



MEMORANDUM

DATE: June 17, 2011

TO: Mayor Joanne Ward and City Council Members
City Employees
Members of the Public

FROM: Fred Deltorchio, Interim City Manager
Special thanks to Anton Jungherr and Lori Chinn for Assisting with this Report

SUBJECT: Interim City Manager's Weekly Report

Overview of Report: The following topics are included in this week's update:

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Installation of Three New City Council Members: A special City Council Meeting is scheduled for Tuesday, June 21, 2011 at 6 p.m. The three new council members will be installed at this special meeting: Dan Romero, William Wilkins and Gerard Boulanger. The agenda has been posted to the city website.

Budget: A Budget Workshop with the City Council and the Ad Hoc Citizens Finance Subcommittee is also scheduled for Tuesday June 21, 2011 following the installation of the three new council members. See the city website for the agenda.

Recruitments: Avery Associates published the job announcement for the City Manager position and the application deadline is July 1, 2011. We conducted final applicant

interviews for the Affordable Housing Manager position on June 14, 2011 and expect to make a job offer within the next few days.

Bayfront Intermodal Transit Center Project (ITC): The Planning Department reports the following timetable for distributing the Final Environmental Impact Report (FEIR) and Environmental Impact Statement (EIS):

June 24, 2011: Deliver report to State Clearinghouse.

June 27, 2011: Distribute reports no less than 10 days prior to project approval/certification.

July 8, 2011: Publicly release staff report, resolution, and statement of overriding considerations.

July 13, 2011: Planning Commission public hearing.

July 26, 2011: City Council public hearing and action on resolution certifying final reports.

July 27, 2011: File Notice of Determination with Contra Costa Clerk within 5 days of City Council's decision to certify final reports.

Citizens' Ad Hoc Committee – Legal Issues: The committee met on June 15, 2011 and received a presentation from the City's Human Resources Manager, Katrina Thomas Dycus, regarding interview procedures and confidentiality issues related to the recruitment for a City Attorney. In order to preserve the confidentiality of proposed interview questions, the Committee convened into a closed session in order to review and make amendments as needed. A final review of questions is scheduled for the Committee's next meeting.

With the deadline for submittals of proposals set for July 1, 2011, the Committee prepared the following tentative timeline:

June 22, 2011 – Committee meeting – receives a report from Doreen Mathews, City Clerk on responses to date and review and prepares the rating sheet for the interviews. The Committee will also convene to a closed session in order to continue reviewing the interview questions.

June 29, 2011 – Committee meeting - begin screening process for those proposals submitted to date.

July 6, 2011 - Committee meeting - review all proposals submitted.

July 13, 2011 - Committee meeting - initial interviews.

August, 2011 – Committee meeting(s) - submit recommendation to City Council.

August, 2011 - City Council interviews candidates and makes appointment.

Building/Maintenance Department: Thirty four (34) building permits were issued during the month of May, 2011 resulting in the collection of \$15,666.

The City is monitoring the residence at 334 Violet Road, which is in foreclosure. The bank sent crews in to gut the house without the benefit of permits or asbestos testing. The debris is about eight feet high in the front yard. The City will pursue compliance with the permit requirement and require testing of the debris for possible asbestos.

Maintenance staff is repairing the guardrail on San Pablo Avenue that was damaged by a falling tree. They are also planning to install a new light pole for the same area that was knocked down by a vehicle.

The utility relocation at San Pablo and Sycamore is completed. The contractor has graded the site except for some stockpiles of debris that will be removed later.

Sycamore North: City negotiators continue to work with a potential buyer to finalize a purchase agreement. We plan to have a completed proposal for the City Council to review at the June 21, 2011 special City Council meeting. Pending legislation affecting Redevelopment Agencies may profoundly affect this proposed agreement.

Housing Sales: Three residences were sold:

1. 127 Oxford for \$238,000.
2. 1209 Devonwood for \$134,000
3. 710 Windsor for \$86,000

All monies from this sale are required to be returned to the City's Redevelopment Agency Affordable Housing Fund.

Public Safety Activities:

Forgery/Possession of Stolen Property: On June 9, 2011 at 12:38 a.m., an officer conducted a pedestrian stop on two subjects walking on San Pablo Avenue. Robert Wright of Pleasant Hill was found to be on parole for auto theft. A search was conducted and officers found a wallet in the bushes where Wright was standing. The wallet contained two California Drivers Licenses with Wright's photo but identifying information other than his. A search of his vehicle revealed a book of checks issued to one of the names listed on one of the fraudulent driver's license. Wright was arrested for possession of stolen property and transported to the County jail.

Bike the Bridges: On June 12, 2011, the Hercules, El Cerrito, and Martinez Police Departments sponsored Bike-The-Bridges, a cycling event to raise money for Special Olympics. Participating public safety agencies included the police departments from Hercules, El Cerrito, Martinez, San Francisco, BART, Walnut Creek, East Bay Regional Parks, Danville and Hayward. Participating fire departments included Oakland, San Francisco and El Cerrito. The event included over 500 riders and raised over \$70,000. The start-up operating budget for each year was \$0. All resources and equipment were generously donated by sponsoring agencies and their local businesses.

Grass Fire: On June 14, 2011 at 12:07 p.m., a grass fire was reported at Hercules High School behind the storage containers at the rear of the school. Residents were evacuated along the hillside of Wren and Falcon and the fire was extinguished shortly after. No residences were affected.