation facility on the property currently owned by Conoco Phillips.

Status: Big League Dreams is refusing to reimburse City their \$450,000 refundable deposit. The City Attorney is researching the file in anticipation of negotiations or a possible legal action.

Next Steps:

- Draft letter to Big League Dreams outlining demand for reimbursement to City.
- Engage Big League Dreams regarding the reimbursement.

Department/Division:

City Manager/Real Estate Transactions

Project/Program:

Disposition of Surplus Parcels

Project/Program Lead:

Frank Fox/Greg Dwyer

Project / Program Description: Marketing and selling Parcel C (AKA the Wal-Mart Site) on John Muir Parkway and Victoria Crescent site on San Pablo Avenue.

Status: As approved by City Council, staff created an interview panel and interviewed 3 potential brokers. Two brokers were chosen to market the properties; CBRE was selected to market parcel C and Cassidy/Turley was selected to market Victoria Crescent.

Next Steps:

- Negotiate and execute exclusive listing contracts with CBRE for parcel C and Cassidy/Turley for Victoria Crescent.
- Receive offers for both parcels.

Department/Division: City Manager/Real Estate Transactions
Project/Program: Parcel C Dirt Removal
Project/Program Lead: Greg Dwyer

Project / Program Description: The City has contracted for the removal of dirt that was dumped on parcel C.

Status: The dirt continues to be removed off of the parcel in preparation for the sale. In anticipation of wet weather storm prevention measures (SWPPP) were installed on the parcel. Additional dirt was removed from this parcel and used on another project within the City (corp. yard clean-up).

Next Steps:

- Monitor site and progress.

Department/Division: City Manager/Hercules Municipal Utility
Project / Program: PG&E WDT
Project / Program Lead: Art McAuley

Project / Program Description: Pacific Gas and Electric Company (PG&E) has filed to raise its rates on its Wholesale Distribution Tariff (WDT) that governs PG&E's compensation for maintenance, operation and ownership of facilities required to serve Hercules Municipal Utility from the current rate of 0.46% of capital costs per month to 0.48% so it has a marginal effect on the existing costs of approximately \$267 per month. In addition, PG&E will be filing to raise its WDT rate for transportation of electricity to Hercules which will have a larger impact since currently this cost is over \$100,000 per year.

Next Steps:

- PG&E will send the three revised WDT Service Agreements for Hercules when they are approved.
- HMU Operations Manager will be able to provide more accurate cost increases at that time.
- City staff may use this data in forecasting HMU budget impacts.

Department/Division: City Manager/Hercules Municipal Utility
Project / Program: Pinole/ Hercules WPCP Retention Rate
Project / Program Lead: Art McAuley

Project / Program Description: Pinole/ Hercules Water Pollution Control Plant (WPCP) desires electric rate certainty through any HMU sale process and beyond should some utility other than PG&E be the successful purchaser. WPCP accounts for approximately 20% of HMU's total revenue, load and usage and can connect to PG&E at minimal cost so it is rather important to retain this customer prior to any sale.

Status: Hercules Municipal Utility (HMU) Operations Manager/Consultant is working with Pinole/ Hercules Water Pollution Control Plant (WPCP) on development of a retention rate to provide WPCP with electric rate certainty:

1. through any sale of the HMU process, and

2. on-going after any sale for a period yet to be determined, only if HMU is sold to a Utility other than PG&E.

This proposed rate agreement is a retention rate at current levels and is not a discounted or reduced negotiated rate.

Next Steps:

- HMU Operations Manager/ Consultant is finalizing a draft Agreement and will share it with City Attorney, City Staff and Council for approval.
- HMU will then provide draft to WPCP for review.
- Agreement will be submitted for approval and signatures by Parties upon finalization of Agreement.

Department/Division:

City Manager/Hercules Municipal Utility

Project / Program:

HMU Sale Update

Project / Program Lead:

Art McAuley

Project/Program Description: HMU desires counsel on HMU sale regulatory requirements.

Status: HMU has retained the services of Braun Blasing McLaughlin, a Law Firm specializing in utility sales and matters.

Next Steps:

- Firm shall provide counsel or assist HMU in the analysis and understanding of HMU sale and lease options, procedures, requirements and impacts.
- Firm shall provide counsel or assist HMU in preparation and review of all required pro-forma documents including but not limited to valuation of Utility assets or facilities, historical financial performance and any other documents required for the potential sale of HMU.
- Firm shall provide counsel or assist HMU in the regulatory and noticing provisions and requirements associated with sale of HMU.
- Firm shall provide counsel or assist HMU with regulatory and financial assessments of any option whereby HMU ceases to perform its function as a public entity.

Department/Division:

City Manager/Hercules Municipal Utility

Project / Program:

Contracting HMU Electric Work

Project / Program Lead:

Art McAuley

Project/Program Description: Contracting to perform HMU electric work and services.

Status: HMU is accessing options to contract with entities to perform electric work on a contract or on an as needed basis especially during times of unscheduled outages.

Next Steps:

- HMU staff and City Manager to contact qualified electric contractors to determine cost effectiveness.
- HMU staff to prepare and submit resolution should such work be profitable.

Division: City Manager/Hercules Municipal Utility
Project / Program: Green House Gas Verification
Project / Program Lead: Art McAuley

Project / Program Description: Annual California Air Resource Board (CARB) Green House Gas (GHG) reporting.

Status: HMU retained Carbon Verification Services, LLC (CVS), a required California certified carbon verifier to assess HMU's 2010 carbon footprint. CVS's cost was \$1000-\$2000 less than competitors due to the fact that CVS performed the work last year for HMU, was familiar with HMU facilities and did not require on-site verification. HMU staff provided the required data and data adequacy of power purchases, transportation, sales, GHG emissions, and documented procedures using the CEC tool and submitting it by the required date.

Next Steps:

- None required until next year.

Department/Division: Hercules Municipal Utility
Project / Program: CEC RPS Reporting
Project / Program Lead: Art McAuley

Project / Program Description: Annual California Energy Commission (CEC) Renewable Portfolio Standards reporting.

Status: HMU staff successfully provided the CEC with all of HMU's electric purchases and renewable contracting efforts by source including solar, wind, Renewable Energy Credits from 2003 forward.

Next Steps:

- None required until next year.

Department/Division: City Manager/Hercules Municipal Utility
Project/Program: SB 1037 Energy Efficiency Reporting
Project / Program Lead: Art McAuley

Project/Program Description: Northern California Power Agency (NCPA) working with the California Energy Commission (CEC) requires all publicly-owned utilities to report current and projected energy efficiency programs per Senate Bill SB1037, including expenditures and savings in addition to that of Low Income Affordable Housing (AFH) and solar programs.

Status: HMU staff is presently finalizing required data.

Next Steps:

- HMU Operations Manager/ Consultant will validate data and input into required online E3 Tool by 12/15/11.

Department/Division: City Manager/Hercules Municipal Utility
Project / Program: HMU Solar Meter Update
Project / Program Lead: Art McAuley

Project/Program Description: HMU is reprogramming solar meters that were distributed, but were not properly programmed by the manufacturer.

Status: HMU has seen an increase in residential solar installations to the point where HMU exhausted its supply of bidirectional electric meters. It took weeks for the manufacturer to make and fill HMU's recent order and when they did the manufacturer neglected to program the meters for a functional display. As a remedy, the manufacturer will have a technician or representative reprogram the meters on site at no cost to the HMU. In the mean time, the meters are retaining the proper data on both channels or directions in their memory for proper billing so it was decided to leave them in place.

Next Steps:

- Manufacturer Technician is to reprogram the solar meters on December 13, 2011.

Department/Division: Parks & Recreation
Project/Program: Community & Library Services Commission
Project/Program Lead: Pedro Jimenez

Project / Program Description: The Community and Library Services Commission provides information to and advises the City Council on items related to the City's library, recreation, parks, and community services programs, including the general use of park facilities and matters relating to the community's recreational and service needs.

Status: Currently the Commission is working on the following topics: The Non Profit Recognition Program; Park Rental Fees and reservation procedures; the Sister City MOU; a Community Events-Clean Day; and the Summer Internship Program.

Department/Division: Parks & Recreation
Project/Program: Current Activites
Project/Program Lead: Pedro Jimenez

Project / Program Description: The Parks and Recreation Department leads or is involved with many community activities and events. It also collects fees for various classes and services it provides to the community.

Status: For the month of November the department has brought in \$113,543 in revenue. Year To Date the department has brought in \$619,300 in revenue.

Current and upcoming activites include:

1. The Parks & Recreation Guide has been completed and distributed to Hercules households.

2. Results for the past Recyclemore, West County Resource Recovery, collection event held in November. 5 pounds of compact fluorescent bulbs collected, 2. 42 lbs of fluorescent Light tubes collected, 3. 8 lbs of sharps collected, 4. 25 lbs of pharmaceuticals collected, 5. 0 lbs of mercury collected.
3. The Un-Waste Recycling Event was held November 19 and 20 at the HOME DEPOT Parking lot. This was a way of making it even more convenient for residents to do the right thing and recycle.
4. The City of Hercules Recreation Department has been entered in to the "Reader's Digest We Hear You America 2012" contest! This is an opportunity for all community members to vote for Hercules to receive funding to assist with our current financial crisis. Steps to vote for Hercules are on the City's web-site, Parks and Recreation Department.
5. Tickets are on sale for 8th Annual Hot Roasted Garlic Crab Feed Fundraiser for the City of Hercules East Bay Silver Dolphins & Hercules Piranhas.
6. Winter Wonderland! Meet Santa, enjoy warm treats, and participate in all of the festive activities. All ages are welcome. Activities will include: arts and crafts, story time, meeting Santa, a dance production by Aerobi-Kids, and a canned food/toy drive. Admission: Pre-Sale Tickets (Before 12/2/11): \$5.00/child; Tickets (After 12/2/11): \$7.00/child for more information please call: 510.799.8291
7. The Senior Center is also having an Avon Fundraising Event- Now through 03/21/12. Items for the event will be displayed at the Hercules Senior Center (111 Civic Drive), as well as online. Participate Online: Go to www.youravon.com/antoinettelima. During check-out enter the promotional code: EVT1HSCENTER30 to ensure that the Hercules Senior Center receives 30% of the sale. Free shipping on orders of \$30.00 or more! Participate In-Person: Hercules Senior Center (111 Civic Drive) Cash or Credit Card accepted (No checks please).

Next Steps:

- Continues to work on the above topics and any other on items related to the library, recreation, parks, and community services programs, including the general use of park and facilities.

Department/Division:

Parks & Recreation

Project/Program:

Hanna/Lupine/Ohlone Child Care

Project/Program Lead:

Claudia Vega & Ambra Bonham

Project / Program Description: Before & After School Childcare (K-5th Grade) Program operates September–June. Children are well supervised in a safe environment with a variety of recreational activities, including; crafts, games, sports, and a fun fitness program. There is a short time allotted each day for homework, however, this is a recreation program with the emphasis on socialization and keeping the children active. Child Care facilities are located adjacent to Lupine Hills Elementary School, Ohlone Elementary School and Hanna Ranch Elementary School.

Status: The current enrollment numbers are: Hanna-62; Ohlone-46; and Lupine-37. For the month of November Child Care programs brought in \$50,968 in revenue. The Winter Camp was canceled due to low enrollment.

Next Steps:

- A Recreation Supervisor is retired and an Office Assistant found a new job, staff is re-evaluating structure of the department to improve cost effectiveness.

- Using Child Care Careers as a resource for Child care staffing when we need temps for long term absences (vacations and maternity or medical leaves)
- Have a staff person out on Medical/Workers Comp Leave and will be until at least December 30th
- Evaluate the programs and the needs of staff and maintenance of facilities.
- Continue to evaluate programs, revenues and expenditures to ensure cost effectiveness.

Department/Division: Parks & Recreation
Project/Program: Tiny Tots Program Little Learners & Pre-Kindergarten
Project/Program Lead: Ambra Bonham, Recreation Supervisor

Project / Program Description: The Tiny Tots Program introduces children to their “First Learning Experiences.” They make their first school friends, learning through play, games, arts, crafts, and healthy snacks. Our qualified staff will guide them with socialization and self-help skills. Our program runs along with the school year from September-June.

Status: The current enrollment numbers are: Hanna Pre K-MWF -24; Hanna Little Learner T/Th-23; and Lupine Pre K-MWF-24. For the month of November Tiny Tot Programs brought in \$14,539 in revenue.

Next Steps:

- Still consider the possibility of opening another MWF PRE- K program at Lupine or a PM program at Hanna to accommodate waiting list.
- Happy to have our Tiny Tots teacher back who was on leave for over 4 weeks, we used Child Care Careers to cover during this time.
- Implementing and sending information about the Parent Volunteer Program to start in January.
- Continue to evaluate programs, revenues and expenditures to ensure cost effectiveness.

Department/Division: Parks & Recreation
Project/Program: Aquatics
Project/Program Lead: Alexandra Ikeda

Project/Program Description: The Hercules Swim Center is a place that provides valuable resources to the community of Hercules, by providing a place for families, adults, teens and children to recreate! The Swim Center’s programs specialize in fostering human development, strengthening safety and security, promoting health and wellness, and providing recreational experiences.

Status: Classes & programs offered include: The East Silver Dolphin Swim Team year round swimmers – 61 enrollments; the East Silver Dolphin Swim Team Seasonal (winter) - 23 enrollments; Lap Swimmer – 4 to 5 swimmers per night. For the month of November Aquatic programs brought in \$6,935 in revenue.

Tickets are on sale for 8th Annual Hot Roasted Garlic Crab Feed Fundraiser for the City of Hercules East Bay Silver Dolphins & Hercules Piranhas.

Next Steps:

- Continue to look for additional programs to add during current programs to increase revenue.
- Continue to evaluate programs, revenues and expenditures to ensure they are cost effective.

Department/Division:

Parks & Recreation

Project/Program:

Recreation Classes

Project/Program Lead:

Andrea Mendez

Project/Program Description: The Recreation division offers a wide variety of recreation classes that cater to all ages and help to promote a healthy lifestyle. The classes provide a great opportunity to have fun and exercise while interacting with others in a safe environment.

Status: Classes & programs offered include: Guitar Class -8 enrolled; Oil Painting -4 enrolled; Public Stargazing -Free; Basic Math Tutoring & Geometry/Pre-Algebra/Algebra I & II Tutoring classes-4 enrolled; Ad Blast-9 enrolled; Karate-23 enrolled; Akido-2 enrolled; Zumba-28 enrolled; Zumba Toning - 9 enrolled; Functionally fit-7 enrolled; and Tahitian-12 enrolled; Gymnastic 20 enrolled and Dynamic fitness 10 Enrolled. We were able to sell \$1,100 in advertisements for the Activity Guide look for it to be mailed out the week of December 5th. For the month of November Recreation classes brought in \$5,029 in revenue.

Next Steps:

- Continue to look to sell ads in Activity Guide in order to Print and mail out again to Hercules households.
- Continue to evaluate programs, revenues and expenditures to ensure they are cost effective.

Department/Division:

Parks & Recreation

Project/Program:

Sports

Project/Program Lead:

Alexandra Ikeda

Project/Program Description: The Recreation Department is proud to offer sports and other positive leisure activities for patrons of all ages. Our recreational programs help promote a healthy lifestyle, while providing an environment in which people can enjoy themselves.

Status: Classes & program offered include: Badminton -3enrolled; Pee Wee Basketball League ended November 12th enrolled; Pinole/Hercules Softball League- ended on November 21st Table Tennis-5 enrolled; Basketball Clinic 17 enrolled; Basketball camp 23 enrolled; Tiny Tot Sports -6 enrolled; and Open Gym Basketball & Volleyball averages 10-20 player per night. For the month of November the Teen brought in \$6,397 in revenue from Sports

Next Steps:

- Continue to evaluate programs, revenues and expenditures to ensure they are cost effective.

Department/Division:

Parks & Recreation

Project/Program:

Teen/Youth

Project/Program Lead:

Claudia Vega, Recreation Supervisor

Project/Program Description: The goal of this program is to provide foster human development, promote health and wellness, and increase cultural unity with life experiences. As our youth grow into teens, we want to give them a sense of belonging to the community and ownership. Youth & Teens come out and enjoy the programs and activities at the Teen Center "T.H.E. S.P.O.T." (Teens of Hercules

Empowering through Spirit, Perseverance, Outreach, & Teamwork). The Teen Youth Council (T.Y.C.) supports and assists with Community activities and Special events. This energetic group of 6th-12th grade teens and youth demonstrate leadership skills through their participation at City Council meetings, interaction with the Hercules Senior Center, and the planning of Teen/Youth Special occasions. This successful program recruits active members from the Hercules Community, and the Hercules Middle and High School.

Status: T.H.E. S.P.O.T. is a before and After School program where youth and teens can come and get help with homework assignments and socialize with their peers in an exhilarating, fun, and safe environment. Staff provides arts and crafts, sports, and a variety of activities and events catered exclusively for 6th, 7th, and 8th graders. Currently there are 33 enrolled.

Other programs include: Teen Movie Night-16 enrolled; and Teen Center Party Rental -1 Rental.

For the month of November the Teen Center brought in \$12,263 in revenue.

On December 10th come down to the Teen Center for TYC's Winter Wonderland! Meet Santa, enjoy warm treats, and participate in all of the festive activities. All ages are welcome. Activities will include: arts and crafts, story time, meeting Santa, a dance production by Aerobi-Kids, and a canned food/toy drive. Admission: Pre-Sale Tickets (Before 12/2/11): \$5.00/child; Tickets (After 12/2/11): \$7.00/child for more information please call: 510.799.8291.

Next Steps:

- Continue to evaluate programs, revenues and expenditures to ensure they are cost effective.

Department/Division:

Parks & Recreation

Project/Program:

Seniors Center

Project/Program Lead:

Janine Shaheed

Project/Program Description: Friends, food, fun and companionship is what the Hercules Senior Center is all about. This program and supported services are available to adults 50 and over. We strive to ensure a physically and emotionally comfortable environment for all, and encourage socialization with peers.

Status: Classes and Programs offered include: Zumba Gold; H.I.C.A.P.; Legal Assistance; Computer Class; Blood Pressure; Pool Table; Meals on Wheels; Day Trips; Contra Costa Café; Daily Activities; and Tea Dance. For the month of November the Senior Center brought in \$1,586 in revenue.

In an effort to assist offset the cost of the Hercules Senior Center the Recreation Department is coordinating fundraisers and events to assist the center with raising money. Seniors have participated in pumpkin carvings, pancake breakfast, and other fundraisers to assist and have fun. These events have fundraised over \$1,000. The Senior Center is also having an Avon Fundraising Event- Now through 03/21/12. Items for the event will be displayed at the Hercules Senior Center (111 Civic Drive), as well as online. Participate Online: Go to www.youravon.com/antoinettelima. During check-out enter the promotional code: EVT1HSCENTER30 to ensure that the Hercules Senior Center receives 30% of the sale. Free shipping on orders of \$30.00 or more! Participate In-Person: Hercules Senior Center (111 Civic Drive) Cash or Credit Card accepted (No checks please).

Next Steps:

- The Recreation Supervisor at the Senior Center retired, and Janine Shaheed, Recreation Coordinator will run the Senior Center operations from 9a-2pm.

Department/Division:

Parks & Recreation

Project/Program:

Facilities/Rentals

Project/Program Lead:

Alexandra Ikeda and Andrea Mendez

Project/Program Description:

The City of Hercules offers many of the City's facilities for rent when not being used for City sponsored programs or services.

Status: For the month of November, facility rentals brought in \$7,291 in revenue.

Next Steps:

- Continue to promote facility for rentals and evaluate revenues and expenditures to ensure they are cost effective.

Department/Division:

Police/Patrol

Project / Program:

Community Outreach- Crosswalk Enforcement

Project / Program Lead:

Sergeant Earnest Taylor

Project / Program Description:

In a continuing effort to improve pedestrian safety, the Hercules Police Department is increasing crosswalk enforcement throughout the city. Enforcement will occur during both day and night with an emphasis placed in high traffic areas i.e. San Pablo Avenue and Sycamore Ave, Sycamore Ave and Willow Avenue.

Status: The crosswalk enforcement plan involves an on-duty, undercover decoy police officer posing as a pedestrian crossing at the crosswalk. This operation has begun on Sycamore Ave at San Pablo Avenue and Sycamore Ave and Willow Avenue. Additional locations will be included throughout the month of December.

Next Steps:

- Continue to conduct these operations in specified location throughout the city.
- Evaluate the area that encompasses the crosswalk to ensure proper visibility and signage.
- Educate the community by utilizing the press and City Mangers reports.
- Deadline: Evaluate the operation at the end of December.

Department/Division: Police/Administration
Project / Program: Reserve Police Officer Recruitment
Project / Program Lead: Acting Commander Ruben Rodriguez

Project / Program Description: The Hercules Police Department is currently recruiting Reserve Police Officers. These are volunteer positions which assist the department in all areas including patrol and investigations. This year's goal is to recruit and hire 4 Reserve Officers.

Status: The department is reviewing current applications for Reserve Police Officers. We continually accept applications and establish a pool of qualified applicants.

Next Steps:

- Continue to receive applications for reserve police officers
- Attend the police academy to recruit additional reserve officers.
- Perform oral interviews and evaluate applicants.
- Determine ranking and begin process.
- Deadline: Ongoing recruitment, funding availability.

Department/Division: Police/Patrol
Project/Program: Community Outreach /Wire Theft Prevention
Project/Program Lead: Acting Commander Tim Stratmeyer

Project/Program Description:

The city has experienced an on-going theft of copper wire. The police and public works departments are working together to develop a strategy to harden the theft target locations and prevent the theft of wire.

Status: As Pubic Works replaces the wire, they will encase the junction boxes making it difficult for the thieves to access the copper. On October 26, 2011 the Police Explorers distributed flyers to communities where the thefts are occurring and a Nixle advisory and a press release were issued regarding the thefts. Since October there have been no reported wire thefts.

Next Steps:

- Continue to theft proof the junction boxes
- Research in-line alarm system for high theft areas.
- Conduct extra patrol in the high risk areas.
- Continue to educate the community by utilizing the press and City Mangers reports.
- Deadline: Ongoing project

Department/Division: Police/Patrol
Project / Program: Community Outreach-Railroad Crossing @ Home Depot
Project / Program Lead: Sergeant Ezra Tafesse

Project/Program Description: The Hercules Police is working with Home Depot and BNSF Railroad in an effort to prevent students and commuters from crossing the railroad track near Home Depot to get to the BART transfer station.

Status: The Hercules Police Department will be monitoring this area and those observed crossing will be subject to a citation. This topic was addressed at the Public Safety Subcommittee where fencing options were discussed as well as public education. Sergeant Tafesse has drafted a letter to Home Depot and BNSF Railroad soliciting their cooperation.

Next Steps:

- Continue to make public safety announcements at the Hercules Middle/High School.
- A meeting between the PD, Home Depot and the BNSF Railroad will be scheduled to discuss fencing or other optional plans.
- Identify a funding source for the project.
- Deadline: December 31, 2011

Department/Division: Police/Administration
Project / Program: The East Bay Communications System Authority (EBRCSA)
Project / Program Lead: William Goswick, Interim Chief of Police

Project/Program Description: The goal is to purchase a state of the art, P-25 trunked radio communications system that will provide regional interoperability. The system will provide effective interoperable voice communications that will enable improved public safety services under emergency situations, as well as during normal operations.

Status: This project was approved by Council on November 8, 2011. The City Manager has signed the lease purchase agreement with Motorola Solutions not to exceed \$269,316.46, in compliance with the East Bay Regional Communications System Authority operating budget. The total estimated cost is \$514,896.46 over 15 years. All documents have been submitted and the radios and equipment were ordered.

Next Steps:

- Receive radios and equipment.
- Outfit patrol vehicle with mobile radios
- Programming and installation of equipment
- Conduct switch over to new system- June of 2012

Department/Division: Police/Patrol
Project / Program: Ticket Sign Off
Project / Program Lead: Acting Commander Tim Stratmeyer

Project/Program Description: The Hercules Police Department currently does not charge an administrative fee for inspecting vehicles and signing off correctable citations. The demand for the service requires patrol officers to return to the station to complete a vehicle inspection to verify that the necessary corrections were completed prior to signing off the citation. The average time spent responding to the station and completing the process for an officer is approx. 15 minutes. Charging an administrative fee of \$20.00 for non-residents or non business owners in Hercules should reduce the time officers spend returning to the station because of those who refuse to pay. The Administrative fee will cover the cost of

the officer's time for those who still wish to have an officer complete a vehicle inspection and sign off their citation

Status: The new fee schedule is being developed and will be reviewed by Legal, Finance and the City Manager in December for City Council consideration in January.

Next Steps:

- Complete review of new fee schedule.
- Place on the City Council agenda.
- Train department personnel in process and procedures.

Department/Division:

Police/Patrol

Project / Program:

Selective Enforcement

Project / Program Lead:

Acting Commander Stratmeyer

Project/Program Description: Selective enforcement: The goal is to deter speeding and stop sign violators. The Public Safety Subcommittee identified streets in the city that required additional traffic enforcement due to speeding vehicles and stop sign violation. The locations are: Turquoise, Pheasant, Partridge, Falcon and Carson.

Status: On daily basis patrol personnel are enforcing vehicle code violations in these specific areas as well as other identified areas in the city. The police department will continue to enforce actions when personnel are available

Next Steps:

- Review traffic calming options for these streets.
- Public education through City Manager report and press (Patch and CC Times).
- Continue enforcement when personnel are available.

Department/Division:

Police/Administration

Project / Program:

COPS Hiring Grant

Project / Program Lead:

Interim Chief Goswick and Acting Cmdr. Rodriguez

Project/Program Description: Research and submit an application for two separate COPS Hiring Grants that will increase the number of sworn personnel. The goal is to add at least 5 officers, four from a COPS Community Policing Grant and one from School Resource Officer Grant. The term of the grant is 3 years with no matching funds. This will increase our sworn personnel to 28.

Status: Currently the police department is researching the options and the criteria to apply for a COPS Hiring Grant which will add additional sworn officer(s) to the department. A conference call with Pat Jordan of Jordan & Associates was held on November 1, 2011 where she outlined options and gave direction on how to initiate the process for a grant. Acting Commander Rodriguez continues to research and collect data for this process.

Next Steps:

- Continue to compile data and information to initiate process for the grant.
- Place on the agenda for the City Council to approval the department to apply for the grant.
- Work with Jordan and Associates and write and submit the grant for review.
- Deadline: The grant opening should be announced at the beginning of the year.

Department/Division:

City Manger/Police Administration

Project/Program:

Emergency Services

Project/ Program Lead:

Sergeant John Eaves

Project / Program Description:

California law specifies that all government employees are disaster service workers. Additionally, there are two mandated systems for regulating emergency response. The Federal system called the National Incident Management System (NIMS) and the State system called the Standardized Emergency Management System (SEMS). These systems are complimentary and have been adopted by County of Contra Costa for managing response to multi-agency and multi-jurisdictional emergencies. The City must follow SEMS and NIMS guidelines to continue to be eligible for State and Federal relief funds. Ongoing training for management and field-level employees is necessary to prepare them for their roles in the City's Emergency Operations Center (EOC) or on-site incident management.

Status: The City Manager/Emergency Services Director lead responsibility for coordination of emergency preparedness activities and maintenance of the EOC to the police department. Staff reductions and personnel changes occurring in the past year have created the need for revisions to EOC assignments. The changes in personnel have also created new training needs. Recent accomplishments include:

1. Completed Elected Leadership training the new mayor and City council members
2. Sent four employees (2 salaried and 2 volunteers) to the California Specialized Training Institute (CSTI) Earthquake course held in Martinez (tuition free)
3. City represented at Contra Costa County Operational Area meetings, training seminars, and West Contra Costa County School District collaborative meetings.
4. On-going maintenance of all Emergency Services vehicles and equipment.

Next Steps:

- Schedule a meeting of the City Emergency Services Committee by January 2012 to review EOC assignments, assess needs and establish priorities. The EOC committee is comprised of representatives from each City department.
- Plan for an EOC Workshop or Table Top Exercise (TTX) for the first quarter of 2012.