

**City Manager's Bi-Weekly Report
March 14, 2014**

Phil Batchelor, Interim City Manager



OFFICE OF THE CITY MANAGER

March 11, 2014 City Council Meeting:

Safeway Development - The City Council approved the first amendment to the amended and restated purchase and sale agreement with Property Development Centers, LLC (PDC) for the construction of a Safeway and other commercial stores at the Sycamore Crossing site. The amendment requires the developer to submit \$100,000 to the City to cover the cost of processing permits and other development related fees, establishes a deadline of April 24, 2014 to complete testing on the site and requires PDC to submit completed development applications by March 31, 2014. Safeway representatives indicated that the building of the store is one of their top three highest priorities of any of their development in the bay area.

Hercules Cable Station – The City Council approved the expenditure of \$28,250 to fund Phase I of the much needed upgrade to the Hercules Cable Station. An upgrade to the station is essential as much of the equipment is 20+ years old and is limited in its capabilities. Additional upgrades to the Cable Station will be included in future budgets as funding becomes available.

Recognition – Residents have heard about the unfortunate, negative events that have transpired during a time when many opportunities to build, grow and develop the resources of Hercules were mishandled and squandered. These actions have captured the attention of so many and truly tarnished the good name and reputation of the City of Hercules. While all eyes were focused on the unfortunate and negative headlines, the silver linings of incredible sacrifice and positive attitudes of the men and women that have picked up the broken pieces and have continued to serve the citizens of Hercules in such a remarkable manner were overlooked. Now is the time to tell the story and acknowledge the dedication and selflessness displayed during these years of turmoil.

With the election of a new City Council, hiring of a new City Manager, a new Finance Director and the retention of a new City Attorney, the process of restoring trust and order in City government began.

The City's General Fund budget had been in a structural deficit position for eight years, 2006-2013. Under the new leadership, the work began to put the City's financial records in order and in June 2013, staff presented a balanced budget for Fiscal Year 2013-14, the first balanced budget since 2006. To reach that end, over the past three years dramatic reductions were made. Staff was reduced by 40%, compensation levels were reduced and employees incurred the costs of certain benefits. To keep the City from insolvency, the citizens of Hercules, through their generosity and sacrifice, voted for the passage of Measure O, (Sales Tax), and Measure A, (Utility Users Tax), to generate revenue.

During this period of disruption and devastating reductions, staff that remained stepped up and without complaint did all they could to continue to provide services to the community while assuming a much greater workload and having their compensation significantly reduced. Finance staff undertook the massive task of correcting and recasting the City's financial records, specifically for the past three fiscal years so that they could be audited. Due to staff's efforts, the FY 2012-13 audit is anticipated to be completed in the next few days. It is important to note that during this time, staff was also responding to requests for information from several outside agencies conducting audits of the City's finances.

Despite a 38% reduction in staffing over the past three years, the Police Department has done an admirable job of fulfilling their primary responsibility of protecting life, property and maintaining order and in building relationships of trust with the community.

Parks and Recreation staff continues to provide recreation classes, sports, aquatics, child care, before and after school and tiny tots programs for the community, in spite of devastating reductions in staffing. Public Works staff faithfully maintains City streets, roads and public infrastructure with inadequate funding, and maintains buildings and other facilities in spite of a 50% reduction in staffing.

It is also important to recognize the great out pouring of assistance that has come from the citizens of Hercules who have come forth and assisted the city in so many ways. Much that has been done and will continue to be done could not happen without the generosity and support of the many community volunteers. Staff is sincerely grateful for the citizens of Hercules who give of their time and talents in support of staff and the City as a whole. Whether it is sitting on a Committee, Commission or supporting a specific department or event, staff is very much appreciative for the support.

In moving forward, staff proposed that emphasis be placed on the importance of promoting a culture of integrity, respect and excellence by:

- Dealing honestly with employees and citizens
- Treating all people with courtesy and respect
- Admitting and apologizing when mistakes are made
- Valuing each person's input and feedback
- Making expectations clear
- Recognizing the importance of follow-through
- Making and keeping promises
- Requiring reporting and accountability for all work that is assigned
- Communicating in an open, honest, timely manner
- Recognizing and rewarding meritorious performance

In an effort to acknowledge the dedicated and selfless efforts of staff, management created a Recognition and Rewards Program to acknowledge and reward meritorious performance in the following categories:

- **Excellent Public Service Award** - for an employee who consistently provides excellent public service by displaying tact and diplomacy in dealing with others and puts forth an extra effort to provide competent, courteous and responsive service to the public.

- **The Extra Mile Award** - for an employee who continuously goes above and beyond expectations and gives of their time and talents to support their coworkers and consistently contributes a helping hand whenever and wherever needed.
- **The Spark Plug Award** - for an employee who is positive, proactive and inspires and uplifts others by the enthusiastic and optimistic way that they interact with others.
- **The Innovation/Creativity Award** - for an employee who generates new ideas, creative solutions, and constantly strives to improve the effectiveness and efficiency of their work.

There are no public funds to finance this program, so City Department Heads and members of the City Council have generously volunteered to underwrite the program with their own funds.

An employee Code of Conduct has also been established that stresses the need to:

- Recognize and acknowledge the dignity and worth of every person we serve and those with whom we work.
- Act with honesty, professionalism and openness in all interactions with employees and the public.
- Promote a working environment that values integrity, respect and excellence.
- Respect the rights and well-being of others and strive to ensure a cooperative and safe work environment.
- Carry out all responsibilities in an ethical manner and avoid conflicts between private interests and those of the City of Hercules.
- Acknowledge the responsibility for upholding the public trust.
- Foster a spirit of cooperation and support between City departments

Council Members acknowledged the efforts of staff and the community and offered their unanimous support of the recommendations.

PLANNING DEPARTMENT

Planning Division

Victoria Crescent – the final map for the construction of 43 single family homes on the 6.24-acre site is being processed and will be scheduled for City Council approval in the near future. Once the final map is approved, City Ventures will submit construction plans for review and approval by County staff.

The regular Planning Commission meeting scheduled for Monday, March 17, 2014 has been cancelled. The next regular meeting of the Commission is set for Monday, April 7, 2014, 7:00 p.m.

Building Division

Number of permits issued-----	20
Building permit fees collected-----	\$7,815.84
Number of inspections-----	19

PUBLIC WORKS DEPARTMENT

- Staff continues to work with Ducks Unlimited on the Chelsea Wetlands Restoration Project.
- Installation of LED replacement lights continues in the Victoria by the Bay Development.
- PG&E and staff continue to repair streetlights in various locations throughout the City.
- Public Works staff removed the large pine tree that fell during a February storm.
- Staff continues to work with State Water Resources Control Board on Waste Water Treatment Plant upgrades.
- Staff continues to meet with WCCIWMA on solid waste issues.

Engineering Division

Sewer Lateral Inspection Program Permits

Number of application received: 3

Sewer Lateral Inspection Fees Collected: \$375.00

Number of Certifications issued: 3

Number of Deficiency Notices issued: 1

Number of Condominium Waivers issued: 1

Wide Load/Transportation Permits Issued: 0

Encroachment Permits Issued: 9

ACTIVITIES:

- Intermodal Transit Center - SF Bay Trail Project No. 63001A – Construction in Progress
- Victoria Crescent Development – reviewing Final Map for development
- EBMUD – Planned Water Service Repair – project ongoing
- Pavement Survey Report: P-TAP Round 14 Grant - In December 2012, the City was awarded \$14,640 through MTC's Pavement Management Technical Assistance Program (P-TAP) Round 14 Grant to conduct a citywide pavement condition survey and certify the City's Pavement Management System. AMS Consulting was retained by MTC to conduct the field survey in the Fall of 2013, to update the City's database in MTC's StreetSaver System and to prepare a Pavement Condition Survey Report.
- Landscape & Lighting Assessment Districts – Staff is in the process of retaining the services of an outside consultant to prepare the engineer's reports required by the Landscaping and Lighting Act of 1972, which will describe the improvements maintained, cost estimate and assessment diagrams for each district in order to post the L&L assessments to the County Assessor's Tax Roll.
- Posting of Sewer Service Charges for FY14/15 - Under California Government Code, assessment, charges, fees and special taxes must be posted annually to the County Assessor's Tax Roll. Staff is working with LCC, Inc. in preparing notices to property owners and posting of the annual Sewer Service Charges to the County Tax Roll for Fiscal Year 2014-2015.

PARKS AND RECREATION

The Parks & Recreation Department offers a wide variety of recreation classes and programs that cater to all ages and help to promote a healthy lifestyle. Classes and programs provide a great opportunity to have fun and exercise while interacting with others in a safe environment. A sampling of classes offered is provided below. For additional information, to access a full listing of classes and programs or to register, please visit the City website at www.ci.hercules.ca.us.

Upcoming Events

- **Refugio Valley Park is a Macy's "Heart Your Park"** - The City of Hercules Parks & Recreation Department is proud to announce a new partnership with Macy's and the National Recreation and Park Association to help raise funds for local parks nationwide. Every dollar raised is matched by Macy's, up to \$250,000. Refugio Valley Park has been selected for this great program, introduced as part of Macy's "Secret Garden" campaign that aims to raise awareness and dollars for local parks. From March 7th to March 31st, customers at Macy's Hilltop can donate \$1 or more at the register, with 100% of the donations benefiting Refugio Valley Park.
- **New Farmer's Market** - The Hercules Certified Farmer's Market will be opening on Saturday, May 3, 2014, 3:00 p.m.-7:00 p.m. at Refugio Valley Park. All interested vendors who would like to participate please call Joe Aliotii, Market Manager, at 831-905-1407.
- **5k/1 mile Fun Run and 4th of July Parade** – The Hercules Rotary Club is facilitating a 5k and 1 mile fun run and parade on July 4, 2014. Celebrate your 4th of July with the inaugural Hercules Dynamite 5K Run/Walk along the beautiful eucalyptus trees of scenic Refugio Valley Park. The certified and timed 5K (3.1 mile) and 1 mile distances are flat, fun and are perfect for all levels of runners or walkers. Stay afterwards and enjoy the post race Expo, refreshments, awards and the 4th of July Parade. Receive a custom event shirt when you register by June 16th. For more information and to register for the event, visit <http://www.active.com/hercules-ca/running/races/hercules-dynamite-5k-run-2014>.
- **Rec Expo** - Come to this free event on Sunday, April 13, 2014, 10:00am -2:00pm at the Hercules Community Center and take a look at all of the programs and services that Hercules Parks & Recreation will be offering for spring and summer 2014! Meet summer day camp staff, aquatics staff, and recreation class instructors and try out a demo of most classes and even get your questions answered in person. Tickets will be available for purchase for great raffle prizes! On this day only receive 10% off Programs/classes that are paid in full!

Facilities: The City of Hercules offers several conveniently located facilities to rent for your meeting, wedding reception, graduation, retirement or baptism. Visit the City website at www.ci.hercules.ca.us or call 799-8291 for more information on facility locations, dates and amenities offered at each location.

Seniors/50+: Come to the Senior Center to enjoy the CC Café, or to participate in an Art Class, Card Club, Ping Pong, Tai Chi, Zumba Gold, Low Impact Exercise Classes, Dance Club, or Hula

Dance. Your annual membership of \$20.00 gives you access to over 30 classes and programs at a discounted rate.

- **Annual Texas Hold ‘Em Fundraiser** – The Friends of the Hercules Senior Center are holding their 2nd Annual Texas Hold ‘Em Fundraiser on Saturday, April 26, 2014. \$60 buy-in. For more information visit <http://friendshscpoker.eventbee.com> or call (510) 592-4374.

Aquatics:

Lap Swim:

Monday-Friday- 6:00-7:00 p.m.

Ages: 14+

Fees: Resident- Youth & Senior \$4/ Adult \$5

Non-Resident- Youth & Senior \$5/ Adult \$6

EBSD Year Round Membership- 77 Enrolled

Dates: 10/1/13-9/31/14

USA Registration Fee: Year Round Swimmer \$80 (made payable to EBSD)

Code: 52200-G-L

Spinners: M-TH, 6:30-7:00 p.m., \$66

Intermediate: M-F, 5:00-6:15p.m., \$83

Advanced: M-F, 5:00-6:30/7:00 p.m., \$94

Individual Swim Lessons

Dates: 3/17-3/28, 3/31-4/11, 4/28-5/29

Ages 3+

Days: M, T, TH, F

Fees \$158/\$178

Parks & Recreation Activity Guide & Banner Programs: Applications for advertisement in the March 2014 edition of the Parks and Recreation activity guide are now being accepted. Applications are also being accepted for remaining open spots in the Banner Program for March 2014. Please contact Andrea Mendez at (510) 799-8290 or email amendez@ci.hercules.ca.us, for additional information or to submit applications.

Licensed Before & After School Child Care:

What are the benefits of our licensed programs?

- They provide a safe and nurturing environment
- They provide a qualified and mature staff
- All lead staff members have training in school age programming through accredited colleges
- They provide a 1 staff to 14 ratio, not to exceed 28 children per classroom
- All staff have passed a Livescan/Background check

Don't forget to sign up for the upcoming Spring break camp from 4/7/2014- 4/11/2014. Please make sure to register early to reserve your space and to insure that there are enough participants to run the camp.

Teens: Our goal is to provide programming that will 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 ownership and belonging to the community. We accomplish this through the many enjoyable programs and activities available at the Teen Center, "T.H.E. S.P.O.T." (Teens of Hercules Empowering through Spirit, Perseverance, Outreach, & Teamwork) located at 2007 Refugio Valley Road. Registration is now being accepted for the Fall S.P.O.T. Before and After school program.

- **Don't forget to sign up for the upcoming Spring break camp from 4/7/2014- 4/11/2014 please make sure to register early so you get your space and we have enough to run the camp.**
- **Egg Hunt** - The Hercules Teen Youth Council (T.Y.C) is bringing you the 8th Annual Spring Egg Hunt! Children will enjoy timeless spring activities such as arts and crafts, face painting, and everyone's favorite, an egg hunt! Bring your favorite egg basket and come join us for this Hercules tradition! Saturday, April 19, 2014 from 10:00 a.m. - 1:00 p.m. at the Hercules Senior Center, 111 Civic Drive. Admission: \$5.00

Sports: We offer sports and other positive leisure activities for patrons of all ages. Our recreation programs help promote a healthy lifestyle, while providing an environment in which people can enjoy themselves. Whether it is recreation team sports you are seeking, or an individual leisure activity/hobby, the City of Hercules is proud to offer it. A complete listing is available through the City website at www.ci.hercules.ca.us.

- Currently taking registrations for the Adult Softball Leagues
- Currently taking registrations for the Adult Golf Leagues

Tiny Tots & Little Learners: A great introduction to your child's "First Learning Experience". They will have fun making their first school friends, learning through play, games, arts, crafts. Our loving and qualified staff will guide them with socialization and self-help skills. Children have so much fun, they do not realize they are learning! Our program runs along with the school year from September-June. Come see what keeps our children smiling! Children must be completely toilet trained.

- Tiny Tot program has a 5 day Jr kindergarten program
- A M-W-F Pre K program
- A T/TH Little Learner Program

Recreation Classes: We are now taking registration for many new and exciting recreation classes that cater to all ages and help to promote a healthy lifestyle. Our classes provide a great opportunity to have fun while interacting with others in a safe environment. To access a full listing of classes or to register, please visit the City website at www.ci.hercules.ca.us.

POLICE DEPARTMENT

Selective enforcement: The Police Department's goal is to deter speeding and stop sign violators. On a daily basis, patrol personnel are enforcing vehicle code violations in specific areas as well as other identified areas in the City. The police department will continue to be proactive in an effort make Hercules a safer place to drive, walk and bike.

A Bit of Information

Hercules Police Department Property and Evidence - The Property/Evidence Office is responsible for storing property for safekeeping, found property and evidence collected at crime scenes.

Hours Of Operations - Property/Evidence business hours are Monday – Thursday 8:00 a.m. – 5:00 p.m. by appointment only, no walk ins. Please call (510) 799-8213 to schedule your appointment you will need to have case number ready when calling. At the time of appointment, a valid I.D. is required to obtain property.

Location to pickup property – Hercules City Hall, 111 Civic Drive, Hercules, CA 94547

Do we have your bicycle? Each year, hundreds of bikes are lost or stolen in Contra Costa County. Most of these bikes end up in the Police Property and Evidence facilities as abandoned and eventually end up at auction. Many bikes are taken for fun only to be dumped later for another bike.

HERCULES POLICE BI-WEEKLY STATS - February 27, 2014 – March 12, 2014

Calls For Service	572
Reports	72
Traffic Cites	19
Parking Cites	11
Adult Arrests	23
Juvenile Arrests	5
Arsons	0
Domestic Violence Reports	2
Hate Crimes	0
Towed Vehicles	10
Part 1 Crimes -Total	22

Part 1 Crimes Broken Down	---
Homicide	0
Rape	1
Robbery	0
Assault	6
Burglary	3
Larceny	12
Motor Vehicle Theft	0

UPCOMING EVENTS*

Hercules Planning Commission – Monday, March 17, 2014 – **CANCELLED**

Hercules City Council Meeting – Tuesday, March 25, 2014, 7:00 p.m., Hercules City Hall, Council Chambers

Recreation Expo. - Sunday, April 13, 2014, 10:00am -2:00 p.m., Hercules Community Center

Hercules Certified Farmer's Market - Saturday, May 3, 2014, 3:00 p.m.-7:00 p.m., Refugio Valley Park

**Events are subject to change. Please visit the City Calendar available on the City's website for the most up-to-date information.*