

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 January 10, and subsequently by e-mail, the City Council provided final input for the Strategic Plan. All changed that had consensus direction from the City Council have been incorporated in the Plan, which is scheduled for City Council approval on February 14.

Next Steps:

- Present final plan to the City Council for approval.
- Use Plan as guide for strategic priorities, budget preparation and to track progress on goals.

Department/Division:

City Manager and City Attorney

Project/Program:

Redevelopment Agency Bond Default

Project/Program Lead:

Steve Duran/Patrick Tang

Project/Program Description: The Hercules Redevelopment Agency, which as of February 1, 2012 no longer exists, went into technical default on its February 1 bond interest payment of approximately \$2.4 million. The bond holders were paid because they are protected by bond insurance and a separate bond fund from which bond payments may also be drawn. The basic problem is that the Agency has no money and its fund balance is negative, even with the approximately \$4.1 million in tax increment income received in December. The City's pooled cash can simply no longer afford to subsidize the Redevelopment Agency. To do so at its juncture would leave the City's general fund balance insufficient to continue operations. Since the City is the successor agency to the now dissolved non-housing Redevelopment Agency, it is the City's responsibility to wind down all Agency projects and operations except accounting and reporting, which will continue.

Status: The Redevelopment Agency bond insurer, Ambac, filed suit in Superior Court in Martinez to force the City to immediately turn over \$4.1 million to the Redevelopment Agency bond trustee and attach certain real property as security. The court ruled against Ambac on January 31, 2012, however a hearing was scheduled for February 21 on to consider the merits of Ambac's request for immediate relief. That hearing has been postponed by mutual consent of the parties to allow more time to negotiate a settlement. The court date is currently scheduled for February 28th, but the parties have agreed to ask the court to further postpone the hearing to March 6th. Settlement discussions are continuing.

Next Steps:

- Manage settlement negotiations and legal proceedings.

Department/Division:

Municipal Services

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: The retention pond has been filled and compacted. All surrounding fencing has been removed and winterization measures have been completed. The contractor has submitted his final billing with the work coming in approximately \$75,000 less than the contract award.

Next Steps:

- Notice of Completion scheduled for Council approval on February 28, 2012.
- File the Notice of Completion with Contra Costa County.

Department/Division:

Municipal Services

Project/Program:

Facility Maintenance Identification Program

Project/Program Lead:

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: Staff has begun inspecting beginning with the Hercules Library. Priority list has been developed. Victoria West Grand Staircase and Park inspected with Victoria Homeowners Association. Repairs have been identified.

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 Municipal Services Director.
- 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:

Municipal Services

Project/Program:

Chelsea Wetlands Restoration Project

Project/Program Lead:

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. Staff has developed preliminary cost estimates as noted above. In addition, they have developed a timeline for completion.

Request for Proposals sent out on February 2, 2012.

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:

Municipal Services

Project/Program:

Contra Costa Clean Water Program

Project/Program Lead:

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.

Status: The Annual Report was filed on time. Staff has collected data for Trash Reduction Calculations and submitted it to the Board for review. Staff has completed the Trash Load Baseline requirement due in February of 2012. We will now have to reduce trash loads from that base line by 40% in 2014, 70% by 2017, and 100% by 2022.

Next Steps:

- Submit trash hot spot data and identify new hotspot on Claeys Ranch Road.
- Continued attendance at meetings by assigned staff.
- Collection of data for next Annual Report.
- Continued monitoring for compliance throughout the City.

Department/Division:

Municipal Services

Project/Program:

Pinole/Hercules Water Pollution Control Plant Upgrades

Project/Program Lead:

John J. McGuire

Project/Program Description: The Pinole/Hercules Water Pollution Control Plant (WPCP) is owned and operated by the City of Pinole under a joint use agreement with the City of Hercules, and operates under Order No. R2-2007-0024 and National Pollution Discharge Elimination System Permit No. CA0037796.

Wastewater treated at the Pinole/Hercules WPCP is currently discharged at two locations:

1. Deep Water Outfall: The effluent pumping station at the WPCP pumps treated effluent flows up to 10.5 million gallons per day (mgd) through the 24-inch-diameter land outfall pipe to Rodeo Sanitary District's WPCP, where treated effluent from the two facilities is mixed and discharged to San Pablo Bay.
2. Shallow Water Outfall: Flows in excess of 10.5 mgd pass through the shallow water outfall and into San Pablo Bay, near the Pinole/Hercules WPCP.

The Regional Water Quality Control Board (RWQCB) has mandated corrective measures be taken to increase dry and wet weather treatment capacity, eliminate blending of partially-treated wastewater transported to the deep water outfall, and to cease use of the shallow water outfall by June, 2016. In order to satisfy the new requirements, upgrades to the existing facilities will be required including; a new metering vault, a new head works facility, conversion of the existing aeration basins to four, single-pass tanks, and expansion of each tank by 85 feet, addition of two new blowers, addition of three new secondary clarifiers, addition of two new sludge pumps, a new electrical building, and more.

In addition, and of great importance to the City of Hercules, is a new 24-inch forced main line (land outfall) that will extend from the Pinole WPCP through Hercules, through Rodeo, and continuing on to the Rodeo Sanitary District's WPCP.

Status: A group of individuals from both the private and public sectors was formed as a Selection Committee for the purpose of selecting a firm for pre-design services. Three firms were interviewed including; Brown and Caldwell, Carollo Engineers, and HDR Inc., with the Selection Committee deciding with a near unanimous vote to choose HDR Inc.

A Study Session was conducted by the City of Pinole on Tuesday, January 31st.

A Study Session to be conducted by the City of Hercules on February 7, 2012.

Next Steps:

- February 2012 – Kick off meeting.
- February 2012 – Council Presentations and Community Outreach.
- February 2012 – August 2012 Land Outfall Preliminary Design.
- February 2012 – May 2012 Geotechnical investigations.
- March 2012 – September 2012 Water Pollution Control Plant Pre-design.

Department/Division:

Municipal Services

Project/Program:

Landscaping and Lighting Assessment District Contracts

Project/Program Lead:

John J. McGuire

Project/Program Description: The City of Hercules currently has five Landscaping and Lighting Districts. Comprised within the five Districts are nine neighborhood zones. Pursuant to the Lighting and Landscaping Act of 1972 and City Council resolution, Engineer's Reports are developed for the purpose of establishing assessments to be used for maintenance of the lighting and landscaping within each District.

Some of the zones contained within the Districts are operating with deficits such as Bayside 2005-1 and areas located within Zones 5. In prior years, staff drafted contract amendments for each amenity or zone as they were built or created. Since 2003, contracts were continually rolled over to the next fiscal year without placing the contracts out to bid. Over time, without review of the contracts or without adhering to bid requirements these documents became unenforceable and will need to be revised. Once the revisions are complete the contracts will be put out to a public bid in an effort to reduce costs and to ensure that the City is receiving the services they have contracted for.

Status: Staff has met with Joseph Francisco of Francisco and Associates to discuss our plans. He concurs with our observations and will be working closely with staff to ensure we create contracts that are thorough, enforceable, and biddable. This effort will help staff to identify areas that need either increased or decreased levels of service based on the assessments within the District. This will also help with cost controls. Staff is reviewing a draft Lighting and Landscaping contract and making revisions to it.

Next Steps:

- Continue to gather information for Francisco and Associates.
- February – Begin writing draft contracts.
- March – Write new contracts.
- April – Contracts go to bid.
- May – Contracts are awarded and existing contracts are terminated.
- July – New contracts begin.
- On-going observation and inspection of Districts for compliance and cost savings.

Department/Division:

Planning/Advanced

Project/Program:

Bayfront/ITC Project Entitlements

Project/Program Lead:

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 City Council at its meeting of December 13, 2011: Zone Text Amendment; General Plan Amendment. 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.

On January 4, the City received from the U.S. Fish & Wildlife Service its Biological Opinion for the ITC Environmental Impact Statement (EIS), which represents a major milestone in the federal-level environmental review of the ITC. On January 31, the U.S. National Marine Fisheries Service issued a letter of concurrence, concluding the required Essential Fish Habitat consultation. Per Council authorization on Dec. 20, staff and HDR are presently working on responding to issues raised by the State Historical Preservation Office, the last matter to resolve before the EIS can be completed. On February 2, City staff will meet with staff from the Federal Transit Administration (FTA), federal lead agency for the project, to discuss the status, funding, and schedule of the project.

Next Steps:

- The remaining discretionary applications (including Vesting Tentative Map, and Vesting Development Agreement, and Implementing Development Agreement) are scheduled for City Council consideration on February 28.

Department/Division:

Planning/Advanced

Project / Program:

Measure C/J Checklist/CCTA/WCCTAC

Project / Program Lead:

Robert Reber

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 the 2010–11 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:
Project/Program:
Project/Program Lead:

Planning/Advanced
Growth Management Element
Robert Reber

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.

Department/Division:

Planning/Advanced

Project/Program:

Housing Element

Project/Program Lead:

Robert Reber

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:

Robert Reber

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/Current

Project/Program:

Applications

Project/Program Lead:

Rochelle Samuels, Robert Reber

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 November and December, 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 January included five planning applications. In addition, Planning staff responded to a grand jury inquiry into programs and services for the homeless.

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: The City Council elected at its January 10 meeting to not become the successor agency for the affordable housing portion of the Redevelopment Agency, which dissolved effective February 1.

Next Steps:

- City staff will be working on transition plan with staff from the Contra Costa County Housing Authority, which will become the successor agency for the affordable housing portion the former Hercules Redevelopment Agency.

Department/Division: City Manager/Real Estate Transactions
Project/Program: ITC-Bayfront Development
Project/Program Lead: Charlie Long /William Silva

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: All CEQA approvals have been secured. NEPA work is scheduled to be complete in March. The City Council will consider a revised “Landside” Purchase and Sale Agreement (PSA) as well as the Implementing Development Agreement and Vesting Development Agreement in February. The West Contra Costa Transportation Advisory Committee (WCCAC) voted unanimous support for Hercules application to revise its project plan and move Measure J funds into the first phase for land acquisition and other costs related to the Inter-modal Transit Center. The Contra Costa Transportation Authority (CCTA) is scheduled to consider this request on March 21.

Next Steps:

- Staff to complete negotiations.
- City Council to consider remaining contractual and vesting project documents.
- Staff to request approval of a new funding plan from CCTA.

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 consting of 96 apartments over approximateley 40,000 sq.ft. of retail space. This City sponsored project was not adequately funded and construction had to be halted this half-build structure. The project is currently being marketed with the goal of selling it to a developer that will complete this high profile project.

Status: Presidio Development Partners was chosen from several qualified buyers due to their responsiveness to the city’s financial 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. Presidio has now requested to change most of the ground floor to residential uses, which will require Planning Commission approval, at least at the design review level. The requested change was requested because the site is not considered a prime retail site and the increase in residential units makes the project more economically viable and financeable.

Next Steps:

- Finalize negotiations.
- Follow up on approval requirements for additional residential units.

Department/Division:

City Manager/Real Estate Transactions

Project / Program:

Red Barn/Market Hall

Project / Program Lead:

Frank Fox/Greg Dwyer

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 a tentative agreement with selected developer and staff is negotiating an amendment between the buyer and the former Redevelopment Agency.

Next Steps:

- Wait for formal submittal from purchaser for new entitlement of property.

Department/Division:

City Manager/Real Estate Transactions

Project / Program:

Former Yellow Freight Property

Project / Program Lead:

Steve Duran/Greg Dwyer

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

Status: The transaction closed escrow in January and the City cleared about \$1,280,000, which was deposited in Development Impact Fees funds.

Next Steps:

- This project is closed.

Department/Division

City Manager/Real Estate Transactions

Project / Program:

Big League Dreams

Project / Program Lead:

Liz Warmerdam/Greg Dwyer

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:

- City Attorney to review letter drafted by staff 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:

Steve Duran/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. Viable offers have been received and will be discussed with the City Council in closed session, under real property negotiations in February.

Next Steps:

- Exclusive contracts to sell the properties have been executed by City Manager
- Receive offers for both parcels by the end of January 2012.

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.
- 1st phase of dirt removal is coming to a close, approximately 85,000 yards has been removed off of the site.

Department/Division:

City Manager/Real Estate Transactions

Project/Program:

LED Signage in Hercules

Project/Program Lead:

Greg Dwyer

Project / Program Description: The City received a proposal for a pylon LED sign to be placed on a City owned parcel near Interstate 80.

Status: Item was taken to City Council Closed Session for Council direction. Council has directed staff to research the proposal and report back their findings.

Next Steps:

- Research having an LED sign at that location and the potential impact on community.
- Identify potential changes or revisions that would need to be made to existing ordinances to permit such a sign coming into the City.

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: Liz Warmerdam/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: Liz Warmerdam/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. Firm shall provide counsel or assist HMU in the analysis and understanding of HMU sale and lease options, procedures, requirements and impacts to provide counsel or assist HMU in preparation and review of all required pro-forma documents and assist HMU in the regulatory and noticing provisions and requirements associated with sale of HMU.

Next Steps:

- Staff and legal counsel will prepare resolution and ordinance necessary for the City Council to approve for a June public election for the sale of HMU. The first reading of the ordinance is scheduled for February 14.

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:

Parks & Recreation

Project/Program:

Current Activities

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 January the department has brought in \$150,024 in revenue. Year to Date the department has brought in \$842,261 in revenue.

Current and upcoming activities include:

1. With the resignation of another supervisor; Claudia Vega, Ambra Bonham and Andrea Mendez, and some other staff will be taking on additional responsibilities as we re-evaluate the structure of the department.
2. The East Bay Silver Dolphins and the Hercules Piranhas hosted their 8th annual Hot Roasted Garlic Crab Feed this past Saturday, January 21, 2012. The event which sold tickets for 240 people and had community members from many other cities as well as Hercules. The crab feed brought in \$10,000.00 and had a net profit of approximately \$4,000.00. Make sure to join us January 2013 for the next amazing Hot Roasted Garlic Crab Feed!
3. President's Camp -Have your child join us for camp during the school break. Activities include arts & crafts, sports and making new friends. Opens to the public January 23rd until February 2nd and late registration until Feb. 9th.

4. The Hercules Senior Center is having a Valentine's Day Pancake Fundraiser on Tuesday, February 14, 2012 from 7:30am - 10am, Ticket on sale \$6.00 per person, tickets are on sell at the Hercules Senior Center thru Thursday, February 9, 2012. This events is co sponsored by the Hercules/Rodeo Fire Department & Rotary Club of Hercules

Next Steps:

- Continue to work 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:

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; lighting at the park for softball leagues; evaluating child care programs; a Community Events-Clean Day; and the Summer Internship Program.

Next Steps:

- Continue to provide staff support to the Commission.

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-56; Ohlone-47; and Lupine-35. For the month of January Child Care programs brought in \$57,404 in revenue.

Next Steps:

- Ambra Bonham & Claudia Vega will be taking additional responsibilities as we re-evaluate the structure of the department to improve cost effectiveness.
- 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 January Tiny Tot Programs brought in \$16,821.64 in revenue.

Next Steps:

- Continue to evaluate programs, revenues and expenditures to ensure cost effectiveness.

Department/Division: Parks & Recreation
Project/Program: Aquatics
Project/Program Lead: Claudia Vega

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 – 65 enrollments; Lap Swimmer – 4 to 5 swimmers per night and the crab feed fundraiser 240 tickets sold. For the month of January Aquatic programs brought in \$20,451 in revenue.

Next Steps:

- Alexandra Ikeda has resigned; Claudia Vega and a couple of Senior Guards will be taking on additional responsibilities as we re-evaluate the structure of the department to also improve cost effectiveness.
- 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-19 enrolled; Akido-2 enrolled; Zumba-39 enrolled; Zumba Toning - 5 enrolled; Functionally fit-7 enrolled; Gymnastic 20 enrolled and Belly Dance 5 enrolled. For the month of January Recreation classes brought in \$6,094.99 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:

Claudia Vega

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; enrolled; Table Tennis-5 enrolled; Basketball Clinic 17 enrolled; Basketball League 79 enrolled; Tiny Tot Sports -canceled; and Open Gym Basketball & Volleyball averages 10-20 player per night. For the month of January the Sports brought in \$11,137 in revenue.

Next Steps:

- Alexandra Ikeda has resigned; Claudia Vega will be taking on additional responsibilities as we re-evaluate the structure of the department to improve cost effectiveness.
- 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: Staff provides arts and crafts, sports, and a variety of activities and events catered exclusively for 6th, 7th, and 8th graders. Currently there are 26 enrolled. For the month of January the Teen Center brought in \$8,761 in revenue.

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 January the Senior Center brought in \$2,337 in revenue.

Next Steps:

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

Department/Division:

Parks & Recreation

Project/Program:

Facilities/Rentals

Project/Program Lead:

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 January, facility rentals brought in \$12,535 in revenue.

Next Steps:

- Alexandra Ikeda has resigned; Claudia Vega and Andrea Mendez will be taking on additional responsibilities as we re-evaluate the structure of the department to improve cost effectiveness.
- Continue to promote facility for rentals and evaluate revenues and expenditures to ensure they are cost effective.

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. Since the police department began this operation 14 citations were issued at various crosswalks throughout the city.

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: Ongoing monthly evaluation.

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 continually accepts applications and will 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.

Division:

Police Patrol

Project/Program:

Community Outreach /Wire Theft Prevention

Project/Program Lead:

Acting Commander Thomas Koeppel

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

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:

- A meeting between the PD, Home Depot and the BNSF Railroad will be scheduled to discuss fencing or other optional plans, still pending.
- Identify a funding source for the project.
- Deadline: March 1, 2012

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

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 of the radios and equipment have been received and programming and installation have begun.

Next Steps:

- Outfit patrol vehicle with mobile radios and establish a template for all vehicles
- Programming the radio and conduct an area check for operability.
- Conduct switch over to new system- June of 2012

Division: Police Patrol
Project / Program: Selective Enforcement
Project / Program Lead: Acting Commander Koeppe

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. As of this date the following enforcement actions were taken:

Turquoise:

Stop sign violations- 7

Speed - 4

Pheasant:

Stop sign violations- 3

Speed- 2

Partridge, Falcon and Caron- No speeding or stop sign violations observed.

Next Steps:

- Review traffic calming options for these streets and discuss them at the Public Safety Subcommittee meeting.
- Public education through City Manager report and press (Patch and CC Times).
- Continue enforcement when personnel are available.
- Deadline: On going

Division:

Police Administration

Project / Program:

COPS Hiring Grant

Project / Program Lead:

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: Pending grant announcement.

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.
5. Conducted a meeting of the City Emergency Services Committee to review EOC assignments, assess needs and establish priorities. The EOC committee is comprised of representatives from each City department.

Next Steps:

- Plan for an EOC Workshop or Table Top Exercise (TTX) for the first quarter of 2012-Pending

Division:

Police Administration

Project / Program:

Criminal Justice Internship Program

Project / Program Lead:

Angie Albrecht

Project / Program Description: The Hercules Police Department is looking to start a criminal justice internship program. The goal is to work with criminal justice students to give them an opportunity to test their interest in a law enforcement career while earning credit for college courses.

Status: A meeting was held on Wednesday, December 14th with Heald Business College to discuss the programs terms and purpose. Three students will be chose to participate in the program and assigned to the Hercules Police Department. Each student will be required to donate 110 hours each to this program. .

Next Steps:

- The program has been adopted by the Police Department.
- Interview and background applicants have been competed
- Interns start on February 1, 2012

Division:

Police Administration

Project / Program:

City Wide Volunteer Program

Project / Program Lead:

Angie Albrecht

Project / Program Description: The city is researching the feasibility of having a city wide volunteer program. The police department currently has a program in place will take the lead on developing a city wide pool of volunteers. The goal of the program will be to identify those volunteers who can assist in various departments within the city.

Status: The police Administration met to discuss some of the strategies to get the program started. This consisted of goals and objectives, procedures, backgrounds, duties and responsibilities and training.

Next Steps:

- Meet with other city departments and outline what areas of expertise will be required-complete.
- Expectations of the program as it relates to their division-pending
- Required training-pending
- New Volunteer program outline -1st draft complete.