



MEMORANDUM

DATE: December 3, 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

HOLIDAY TREE LIGHTING. A community driven all volunteer Holiday Tree Lighting will be held on Thursday, December 15, from 6 pm-8 pm at Hercules City Hall, 111 Civic Drive. Please come and join in on this fun celebration! A tree will be located indoors for all to decorate. Please bring an ornament or two to place on the tree and we all can make this tree ours. A second tree will be located outside and will be lit around 6:30 p.m. Hercules High will be providing music. Refreshments will also be served. Happy Holidays!

CITY COUNCIL TRAINING. The City Council, City Attorney and City Manager attended training today provided by the Contra Costa Mayor's Conference. Five mayors and former mayors with many years of experience from various Contra Costa County cities provided a round table workshop on topics including the Brown Act, conducting city council meetings, duties of the Mayor, the role of Council Members, and regional participation. There was no cost to the City for this valuable service from these seasoned veterans.

A STRATEGIC PLAN FOR HERCULES. The second and final charrette-style town hall meeting focusing on strategic planning is scheduled for December 10th at the Senior Center from 9:00 am to noon. A post card reminder was sent out to residents last week. Staff is welcoming input by e-mail on these charrettes and on the draft strategic plan, which is posted on the City's web-site. The remaining schedule for this process is as follows:

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. The second charrette will focus on prioritization in two areas: City cost reducing ideas and revenue enhancing ideas, particularly the viability of some kind of tax increase to get the City through financially difficult times without further cuts to services.

COMMUNITY AND ECONOMIC DEVELOPMENT UPDATES

ITC - Bayfront Project: The purpose of this project is 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. 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.

The City Council, on November 8th and 10th, respectively, approved a purchase and sale agreement (PSA) with the developer and minor changes to the PSA, giving the City Manager and City Attorney authority to finalize the agreement. On Monday, November 28, 2011, the Planning Commission unanimously recommended approval of the following Hercules Bayfront project-related applications to the City Council, including:

- Certification of EIR,
- Adoption of CEQA Findings and Statement of Overriding Considerations, and Mitigation Monitoring and Reporting Program;
- Zoning Text Amendment to the Hercules Waterfront District Master Plan;
- Vesting Tract Map No. 9290;
- General Plan Amendment; and
- Zoning Designation Change.
- Vesting Development Agreement
- Implementing Development Agreement

The City Council is scheduled to discuss these all the above mentioned items, as well the required Ordinance, on December 8, 2011. These items are scheduled for a vote by the City Council on December 13, 2011.

Sycamore North: On November 22, the City Council authorized the City Manager to enter into exclusive negotiations with Presidio Development Partners for a purchase and sale agreement for the Sycamore North project. This has been accomplished and the exclusive negotiation period will end on December 31, 2011.

Yellow Freight Site: A purchase and sale agreement with Stephens and Stephens for the 3.4 acre “Yellow Freight” Franklin Canyon site has been executed and escrow is scheduled to close by early January. The sales price is \$1,460,000 and the City should clear about \$1,400,000 from the sale.

Sycamore Crossing: On November 22, the City Council authorized the City Manager to enter into exclusive negotiations with Property Development Centers for the sale of the Sycamore Crossing site at the corner of Sycamore and San Pablo Avenue and the development of retail uses. The negotiation period is three months. Staff has met with the developer and the agreement to negotiate exclusively is being finalized.

Parcel C and Victoria Crescent: After hearing a report on the real estate broker selection process, on November 22, the City Council authorized the City Manager to enter into listing agreements for the sale of Parcel C on John Muir Parkway and the Victoria Crescent site on San Pablo Avenue. Parcel C will

be listed with CBRE, Inc. and Victoria Crescent will be listed with Cassidy Turley/BT Commercial.

Mountain Mike's Pizza: Interior improvements continue at 848 Willow Avenue, between 44 Sports and the Biryani House restaurant at the Willow Shopping Center. Building Permits were issued at the beginning of November, 2011. Rough plumbing improvements were inspected and approved on November 29, 2011. Approximately 2 months of interior improvements remains for Mountain Mike's Pizza to be completed.

MUNICIPAL SERVICES UPDATES

Building Department and Public Works Activities

November 21st through November 25th

Number of permits issued-----	7
Building permit fees collected-----	\$966.72
Number of inspections-----	16
Number of rental inspections-----	0
Code Enforcement inspections-----	3

- Staff is working towards completion of the Memorial Tree Program for Duck Pond Park and should have it completed by year-end.
- Staff continues to review cell tower changes throughout the City and is working on changes to leases and/or agreements.
- Sycamore North winterization continues to move forward.
- Carone and Company is bringing in dirt from Parcel C and has filled the retention pond. Fencing has been removed and site clean-up is underway.
- The City has received three bids for replacing stolen wire for streetlights and will be replacing the wire soon.
- The Sewer Relocation Project at San Pablo Avenue and Sycamore Avenue has been completed. Notice of Completion will be brought to Council on December 13, 2011.
- 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.
- Landscape contractors have begun shutting down irrigation systems for the winter.
- Landscape contractors have begun adding mulch to medians on main thoroughfares starting with Sycamore Avenue. This will be on-going until the medians are brought to an acceptable level.
- Staff approached D&H Landscaping about adjusting their schedule at City Hall to three times a week so they could spend one week a month maintaining the library. Instead, they have agreed to keep the City Hall maintenance schedule as it is and have offered to maintain the library at no cost to the City for the remainder of the fiscal year.

Engineering Department Activities

November 21st through November 25th

Sewer Lateral Inspection Program:

Applications received-----	0
----------------------------	---

Inspection fees collected-----	\$250.00
Certificates issued-----	1
Deficiency notices-----	1
Condominium waivers issued-----	0
Encroachment Permits Issued-----	1

Pinole/Hercules Wastewater Treatment Plant Upgrades

- Staff attended a meeting of the Engineer Selection Committee to discuss proposals received. There was a constructive discussion on the merits of each proposal. A list of questions was created for use when the Engineer’s proposals are presented on December 20, 2011.

East Bay Regional Park District

- Staff attended a meeting between the Pinole/Hercules/EBRPD Joint Power Agreement Committee on Monday, November 28, 2011. Discussion revolved around new contact information, proposed upgrades to the Wastewater Treatment Plant, the Intermodal Transit Center, the Chelsea Wetlands Project, and an update on the Pinole Shores to Bayfront Park Bay Trail Project.

Intermodal Transit Center

- Created a sample spreadsheet to track the progress payments for the Hercules Waste Water Treatment Plant Closure project.
- Received an email from Charlie Long and William Silva regarding ITC project management issues.
- William Silva will be requesting flow data to determine sanitary sewer lift station capacity for the removal of the Bayfront Lift Station.

Contra Costa Clean Water Program

- Drafted a response to an EOA Data Request for Trash Load Reduction for the Contra Costa Clean Water Program which included:
 1. An estimated count of City’s catch basins.
 2. Updated Street Sweeping Map with frequency information.
 3. Created No Parking street map for streets throughout the City.
 4. Created a map of all City owned and maintained Hydrodynamic Separators.
- Met with Vince Cunha regarding the City’s position on removal of dirt from Sycamore Crossing Site and clean water provisions.

Miscellaneous

FTA – Title IV Document Request from WestCAT

1. Sent the EEO Report, EEO Letter and & Procurement Letter to Rob Thompson from WestCAT.
2. Will need to complete and submit an Exhibit 9-B Annual DBE Submittal for this current fiscal year to Art Duffy from Caltrans.

ARRA Grant – LED Street Light Replacement Project

- Letter of Agreement with the Energy Commission has been signed by City Manager.
- Letter of Agreement will be sent back to Energy Commission for their final signature and approval.
- No report on our contractor's progress on resolving the prevailing wage issue, so the Energy Commission would release 10% reimbursement retention.

Pipe Tech Software

- IT has resolved a previously identified problem with the Pipe Tech software.
- A sample report has been sent to Dean Allison of the City of Pinole as requested.

Landscape & Lighting District

- Sent an email to Dennis Anderson of Francisco and Associates requesting a meeting to discuss rebidding the landscaping contracts.

Willow Avenue/Street Maintenance Project – No activity.

PARKS AND RECREATION UPDATES

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 to get more information or to register for classes.

Winter Wonderland Event

12/10/2011 from 10:00 AM - 1:00 PM at the Hercules Teen Center. Where they can meet Santa, enjoy warm treats, and participate in all of the festive activities. All ages are welcome. Activities will include: arts and crafts, story time, meeting Santa, a dance production by Aerobi-Kids, and a canned food/toy drive. Cost: \$5/child before 12/2 or \$7/child after 12/2.

Senior Center Avon Fundraising Event

Now through 03/21/12. Items for the event will be displayed at the Hercules Senior Center (111 Civic Drive),

as well as online. The Hercules Senior Center would like to thank you in advance of your support.

Participate Online: Go to www.youravon.com/antoinettelima. During check-out enter the promotional code: EVT1HSCENTER30 to ensure that the Hercules Senior Center receives 30% of the sale. Free shipping on orders of \$30.00 or more! Participate In-Person: Hercules Senior Center (111 Civic Drive)

Cash or Credit Card accepted(No checks please).

The City of Hercules Recreation Department has been entered in to the “Reader’s Digest We Hear You America 2012” contest!

This is an opportunity for all community members to vote for Hercules to receive funding to assist with our current financial crisis. All you have to do is sign up and vote as many times as you would like. All you have to do is vote, let us come together and do something positive for Hercules!

You can go online to www.ci.hercules.ca.us to get more information on how to vote.

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.

WEEKLY POLICE REPORT (Partial List) AS OF DECEMBER 1, 2011

Mail Theft: On November 24, 2011 at 9:14 a.m. mail belonging to residences in the 1000 block of Williams, the 100 block of Skelly, the 1000 block of Hercules and the 100 block of Pavon was found scattered between Woodfield and Skelly. Along the aforementioned streets numerous mailboxes were open with varying amounts of mail apparently undisturbed and intact. Mail was returned to owners at the listed addresses. Video surveillance from a victim home is pending.

Residential Burglary: On November 24, 2011, 7:29 p.m. a resident on Sapphire Court reported the front door of his residence was forced open today, between 1300 hours and time of call. Jewelry was stolen from the residence.

Driving Under Influence & Child Endangerment: On November 24, 2011 at 11:52 p.m. An officer stopped a vehicle in the 1500 block of Sycamore and arrested 24 year old Alexander Vanhook from Richmond for DUI. The officer observed an infant in the vehicle and Vanhook was also arrested for child endangerment. He was transported to County Jail.

Automobile Burglary: On November 25, 2011 12:01 p.m. a resident in the 1000 block of Coronado reported his vehicle was burglarized a couple of nights ago. An iPod, CD'S and other items were stolen from the vehicle.

Driving Under the Influence: On November 27, 2011 t 10:30 p.m. an officer stopped a vehicle on San Pablo at Pinole Valley and arrested 43 year old Nancy Machen from Hercules for DUI.

Attempted Residential Burglary: On November 28, 2011 at 6:01 p.m. a resident in the 100 block of Overlook reported arriving home and finding damage to the rear door of the residence. No entry was made into the residence. A report was taken for attempted burglary.

DUI Crash: On November 28, 2011 at 9:25 p.m. officers responded to the 100 block of Grenadine for a vehicle that crashed through the backyard of a house. The driver, 21 year old Alex Alipoyo from Hercules, admitted to drinking and driving. Alipoyo caused major damage to the backyard's landscaping and also caused minor damage to the home by striking the right rear corner. He was arrested for DUI.

On November 30, 2011 Hercules Police Department personnel attended the funeral service for Vallejo Police Officer Jim Capoot who was killed in the line of duty on November 17, 2011. He was a decorated officer and a former United States Marine who was very involved in the community. Officer Capoot is survived by his wife and three daughters.