

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 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 was that the Agency had no money and its fund balance was negative, so the City decided to pay back the pooled cash that subsidized the Agency's August bond payment because the City's pooled cash can simply no longer afford to subsidize the Redevelopment Agency. The Redevelopment Agency bond insurer, Ambac, filed suit in Superior Court 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 parties reached a settlement and a stipulation in March, which was approved by and is being overseen by the court and requires that the City sell certain real property assets, known as Parcel C and Victoria Crescent. This outcome will keep the City from having to consider pre-bankruptcy mediation and a potential Chapter 9 bankruptcy protection filing.

Status: Purchase and Sale Agreements for Parcel C and Victoria Crescent have been executed and these transactions are in the due diligence phase. Preliminary title reports have been received. Title exception removal/mitigation are in progress on Parcel C. Staff is awaiting title exception letter on Victoria Crescent.

Next Steps:

- Continue to implement the court ordered settlement agreement.

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 was 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: The Strategic Plan has been approved by the City Council.

Next Steps:

- Make final adjustments directed by the City Council
- Use Plan as guide for strategic priorities and track progress on goals.

Division: Finance
Project / Program: Budget for FY2012-13 and Quarterly Variance Reporting
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 and to begin quarterly variance reporting of budget vs actual for FY2012-13

Status: Budget for FY2012-13 was adopted on June 26, 2012.

Next Steps:

- Starting in November 2012 there will be quarterly reporting budget vs actual for FY2012-13

Division: Finance
Project / Program: Department of Transportation Pre Award Audit
Project / Program Lead: Nickie Mastay

Project / Program Description: The Department of Transportation conducted a pre award audit prior to funding for the ITC Bayfront Project to determine if the City's financial management system is adequate to accumulate and segregate reasonable, allowable and allocable project costs.

Status: The auditor was on site June 5, 2012 and June 6, 2012. It was determined that the City's financial system is adequate to accumulate and segregate reasonable, allowable and allocable project costs. There were three findings. Staff is working on clearing the findings.

Next Steps:

- The City will continue to clear the following findings:
Finding 1 – Job Cost System. Implement electronic timesheet to projects and assign project numbers in the financial system.
Finding 2 – City's Purchasing Guidelines. The City will enhance current purchasing guidelines by including the standards set for by 49 CFR, Part 18 and the Local Assistance Procedures Manual.
Finding 3 – City's Record Retention. The City will enhance current record retention by making agreement and program supplement materials available at all reasonable times during the entire project period and for three years from the date of final payment to administering agency under any program supplement.

Division: Finance
Project / Program: RDA/Successor Agency Agreed Upon Procedures Review
Project / Program Lead: Nickie Mastay

Project / Program Description: Contra Costa County has contracted with the accounting firm Marcum LLP to conduct the RDA/Successor Agency Agree Procedures Review per AB1x26.

Status: The auditors were on site June 11, 2012 through June 22, 2012. Although the auditors are no longer on site, the review is continuing via e-mail. With the passage of SB1484 the deadline for this review has been moved from July 15, 2012 to October 1, 2012.

Next Steps:

- Continue answering and supplying information to auditors about ROPS and RDA financial statements.

Division: Finance
Project / Program: State Controller's Office Policy & Procedure and RDA Audit
Project / Program Lead: Nickie Mastay

Project / Program Description: The State Controller's Office is continuing the Policy & Procedure and RDA Audits

Status: The auditors were on site June 18, 2012. The auditors were supplied with documentation from open items from their last visit.

Next Steps:

- City staff has supplied some of the documentation requested from the June 18, 2012 on site visit and will continue to supply documentation through August 2012.

Division: Finance
Project / Program: IRS-RDA 2007Bond Review
Project / Program Lead: Nickie Mastay

Project / Program Description: The IRS conducted a review of the RDA 2007Bond.

Status: The IRS was on site from July 23, 2012 through July 26, 2012. The IRS was supplied with all draw down requests, bank statements and reconciliations, and other requested documentation for the RDA 2007Bond.

Next Steps:

- City staff is awaiting a formal open items request list from the IRS. Upon receipt of this request, staff will gather and submit the requested information to the IRS.

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 a conference call at the end of July 2012 with OUM , the City Manager, Deputy City Manager, and Finance Director were informed by OUM that they do not have the “band width” to complete the audits for the City of Hercules.

Next Steps:

- Staff has contacted the second firm on the Audit List – Gallina, LLP and will be meeting with them in August 2012 to discuss the City of Hercules audit and reporting needs.
- If Gallina, LLP cannot fulfill the City of Hercules audit and reporting needs, staff will do a Request for Proposal to obtain a new list and hire an audit firm.

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 FY2011-12 as soon as possible.

Status: Cash needs to be reconciled from October 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 October 2011 to present.
- Properly close the financial system each month with reconciliation verified.

Department/Division:

Finance/Affordable Housing

Project/Program:

Monthly Acceptance of Payments

Project/Program Lead:

Nickie Mastay

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. The Contra Costa County Housing Authority has informed the City that it too has decided to not become the successor agency for the City’s former affordable housing responsibilities. Under the new state budget, AB 1484 was approved, which changed rules for administration of housing assets of former redevelopment agencies.

Next Steps:

- City staff will review the provisions of AB 1484 to get an understanding of the new rules.

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. Staff will inspect Swim and Teen Centers in May.

Staff has inspected Refugio Valley Park and found numerous items of concern that relate to safety. Staff has received three estimates for replacing the rubber mats under the play equipment. The estimates were more than was budgeted and will go to Council for consideration on August 28th.

Staff also observed that a portion of the concrete wall near the dam is failing and will need repair. Requests for proposals will be sent out for the work.

Although not one of our facilities, staff has identified sidewalks in front of HMHS that are our responsibility and have begun repairs so they can be completed before the school year begins.

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: 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.

Staff continues to collect data for the 2012 report on 2011 activities. The report is due August 20, 2012.

Next Steps:

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

Department/Division:

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: Pre-engineering has been awarded and plant design is underway. Staff continues to attend monthly progress meetings.

Next Steps:

- July through October – On-going pre-design work.
- March 2012 – September 2012 Water Pollution Control Plant Pre-design.

Department/Division:

Municipal Services

Project/Program:

Chelsea Wetlands Restoration Project

Project/Program Lead:

Ariel Mercado

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: The California Natural Resource Department revoked a grant for this project in June; however, staff has been working with other agencies to find a replacement grant recipient and negotiations are nearly complete to have Ducks Unlimited take on the project. The total projected cost of the program is expected to be \$2,041,010. The City has entered into a maintenance agreement with the Homeowners Association for on-going maintenance when the project is complete.

Next Steps:

- Conclude agreement with Ducks Unlimited and funding partners.
- Commence the contaminants testing, design, and permitting for the Project in 2012 and commence Project construction in 2013.

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 (RTPCs);
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 seeking 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 update is on hold pending resolution and clarification of likely development scenarios and potential rezoning of undeveloped properties. Completing the Housing Element will require identifying funds for consultants to complete the work. Not having a certified Housing Element could put the City at a disadvantage for obtaining certain grant funding opportunities.

Next Steps:

- Modify the existing element to reflect potential changes proposed for Sycamore North, Victoria Crescent, Parcel C, and New Town Center, and revise previous estimates of affordable housing units given the dissolution of redevelopment as a source of affordable funding.
- 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:
Project/Program:
Project/Program Lead:

Planning/Advanced
Planning Fees Project
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: At its June 26 meeting, the City Council approved a new Master Fee schedule that included recommended changes to all Planning fees, including charging actual costs, plus a 20% administration fee, for most major applications and services. The new fees took effect on July 1, 2012.

As part of the development agreement with Hercules Bayfront, the City Council in November, 2011, adopted Resolution 11-132 reduced various impact fees city-wide. Included in those fee reductions were the Art in Public Places Fee and the General Plan Update Recovery fee, which were reduced from 1% to 0% of project valuation. The City Council resolution directed the City Manager to initiate an updated Development Impact Fee Nexus Study to return recommendations to the City Council for the Council to consider a new updated development-related fee schedule.

Next Steps:

- Staff will issue a request for proposals (RFP) to conduct the required nexus study for Planning fees.

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

City Manager/Real Estate Transactions
ITC-Bayfront Development
William Silva/Steve Duran

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: On Wednesday, July 18, the Contra Costa Transportation Authority (CCTA) approved a new resolution approving the \$2,162,000 previously approved for City to acquire the Intermodal Transit Center (ITC) site on Bayfront Boulevard. CCTA’s Administration and Project Committee has recommended approval and the City Council has passed a resolution accepting the new terms of the grant. Staff was able to negotiate a one month extension of close of escrow deadline with the seller at no cost to the City. Grant funding for the ITC project secured this calendar year exceeds \$14 million.

On July 27, the City of Hercules closed escrow on the site for its Intermodal Transit Center (ITC) and related parcels. The land was purchased from Hercules Bayfront, LLC, which is managed by Anderson Pacific, LLC. The consideration for the purchase included \$2,162,233 of Measure J grant funds provided by the Contra Costa Transportation Authority and \$1,017,720 in Development Impact Fee (DIF) credits to be provided by the City over the course of the development of the transit village, which will flank the

ITC site. The lands acquired total over 60 acres, with about 11 acres on the landside of the Union Pacific rail line and about 50 acres on the waterside, about 40 of which is submerged land. The landside parcels will host the initial train station, which will include bus service, as well as a bay trail, connecting right of way improvements and creek restoration improvements. The waterside parcels will include a park and the future ferry terminal, which will connect to the train station to complete the Intermodal Transit Center. A “ground breaking” event is being planned for September.

Next Steps:

- Work with CCTA to close escrow on the right-of-way for the Project.
- Work with East Bay Regional Park District to obligate the \$1.4m in TIGER II funds.
- Advance and finalize permitting efforts for the Project.
- Finalize design for the initial construction packages.

Department/Division:

City Manager/Real Estate Transactions

Project/Program:

Sycamore North

Project/Program Lead:

Steve Duran

Project / Program Description: Sycamore North is a mixed use residential and retail project, planned to include 96 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. The Purchase and Sale Agreement (PSA) for Sycamore North was approved by the City Council on March 27. The proposed development will be approximately 140 market rate apartments and about 10,000 square feet of retail/restaurant space. Presidio has 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.

The buyer/developer has submitted Planning applications and the California Environmental Quality Act (CEQA) required review is in progress, including an initial study and a traffic report. The due diligence phase of the project is now complete.

Next Steps:

- Follow up on approval requirements for additional residential units.
- Assist buyer with easement agreement with adjacent Home Owners Association
- Assist with buyer due diligence and close escrow.

Department/Division: City Manager/Real Estate Transactions
Project/Program: Sycamore Crossing
Project/Program Lead: Steve Duran

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: Staff and legal counsel continue to work on removal of the deed restriction. Staff is setting up a second meeting with Save-Mart to discuss this matter. The removal of a deed restriction on grocery, drug and other retail uses on the site, is 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.

Next Steps:

- Continue efforts to remove deed restriction.
- Work with Safeway and PDC on site plan options and 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

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: There is nothing new to report as of August 1, 2012. Red Barn LLC had a tentative agreement with selected developer, which has fallen through. Other retail developers have shown much interest. Staff continues to meet with developers interested in purchasing the site from the owner. Staff will be involved in discussions regarding development concepts and business terms for moving forward with development entitlements for this site, which is encumbered by a Disposition and Development Agreement (DDA) to which the Successor Agency to the Hercules Redevelopment Agency is a Party.

Next Steps:

- Monitor progress of developer.
- Negotiate an amendment to the DDA to accommodate a viable retail development.

Department/Division: City Manager/Real Estate Transactions
Project / Program: Big League Dreams
Project / Program Lead: Steve Duran

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. A demand letter has been sent to Big League Dreams (BLD) and staff has discussed this matter with BLD management. A meeting is being scheduled.

Next Steps:

- Continue to engage Big League Dreams regarding the reimbursement.

Department/Division: City Manager/Real Estate Transactions
Project/Program: Parcel C Disposition
Project/Program Lead: Steve Duran

Project / Program Description: Marketing and selling Parcel C (AKA the Wal-Mart Site) on John Muir Parkway.

Status: A Purchase and Sale Agreement (PSA) has been executed with DeNova Homes, which is proposing up to 350 high-quality, high-amenity residential apartments with a condo map and is also considering some retail on the site, which would reduce the number of residential units. This transit oriented development will provide support for the Intermodal Transit Center and the planned retail/restaurant node on Bayfront Boulevard adjacent to the ITC. This site was marketed for several months to retail, office/R&D and residential developers, however, the market in only supporting residential development at this location. No non-residential offers were received. Retail brokers and developers have expressed much interest in Sycamore Crossing and the Market Hall/Red Barn sites and have advised that the Parcel C and Victoria Crescent site are not competitive retail sites.

Next Steps:

- Continue due diligence, including the removal of outdated easements in favor of Bio-Rad.
- Assist with the design review and entitlement process.

Department/Division: City Manager/Real Estate Transactions
Project/Program: Victoria Crescent Disposition
Project/Program Lead: Steve Duran

Project / Program Description: Marketing and selling the Victoria Crescent site on San Pablo Avenue.

Status: A Purchase and Sale Agreement has been executed with SummerHill Homes, which is proposing detached single family homes for this site. This site was marketed for several months to retail, office/R&D and residential developers, however, the market in only supporting residential development at

this location. No non-residential offers were received. Retail brokers and developers have expressed much interest in Sycamore Crossing and the Market Hall/Red Barn sites and have advised that the Parcel C and Victoria Crescent site are not competitive retail sites.

Next Steps:

- Continue with due diligence activities.
- Assist with the design review and entitlement process.

Department/Division:

City Manager/Real Estate Transactions

Project/Program:

LED Signage in Hercules

Project/Program Lead:

Steve Duran

Project / Program Description: The City Council has directed staff to look into the feasibility of selling or leasing a site for an LED freeway sign.

Status: Staff has talked to one LED signage company and will talk to one or two more before compiling information for City Council discussion and direction on this matter.

Next Steps:

- Continue to contact potential providers of LED signs to review required criteria, suitable sites and financial models.
- 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/Real Estate Transactions

Project/Program:

Sala Restaurant/Civic Arts Building

Project/Program Lead:

Steve Duran

Project / Program Description: Under ABx26, assets of the former Redevelopment Agency not used for civic purposes and not under contract for a redevelopment project must be sold and the proceeds used to pay obligations of the former Redevelopment Agency. The City as Successor Agency is required to move expeditiously to dispose of such assets. AB 1484, however, does provide for a property management plan that could include transferring qualified assets to the City for Civic Uses. 1991 Railroad Avenue, the Civic Art Building, which is leased to Sala Restaurant, is an asset of the former Redevelopment Agency that the City as Successor Agency will have to determine a use for, subject to the approval of the Redevelopment Oversight Board and the State Department of Finance.

Status: Staff plans (1) to consult with legal counsel as to the potential of returning the property to a civic use, (2) convene a community meeting regarding the future use of the property, and (3) report back to the City Council and the RDA Oversight Board with recommendations, which may include (1) returning the property to a civic use or (2) sale of the property.

Next Steps:

- Consult with redevelopment attorney on the idea of transferring the property to the City for a civic use.
- Schedule a community meeting or study session to get community input on the disposition of the property.

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

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.

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 of one year, 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.

3. HMU prepared the draft "Interim Agreement between City of Pinole and the HMU for Retention of Electric Service", incorporated HMU legal counsel edits, and provided draft Agreement to Pinole on March 26, 2012 for their review. Staff awaits response from the City of Pinole.

Next Steps:

- Upon Pinole revisions (if any) and final legal review, HMU staff will prepare Resolution to City Council.
- Upon Council approval, Agreement will be tendered to Parties for full execution.

Department/Division: City Manager/Hercules Municipal Utility
Project / Program: HMU Sale Update
Project / Program Lead: Liz Warmerdam

Project/Program Description: Sale or lease of the HMU.

Status: With the passage of Measure O, the City now has the authority to sell the utility. As outlined in the Public Utilities Code, Section 100057 and 10006 the sale must be done through a public bidding process. To assist in this effort, HMU has retained the services of Bodington and Company, an investment banking firm that specializes in providing advisory and brokering services to small electricity utilities and generators throughout the United States. Bodington & Co. has provided a draft confidential information memorandum (IM) and is now being reviewed by legal counsel.

Next Steps:

- Staff will be updating the City Council on August 28th, 2012 and anticipates releasing the IM in early September.

Division: City Manager/Hercules Municipal Utility
Project / Program: Green House Gas Verification
Project / Program Lead: Bob Streich

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 submitted 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: Bob Streich

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: Hercules Municipal Utility
Project / Program: Cap and Trade Registration
Project / Program Lead: Mike Pretto/Bob Streich

Project / Program Description: The California Air Resources Board (ARB) has designed a California cap-and-trade program that is enforceable and meets the requirements of AB 32. California's Cap-and-Trade Regulation took effect on January 1, 2012. The enforceable compliance obligation begins on January 1, 2013, for Greenhouse Gas (GHG) emissions. The cap-and-trade is one of the strategies California is employing to reduce the greenhouse gas (GHG) emissions and is designed to help California meet its goal of reducing GHG emissions to 1990 levels by the year 2020, and ultimately achieving an 80% reduction from 1990 levels by 2050.

Under cap-and-trade, an overall limit on GHG emissions from capped sectors is established by the cap-and-trade program and facilities subject to the cap will be able to trade permits (allowances) to emit GHGs. HMU, classified as an Electrical Distribution Utility—First Deliverer of Electricity, is covered by

the cap and trade program. HMU staff has registered with the Compliance Instrument Tracking System Service (CITSS) as part of the process and will be seeking additional training to learn more about the process and compliance requirements.

Status: HMU staff successfully opened a CITSS account and is pursuing additional training.

Next Steps:

- Participate in upcoming auctions as appropriate.

Department/Division: City Manager/Hercules Municipal Utility
Project / Program: Sycamore North Electric Work
Project / Program Lead: Bob Streich

Project/Program Description: Contracting to perform electric engineering, procurement and construction work and services required to provide electric service to Sycamore North project.

Status: HMU staff is working with Presidio Partners to ensure power delivering by the time the project is ready for leasing. HMU staff is drafting an RFP to solicit offers from entities to perform professional electric engineering services. Once engineering is complete, the project will be put out to bid for construction.

Next Steps:

- HMU staff to issue RFP to qualified electric engineering firms.
- HMU staff and engineering firm to develop and release bid package for construction
- Award construction contract

Department/Division: City Manager/Hercules Municipal Utility
Project / Program: John Muir Parkway Extension
Project / Program Lead: Bob Streich

Project/Program Description: Contracting to perform electric engineering, procurement and construction work and services required to provide future electric service to the Bayfront and ITC projects.

Status: HMU staff is working with William Silva, project manager for the ITC/Bayfront project to plan for future electric service to the Bayfront and ITC projects.

Next Steps:

- HMU staff to issue RFP to qualified electric engineering firms.
- HMU staff and engineering firm to develop and release bid package for construction
- Award construction contract

Department/Division: City Manager/Hercules Municipal Utility
Project / Program: Solar Installations
Project / Program Lead: Liz Warmerdam/Bob Streich

Project / Program Description: Reprogram solar meters to ensure accuracy and capability with HMU's billing system.

Status: HMU Operations Manager/Consultant is working to reprogram the ITRON solar meters. The meter reads are undecipherable and not compatible with our billing system. Solar customers have not received a bill in several months because staff was not confident in the reads. With help from our former consultant Art McAuley, we believe the meters are now properly programmed and able to be entered into our billing system. Bills should be arriving this month.

Next Steps:

- Continue to monitor the solar meter reads to ensure they are accurate.

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 July the department has brought in \$155,454.12 in revenue. Year to Date the department has brought in \$155,454.12 in revenue. Current and upcoming activities include:

1. Day Camp is ending on August 15, 2012 and staff will be getting sites ready for the start of school on August 20, 2012.

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, Banner Program and evaluating Parks & Recreation Programs.

Next Steps:

- Continue to provide staff support to the Commission.

Department/Division:

Parks & Recreation

Project/Program:

Hanna/Lupine/Ohlone Child Care

Project/Program Lead:

Ambra Bonham

Project / Program Description: Before & After School Childcare (K-5th Grade) Program operates September–June and Summer Camp operates June – August. 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: For the month of July the Child Care programs brought in a total \$42,025 in revenue. K-2nd Camp - \$12,598; 3rd -5th Day Camp - \$23,112; Hanna Child Care- \$3,769.52; Lupine Child Care- \$1,119 and Ohlone \$1,425

Next Steps:

- Summer Camp will be ending for Grade K- 5th on August 15, 2012 at Hanna Ranch
- School and Before and After School child care will be starting on August 20, 2012.
- 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

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: For the month of July Tiny Tot Programs brought in \$2,581 in revenue. The Summer Cub/Bear Camp Tiny Tot Program had to be canceled due to low enrollment

Next Steps:

- Tiny Tots will start on August 27, 2012
- Continue to evaluate programs, revenues and expenditures to ensure cost effectiveness.

Department/Division: Parks & Recreation
Project/Program: Aquatics
Project/Program Lead: Greg Dwyer

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 – 80 enrollments; Lap Swimmer – 10 to 15 swimmers per day, Swim lessons- 355 enrollments and Piranhas Swim Team 121 enrollments. For the month of July Aquatic programs brought in \$30,321 in revenue.

Next Steps:

- Summer will end August 17, 2012. The fall Schedule will start August 20, 2012. We will have evening lessons, swim teams, public swim on Saturdays and lap swim and classes. For detail schedule go to www.hercules.ca.us
- 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: For the month of July Recreation Classes brought in \$6,008 in revenue.

Next Steps:

- Continue to sell ads in Activity Guide in order to Print and mail out again to Hercules households.
- Fall/Winter P&R Guide is out in households, register now, we have something for everyone
- Continue to evaluate programs, revenues and expenditures to ensure they are cost effective.

Department/Division: Parks & Recreation
Project/Program: Sports
Project/Program Lead: Greg Dwyer

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: Table Tennis-5 enrolled; Softball One night 5 teams; Golf League-8 teams; Basketball League 100 enrolled; Tiny Tot Sports -8; and Open Gym Basketball & Volleyball averages 10-20 player per night. For the month of July Sports brought in \$13,286 in revenue.

Next Steps:

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

Department/Division:

Parks & Recreation

Project/Program:

Teen/Youth

Project/Program Lead:

Greg Dwyer

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 30 enrolled and we have about 22- 28 per week enrolled for summer. For the month of July the Teen Center brought in \$15,347 in revenue.

Next Steps:

- Summer camp ends August 11th
- School and Before and After School child care will be starting on August 20, 2012.
- Continue to evaluate programs, revenues and expenditures to ensure they are cost effective.

Department/Division:

Parks & Recreation

Project/Program:

Seniors Center

Project/Program Lead:

Greg Dwyer

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 July the Senior Center brought in \$2,804 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 July, facility rentals brought in \$13,863 in revenue.

Next Steps:

- 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: Police personnel conducted crosswalk enforcement throughout the city. Officers issued three citations during the month of July.

Next Steps:

- Continue to conduct these operations in specified location throughout the city when personnel are available.
- Prepare an education piece for the city website and other news outlets.
- 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 has received numerous applications and will establish a pool of qualified applicants.

Next Steps:

- Hold oral board and establish a list of applicant that will move on to the next phase.
- Deadline: Ongoing recruitment, funding availability

Division: Police Patrol
Project/Program: Community Outreach /Wire Theft Prevention
Project/Program Lead: Acting Commander Thomas Koepp

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 Public Works replaces the wire, they are encasing the junction boxes making it difficult for the thieves to access the copper. There have been no thefts during the month of July.

Next Steps:

- Continue to theft proof the junction boxes
- Conduct extra patrol in the high risk areas.
- 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: Santa Fe Railroad made a site inspection and acknowledged the need for fencing and signs to help prevent people walking across the tracks. The delay on their part is a consistent message heard from many organizations, manpower and fiscal issues that are delaying their repairs. Home Depot is willing to participate in a project, but only a supporting role. Corporal Baisas facilitated an exchange of contact information between the interested parties to the land. We will monitor Santa Fe and Home Depots progress and assist if needed.

Next Steps:

- No future assistance required by the Hercules PD. Monitor the involved party's progress for placing a fence along the area of concern.
- Deadline: Complete-monitor only

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. The Public Works radios have been programmed and returned.

Next Steps:

Training for PW personnel - pending

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 Steps:

- 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. A new area that has been identified is Sycamore between San Pablo Ave and Willets. The police department will continue enforcement actions when personnel are available.

Next Steps:

- 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: We received information that the 2012 COPS grant is restricted only to agencies that applied last year and did not receive the full amount of officers and/or monies they requested. We called USDOJ and explained our situation (past and current layoffs) and were told we were not eligible to apply.

Next Steps:

- Monitoring GRANTS.GOV and USDOJ for any other grants that may be out there.

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 have created the need for revisions to EOC assignments. Sergeant John Eaves who is the current EOC Coordinator will be retiring at the end of September. Cpl. Baisas has volunteered to take on the duties of EOC Coordinator.

Next Steps:

- On-going maintenance of all Emergency Services vehicles and equipment
- Update EOC Roster
- Advance training for Corporal Baisas
- Plan for an EOC Workshop or Table Top Exercise (TTX) -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 April 5, 2012 the Intern completed their commitment with the Hercules Police Department. Each student successfully complete 110 hours of training with various members of the police department to include Patrol Division; Detective Division and the Administrative Division.

Next Steps:

- Program complete.

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 has continuously received volunteer applications and has placed the volunteers in the division that matches their backgrounds. An addition to the programs process now includes confidentially waiver and a non-emergency volunteer information packet for the Municipal Pooling Authority. The Police Department will work with Human Recourses to maintain the program.

Next Steps:

- Continue to recruit and receive applications for volunteers

Division:

Police Patrol

Project / Program:

Parking Enforcement

Project / Program Lead:

Acting Commander Koepp/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 has implemented a volunteer parking enforcement program. The volunteers in this program will assist patrol personnel in the enforcement of parking problems and complaints, abandoned vehicles, and towing and storing vehicles. The police department currently has only one volunteer performing these duties. The second PEO, Laron Cook recently joined the United States Army and leaves for training in August. We wish him well!

Next Steps:

- Continue to 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: On going.