



## MEMORANDUM

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DATE: November 5, 2011

TO: Mayor Myrna de Vera and City Council Members  
City Employees  
Members of the Public

FROM: Steve Duran, City Manager

SUBJECT: City Manager's Weekly Report

**A STRATEGIC PLAN FOR HERCULES.** As discussed at the last City Council meeting, staff is organizing two charrette-style town hall meetings to receive community input into a soon to be released draft of a strategic plan for Hercules. In addition to the community meetings, staff is welcoming input by e-mail once the draft plan is posted.

The schedule for this process is as follows:

|                       |   |
|-----------------------|---|
| Monday, November 14   | Distribute draft plan to City Council and post on web-site    |
| Saturday, November 19 | 1 <sup>st</sup> Town Hall Charrette at the Senior Center      |
| Saturday, December 10 | 2 <sup>nd</sup> Town Hall Charrette at City the Senior Center |
| Tuesday, January 10   | Present final draft of plan to City Council for last input    |
| Tuesday, January 24   | Present final plan to City Council for approval               |

Staff is making a flyer inviting all Herculeans to these community meetings. There will be one mass mailing and additional distribution through all available communication avenues.

The plan being proposed is not a marketing plan or a flowery vision of the ideal community as if there were no economic or business realities. A strategic plan is used to clarify where an organization wants to go and how it intends to get there. To know where one wants to go, one needs to know where one is now. The plan being proposed will include an analysis of current realities and future potential. When completed, it should act as a road map to guide Hercules toward fulfilling its tremendous potential.

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.

## **PROJECT AND DEPARTMENT UPDATES**

**ITC - Bayfront Project:** The purpose of this rather complex negotiation for purchase and sale agreements, development agreements and development entitlements is, in a nutshell, to move the City toward the ultimate goal of building an inter-modal transit center and to provide the developer with development entitlements so that the Bayfront project can move forward. Negotiations are nearing completion, with a couple of outstanding issues still to be resolved at this writing. Staff updated and discussed this project with the City Council in special closed session on November 2<sup>nd</sup> under confidential real estate negotiations.

The ITC/Bayfront approval schedule is as follows:

November 7: Planning Commission acts on development agreement, tentative map and land use application.

November 8: City Council acts on purchase and sale agreements.

November 22: City Council acts on development agreement, tentative map and land use application.

December 6: Special Council meeting for second reading for ordinance on development agreement.

**Sycamore North:** Staff updated and discussed this project with the City Council in special closed session on November 2<sup>nd</sup> under confidential real estate negotiations and continues to vet the offers. It is hoped that business terms, which will form the basis of a purchase and sale agreement, can be approved in November.

**Yellow Freight Site:** Staff updated and discussed this project with the City Council in special closed session on November 2<sup>nd</sup> under confidential real estate negotiations and received authority to finalize the deal and execute documents. Negotiations and contract documents for the sale of the "Yellow Freight" site are nearly complete and a transaction should be finalized within about a week.

### **Parks and Recreation Upcoming Events:**

#### Annual Hot Roasted Garlic Crab Feed Fundraiser

Tickets are now on sale for the annual Hot Roasted Garlic Crab Feed Fundraiser. Save the date for the City of Hercules East Bay Silver Dolphins & Hercules Piranhas annual Hot Roasted Garlic Crab Feed Fundraiser for Saturday, January 21, 2012. Tickets now available for purchase at the Community Swim Center, 2001 Refugio Valley Road, Hercules during business hours Monday-Thursday from 10am-6pm; adults 18+ are \$45, children 12 years & under are \$25, and parties of 6 adults is \$260. Doors open at 5pm for silent auction review and bidding, with dinner being served at 6:30pm; come early, our silent auction ends at 6:30pm. Tickets include hot roasted garlic crab, pasta, salad, and bread; drinks will be available for purchase at our bar, please no outside beverages. This is a fundraiser for our two City swim teams; come and support our teams and enjoy an evening filled with good food, family, and friends!

#### Hercules Senior Center Pancake Fundraiser

The November 7<sup>th</sup> pancake breakfast fundraiser for the Senior Center is sold out, but there is another one scheduled for December 19<sup>th</sup>, so get your tickets early. These events raise funds for equipment, supplies, arts, crafts, and games. For tickets, call the Hercules Senior Center 111 Civic Drive 510-799-8219 Hercules Community Center 2001 Refugio Valley Road 510-799-8291.

Currently the Park & Recreation Department offers a wide variety of recreation classes and programs that cater to all ages and help to promote a healthy lifestyle. The classes & programs provide a great opportunity to have fun and exercise while interacting with others in a safe environment. You can go online to [www.ci.hercules.ca.us](http://www.ci.hercules.ca.us) to get more information or register for classes.

Upcoming Classes & Programs

EBSD Swim Team Fall Membership  
 High School Exit Exam  
 Math Tutoring  
 Oil Painting  
 Tiny Tot Sports - Basketball, Soccer or Baseball  
 Basketball Camp  
 Elementary Basketball League  
 Gymnastics

Ongoing Classes & Programs

Before & After School Child Care  
 T.Y.C.  
 Lap Swim  
 Afro Belly Boogie Class  
 Prince & Princess Class  
 Tahitian Dance Class  
 Ab Lab  
 Aikido  
 Badminton  
 Jazzercise  
 Karate  
 Open Gym  
 Table Tennis/Ping Pong  
 Zumba

**Building Department Summary:**

|                                     |             |
|-------------------------------------|-------------|
| Number of permits issued-----       | 24          |
| Building permit fees collected----- | \$23,316.64 |
| Number of inspections-----          | 17          |
| Number of rental inspections-----   | 0           |
| Code Enforcement inspections-----   | 8           |

**Public Works Maintenance Summary:**

- As discussed previously, the City experienced a wastewater overflow at the Victoria Lift Station. Andre’s Mechanical has brought the station back into service and other than some minor continuing problems appears to have it fixed. The cost to repair the lift station so far is approximately \$19,000.00 with more billings to come. A meeting has been conducted between staff and Andre’s Mechanical to discuss the cause of the overflow and to prevent any future occurrences at this lift station or any of the others. The meeting was held at 3:00 pm, Wednesday October 26<sup>th</sup>. New float systems and alarm systems will be installed. In addition, it was determined that a beam sensor was picking up waste that it shouldn’t have been causing the pumps to shutdown and creating an overflow situation. A new beam sensor will be installed. Cost to replace these items has not been determined yet.
- The retention Pond at the Corporation Yard continues to be drained into the concrete holding tanks on site. The City of Pinole has taken samples to test for heavy metals. They came back negative and staff has begun to drain the concrete holding tanks and the remaining water in the retention pond. Staff has advised Carone and Company to be ready to start back up with the pond

closure. Once the pond is closed we can take down all of the remaining fencing that surrounds it. This will be a huge improvement in the appearance of the yard. .

- When Duck Pond Park was built the contractor installed a portable shaker next to the Corporation Yard at Willet and Sycamore to extract the fines. When he was done he left all of the remaining material on the site. This has created an eyesore attributable to the Corporation Yard that should not be. Staff has asked the contractor to come back, remove the materials, and grade the lot. Scheduled to be completed this week.
- Staff continues to work on the Chelsea Wetlands Restoration Project. Funding has been secured and soils testing will begin soon. When the results of the testing are in staff will determine if the soil can be sold or transferred or if it will need to be trucked to a landfill for disposal.
- The City continues to experience wire theft in its streetlights. We are working to fix this problem and as soon as we have identified a tried and true method we will begin to use it everywhere. I am accumulating the bills so we have an idea of the losses so that we can set up an account in the future with funding for such activities. Right now, the thefts are being paid for out of Lighting and Landscaping funds that are not designated for such use and will undoubtedly cause some accounts to be over budget. Staff has received a quote from William Bradley Electric in the amount of \$21,479.00 for San Pablo Avenue replacement wiring and \$3,298.00 for John Muir Parkway replacement wiring. Staff is working towards getting at least two more bids for the work before replacement can begin. Citizens are asked to be alert and report any suspicious activities.
- The Sewer Relocation Project has been inspected and a punch list was forwarded to the contractor. All items on the list have been completed. Notice of Completion will be brought to Council in the near future.
- Two large tree branches fell, requiring Public Works crews to remove them. One was located at the Refugio Valley Tennis Facility and damaged the tennis court fence. The other was located in Refugio Valley Park. An arborist was contacted to ascertain the condition of the trees, develop removal and/or trimming schedules and to develop a computer generated program that will allow us to track all trimming and removal of trees within the two parks. It is estimated that there are 300 trees in the two parks and the work to develop a comprehensive plan is quoted at \$1200. Staff has been directed to move forward with this proposal. If necessary, additional parks could be reviewed at \$4.00 per tree. Actual trimming and removal costs will be quoted once the plan has been developed. Staff is having the fence repaired soon.
- Graffiti has been removed from numerous locations around town and is an ongoing process.
- Staff continues to use the Work Alternative Program for litter control and weed abatement.
- Staff has installed the new sign at Frog Pad Park.
- Well pumps at the Lupine slide area have just had their annual maintenance completed and are ready for winter rains.
- Staff has repaired the stucco ceiling at the entrance to City Hall.
- The fountain at City Hall was leaking. Staff thinks they have fixed it. It is filled and staff is monitoring the situation.

## Engineering Report

### Sewer Lateral Inspection Program:

|                                 |            |
|---------------------------------|------------|
| Applications received-----      | 10         |
| Inspection fees collected-----  | \$1,250.00 |
| Certificates issued-----        | 10         |
| Deficiency notices-----         | 1          |
| Condominium waivers issued----- | 2          |

- Two preliminary cost proposals developed for Willow Avenue overlay and/or reconstruction.
- Attended Recyclemore Technical Advisory Committee.
- Staff is working on the LED Streetlight Replacement Program through the California Energy Commission.
- Staff has been working with contractor at Parcel C to ensure storm water measures are being met.
- Staff has been working on the Vesting Tentative Tract Map 9290-Bayfront.

### **WEEKLY POLICE REPORT (Partial List) AS OF NOVEMBER 3<sup>rd</sup>**

**Stolen Vehicle:** On October 27, 2011 at 9:04 a.m. a resident in the 100 block of Secret Cove reported his black 1995 Geo Prism was stolen sometime during the night.

**Warrant Arrest:** On October 30, 2011 at 5:49 p.m. officers saw a subject pushing a motorcycle without a license plate. Thirty seven year old Caine Begins from Pinole was arrested for an outstanding felony burglary warrant and transported to County Jail.

**Warrant Arrest:** On October 30, 2011 at 8:15 pm. a citizen reported being harassed by an acquaintance in the 1500 block of Sycamore. Fifty four year old Mark Ostenberg from Pinole was arrested for a theft warrant and a public intoxication warrant. He was transported to County Jail.

**Warrant Arrest:** On November 1, 2011 at 2:23 p.m. an officer stopped a vehicle on Crag at Valley Run and arrested thirty year old Patrick Sylvester from San Pablo for a DUI warrant. Sylvester was transported to County Jail.

**Residential Burglary:** On November 1, 2011 at 5:45 p.m. a resident in the 300 block of Grissom reported his residence was burglarized sometime today. Entry was accomplished by forcing the side garage door open. The only item determined to be missing was a cordless circular saw from the garage. The interior garage door was partially forced, but it did not appear that entry into the interior of the residence was made.

**Directed Patrol: Pedestrian Right-of-way Awareness:** In a continuous effort to improve pedestrian safety, the Hercules Police Department is increasing cross walk enforcement within the city. Section 21950 (a) of the California Vehicle Code states that the driver of a vehicle shall yield the right-of-way to a pedestrian crossing the roadway within any mark crosswalk or within any unmarked crosswalk at an intersection. This week the enforcement team focused its efforts on Sycamore and Civic and Sycamore at Willet.

**Selective Enforcement:** The Public Safety Subcommittee identified streets in the city that required additional traffic enforcement due to speeding vehicles and stop sign violations. The locations are; Turquoise, Pheasant, Partridge, Falcon and Carson. The police department is actively enforcing all traffic laws in these areas and we urge drivers to slow down and come to a complete stop at the stop signs.

**Specialized Earthquake Preparedness Training: Are You Prepared?** The City of Hercules is making every effort to train their personnel in disaster preparedness. This past week a Patrol Sergeant, a Reserve Police Detective, a Police Computer Technician and a Police Volunteer attended five days of Specialized Earthquake Preparedness Training at the Contra Costa County Office of Emergency Services. This training prepares city employees and volunteers to become disaster workers and train them to work as a team in the city's Emergency Operation Center or at a Field Incident Command Post.