

Department/Division:

Project/Program:

Project/Program Lead:

City Manager and City Attorney
Redevelopment Agency Bond Default
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 is 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 parties have reached a settlement and a stipulation, which is to be filed with the court. This outcome will keep the City from having to consider pre-bankruptcy mediation and a potential Chapter 9 bankruptcy protection filing.

Next Steps:

- Finalize settlement details.
- Manage settlement implementation.

Department/Division:

Project/Program:

Project/Program Lead:

City Manager/Administration
Strategic Plan
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 February 16, and subsequently by e-mail, the City Council provided final input for the Strategic Plan. The City Council will be asked to vote on proposed changes to the plan on March 27.

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.

Division: Finance
Project / Program: Audit for FY ending June 30, 2011
Project / Program Lead: Nickie Mastay

Project / Program Description: The goal is to have audited financial statements for fiscal year ended June 30, 2011 as soon as possible.

Status: In speaking with Scott Miller of OUM (current audit firm) on March 6, 2012, they are awaiting outstanding Open Items. They have concentrated on auditing the Redevelopment Agency and have only audited the city wide pooled cash for the CAFR (Comprehensive Annual Financial Report). OUM is now in their busy season and will not be able to continue auditing the City of Hercules until late April 2012.

Next Steps:

- Receive updated Open Items list and Closing Checklist.
- Gather all necessary information for all Open Items and Closing Checklist ASAP.
- Submit all information to OUM ASAP.

Division: Finance
Project / Program: Updated Financials for FY2011-12
Project / Program Lead: Nickie Mastay

Project / Program Description: The goal is to have updated financial information for FY2011-1 as soon as possible.

Status: Cash needs to be reconciled from September 2011 to present. Any and all journal entries related to the reconciliation need to be prepared and posted. After each month of reconciliation, the financial system has to be properly closed and reconciliation verified.

Next Steps:

- Reconcile all cash from September 2011 to present.
- Properly close the financial system each month with reconciliation verified.

Division: Finance
Project / Program: Budget for FY2012-13
Project / Program Lead: Nickie Mastay

Project / Program Description: The goal is to have a budget in place for FY2012-13 by the end of June 30, 2012.

Status: Calculate “working” cash balance for the start of Fiscal Year 2012-13. Coordinate with departments to determine revenue and expense for FY2012-13.

Next Steps:

- Present mid-year analysis and update to City Council on March 13.
- Conduct budget workshop with City Council Standing Finance Committee and the Ad Hoc Citizen’s Finance Committee on March 22.
- Coordinate with departments to determine revenue and expense for FY2012-13.

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. Notice of Completion scheduled was approved by the City Council on February 28.

Next Steps:

- 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. Staff has also begun to address the library maintenance and safety issues.

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.

A Request for Proposals (RFP) was sent out on February 2. Three proposals were received for the work to be done.

Next Steps:

- Award contracts.
- 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.

Staff was asked to predict future Potential Development sites. The City did not have any that met the criteria and reported accordingly.

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 31.

A Study Session was conducted by the City of Hercules on February 7.

The decision to hire HDR Engineering was brought back for the decision of the full Council on February 16, and the Council voted in the affirmative to hire HDR Engineering.

Next Steps:

- 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. Staff has developed new maps of all the Lighting and Landscaping Districts and continues to work on contract revisions. Staff will be meeting on March 13th with Francisco and Associates to review previous budget expenditures and revenues and to check progress on revisions.

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:

Liz Warmerdam

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 City Council approved the Purchase and Sale Agreements and the Development Agreements (Ordinances) for the project on February 28. Final City approvals of the Development Agreements (ordinances) and the Tentative Map are scheduled for Tuesday, March 13.

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/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: This project will move the City toward the ultimate goal of building an inter-modal transit (ITC) center and to provide the Bayfront developer with development entitlements for medium to high density transit oriented development. This project proposes to develop a 42.36 acre portion of the City of Hercules Waterfront District master Plan (WDMP) area with the "Hercules Bayfront Project," a transit-oriented, mixed-use neighborhood that includes a variety of dwelling unit types with businesses, an associated system of walkable streets, pedestrian interconnections, and public plazas with bay views.

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 City Council approved the Purchase and Sale Agreements and the Development Agreements (Ordinances) for the project on February 28. Final City approvals of the Development Agreements (ordinances) and the Tentative Map are scheduled for Tuesday, March 13.

On March 1, the Administration and Project Committee of the Contra Costa Transportation Authority (CCTA) recommended approval of the new funding plan for the Hercules Intermodal Transit Center (ITC), which would provide Measure J funding for acquisition of land for the ITC and other items related to the transit center. The CCTA board is scheduled to consider this item on the evening of Wednesday, March 21. Without this funding, the City will have no cash available for site acquisition and future funding would also be delayed.

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:

Steve Duran/Greg Dwyer

Project / Program Description: Sycamore North is a mixed use residential and retail project, planned to include apartments over approximately 40,000 sq.ft. of retail space. The original project is a failed project. The City and Redevelopment Agency tried to develop and fund a project that no developer would touch and could not be financed because the cost to construct greatly exceeds the value when completed. As late as six month ago, the City was considering demolishing the structure, lopping off two stories or and selling it to an affordable housing developer for a 100% low income project. These were all bad options. The project was then declared failed and marketed as a market rate project.

Status: Presidio Development Partners was chosen from several qualified buyers due to their responsiveness to the city's financial obligations and proposed quick close of escrow. 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 in comparison with the competition, including the Market Hall/Red Barn site and Sycamore Crossing, which are the City's two best remaining retail sites. The increase in residential units also makes the project more economically viable and financeable.

Next Steps:

- Finalize negotiations.
- Bring Purchase and Sale Agreement to the City Council for consideration in March.
- Follow up on approval requirements for additional residential units.

Department/Division:

City Manager/Real Estate Transactions

Project/Program:

Sycamore Crossing

Project/Program Lead:

Steve Duran/Greg Dwyer

Project / Program Description: A Purchase and Sale Agreement (PSA) was entered into Property Development Centers (DPC) in January. PDC is a wholly owned subsidiary of Safeway and plans to build a 55,000 to 65,000 Safeway store and gas station near the southwest San Pablo Avenue edge of the site, with restaurants at the corner of San Pablo Avenue and Sycamore, and two or three story residential units on Sycamore facing Sycamore North.

Status: The first order of business is removal of a deed restriction on grocery, drug and other retail uses on the site, which could be a major obstacle to moving this project forward. The City's obligation for removal of the deed restriction is capped at \$200,000, so if this costs more, the City and Safeway may negotiate how to fund the cost or walk away from the Agreement. The project will need to go through the normal Planning Commission review and approvals. Staff will be engaging the Planning Commission design review sub-committee throughout the design phase of the project. Prior to the execution of the PSA, the City had previously sought to remove the deed restriction and that effort is continuing.

Next Steps:

- Continue efforts to remove deed restriction.
- Work with Safeway and PDC on site cost issues.
- Engage Planning Commission Design Review Committee when deed restriction issue is settled.

Department/Division:

City Manager/Real Estate Transactions

Project / Program:

Red Barn/Market Hall

Project / Program Lead:

Steve Duran/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:

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

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 March, in hopes of selecting buyers by the end of March.

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.
- First 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 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 sale 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.

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.

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

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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.

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.

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.

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.

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. During the month of March there will be oral interviews for 4 applicants. Once the initial process is complete those who are accepted will move on to the background phase.

Next Steps:

- Continue to receive applications for reserve police officers
- Attend the police academy to recruit additional reserve officers.
- Deadline: Ongoing recruitment, funding availability.

Division:

Police Patrol

Project/Program:

Community Outreach /Wire Theft Prevention

Project/Program Lead:

Acting Commander Thomas Koepe

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 are encasing the junction boxes making it difficult for the thieves to access the copper. Since October there have been no reported wire thefts after the preventive measure were put in place.

Next Steps:

- Continue to theft proof the junction boxes
- 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.

Next Step:

- 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: Pending availability of the Home Depot and Railroad representatives.

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. In the recent weeks all of the portable radios have been programmed. The mobile radios have been sent for programming and should be back and ready for installation in approximately one week.

Next Step:

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

Division: Police Patrol
Project / Program: Ticket sign off
Project / Program Lead: Sergeant 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 City Council approved the fee increase in January. This project is complete.

Next Step:

- None

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.

Next Step:

- 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.

Status: Currently the police department is in the process of applying for a COPS Hiring Grant which will add additional sworn officer(s) to the department. Acting Commander Rodriguez and Koeppel have attended a grant writing course and will conduct research and collect data for this process.

Next Step:

- Complied data and write and submit the grant for review.
- Deadline: March 24, 2012

Department/Division: City Manager/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: On February 1, 2012 the police department welcomed 3 Interns from Heald Business College in Martinez. The students will be assigned to the Patrol Division; Detective Division and one in the Administrative Division. Each student will be required to donate 110 hours to this program.

Next Steps:

- The Interns will rotate between the three divisions, completing 36 hours in each.
- Continual training and evaluation with the interns.

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. City department heads have submitted duties they would like assistance in and we have already received applications to volunteer in Finance, PD and Parks and Recreations.

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-complete
- Required: training-on-going
- Advertisement: Flyers and Hercules Patch- complete
- Conduct preliminary back ground to include live scan
- Dead Line: On going

Division: Police Patrol
Project / Program: Parking Enforcement
Project / Program Lead: Acting Commander Koeppel/Detective Abetkov

Project/Program Description: Parking enforcement: The goal is to deter abandoned vehicle and enforce all Hercules Municipal Codes and the California Vehicle Codes that are applicable to parking issues. . This program will be performed by trained Hercules Police Department volunteers.

Status: The police department is currently developing a job description for volunteer parking enforcement personnel. The volunteers in this program will assist patrol personnel in the enforcement of parking problems and complaints, abandoned vehicles, and towing and storing vehicles.

Next Steps:

- Develop a volunteer parking enforcement job description.
- Recruit volunteers to perform parking enforcement duties.
- Conduct background check and live scan.
- Train volunteers in parking and abandoned vehicles laws.
- Train volunteers the procedures in towing and storing vehicles.
- Train volunteers in the safety aspects of this position.
- Deploy volunteers through the Patrol Division Watch Commander.
- Dead Line: March 31, 2012