

**City Manager's Bi-Weekly Report  
April 25, 2014**

**Phil Batchelor, Interim City Manager**



**OFFICE OF THE CITY MANAGER**

**City Manager Recruitment** – On April 21, 2014, the City Council met in Closed Session to review applications of potential candidates for the City Manager position and to decide which candidates would be invited to participate in the interview process. The Council will conduct interviews of candidates during the month of May.

**Wastewater Treatment Plant Modernization** – In response to the City's submittal of a loan application to the Clean Water State Revolving fund, a kick off meeting was held with the California Environmental Protection Agency, State Water Resources Control Board (SWRCB) in Sacramento to discuss the opportunity for Hercules and the city of Pinole to obtain a low cost loan in order to modernize the Wastewater Treatment Plant, located in the City of Pinole. SWRCB staff provided information on the process, identifying compliance with the requirements of American Iron and Steel, Davis-Bacon and Disadvantaged Business Enterprise. The process also includes the execution of an Initial Installment Agreement, a budget approval process and project inspection program. From the execution of the Initial Installment Agreement, it is anticipated that the application process will take approximately 9 months to complete, at which time, the project construction can begin. State representatives reassured staff of their desire to work with both cities.

Plant modernization must be completed by June 2017, in order to comply with the requirements of the California Regional Water Quality Control Board and the National Pollution Discharge Elimination Program Permit. Implementation of the modernization project is challenged as the changes must be made while the plant continues its normal operations.

**City Audits** – Outside auditors, Gallina LLP, are currently reviewing the Fiscal Year 2012-13 audit, which should be completed in the next few weeks. Once the FY 2012-13 audit is completed, the City will be up to date.

**ADMINISTRATIVE SERVICES**

**2014 Planning Commission Recruitment** - The City Council continues to seek applicants for consideration in filling one vacancy on the Planning Commission. To qualify, applicants must be Hercules residents and at least 18 years of age. A completed [volunteer application](#) and [supplemental questionnaire](#) must be submitted to the City Clerk's Office no later than 5:00 p.m. on Thursday, May 8, 2014. All positions on City Commissions and Committees are voluntary.

**PLANNING DEPARTMENT**

**Lewis Homes – Muir Pointe (aka) Parcel C** – The long awaited Final Planned Development Plan and Tentative Subdivision Map was formally submitted to the City on 4/24/2014 by Lewis Homes to

create 144 single family homes and several live-work units. The property is located along the northside of John Muir Parkway on approximately 17 acres of land adjacent to Bayside and North Shore Business Park. The subdivision will include 2 improved parks, a greenbelt with gathering pavilion and approximately 3,400 linear feet of trails connecting the open spaces. The proposed plans include 2-story and 3-story models which would have back loaded alleys to access the garages. The Project would extend the Planned Commercial-Residential zoning from the adjacent Bayside neighborhood across John Muir Parkway to the Project Site which will involve modifications to the Central Hercules Plan and Zoning Ordinance. Look for updates for the project in future City Manager updates.

### **Building Division**

Number of permits issued - 16

Building permit fees collected - \$4,860.94

Number of inspections – 16

### **PUBLIC WORKS DEPARTMENT**

- Street light damaged in traffic accident on San Pablo Ave. at Tsushima removed by staff with assistance from Contra Costa County.
- Awaiting replacement for street light knocked down at Refugio Valley Rd. and Lavender Place
- 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.
- 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.
- Staff working with various developers on future developments.
- Staff continues to identify possible solutions to address derelict buildings.
- Staff following up on graffiti abatement notices.

### **Engineering Division**

Sewer Lateral Inspection Program

- Number of applications received – 2
- Fees Collected - \$250
- Certifications issued – 5
- Deficiency Notices issued – 1
- Condominium Waivers issued - 0

Activities:

- Intermodal Transit Center - SF Bay Trail Project No. 63001A – Construction in Progress
- Posting of Sewer Service Charges for FY 2014/15 - 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](http://www.ci.hercules.ca.us).

**Recreation Expo** – The event was held on Sunday, April 13<sup>th</sup> and was a great success. Vendors showcased their classes and staff showcased their programs. Registration was successful with \$100,000.00 in revenue received on this day. Make sure to join us next year on Saturday, April 11, 2015, for this once a year event.

### **Upcoming Events**

- **Clean Up Day – Saturday, May 3, 2014, 8:00-11:00 a.m.**, City Corp Yard, 1000 Sycamore Ave. Hercules residents will have the opportunity to clean their houses of unwanted clutter and come down and throw the items away in our dumpsters. There will also be a collection at the event with E-Waste who will collect any unwanted electronic material. For more information take a look online at [www.ci.hercules.ca.us](http://www.ci.hercules.ca.us) today.
- **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 Friday, July 4, 2014. Celebrate your 4th of July with the inaugural Hercules Dynamite 5K Run/Walk. The certified and timed 5K (3.1 mile) and 1 mile distances are flat, fun and 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>.

**Facilities:** The City of Hercules offers several conveniently located facilities to rent for your meeting, wedding reception, graduation, retirement or baptism. Halls range with a capacity of 10 people in one room up to our largest which has a maximum capacity of 300. Visit the City website at [www.ci.hercules.ca.us](http://www.ci.hercules.ca.us) or call (510) 799-8291 for more information on facility locations, dates and amenities offered at each location.

**Parks & Recreation Advertisement Programs:** Applications for advertisement in the Fall 2014 edition of the Parks and Recreation activity guide are now being accepted. Reservations are also being accepted for remaining spots to put a banner out within the City of Hercules for all to see your promotion. Hurry, space is limited. Please contact Andrea Mendez at (510) 799-8290 or email [amendez@ci.hercules.ca.us](mailto:amendez@ci.hercules.ca.us) for additional information or to submit applications.

**Sports Programs:** 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. To access a full listing of classes or to register, please visit our website at [www.herculesrec.com](http://www.herculesrec.com).

- The Hercules Golf League is starting next Wednesday, April 30<sup>th</sup>, at Franklin Canyon Golf Course. This is a great time to take a break, hit some golf balls and have a blast. Sign up today before space runs out!
- We are now offering great sports camps for ages 4-14 with Skyhawks Sports Academy this summer. The camp will offer sports that include Flag Football, Soccer, Cheerleading, and Volleyball. All camps are one week long and are a great way to have your child try a new sport!

**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](http://www.ci.hercules.ca.us).

- Make sure to sign up for your monthly Zumba Pass, \$45.00 for Residents and \$50.00 for Non-Residents. With a monthly pass, you are able to attend all Zumba classes offered. Zumba is a great way to dance and have fun with Brazilian, African, and Latin tunes. With this great weather we have started Aqua Zumba and it is a hit!
- We are now taking registration for Lego Camps, for ages 5-13, that will be held over the summer. Register now as camps are filling fast.
- Art Camps for ages 4-10 are a great option for summer activities. We have camps that will allow your child to create fun animal drawings, under the sea activities, and even explore the world of Eric Carle.

**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 T.H.E. S.P.O.T. Summer Camp Program from 6/11/14-8/13/14. Please make sure to register early because space is limited on field trip days.**
- **Egg Hunt** - The Hercules Teen Youth Council (T.Y.C) hosted their 8<sup>th</sup> Annual Easter Egg Hunt Event this past Saturday, April 19, 2014 at the Hercules Senior Center. Approximately 211 children were able to enjoy 7 workshop stations which included: Easter basket making, coloring sheets, marshmallow egg decorating, bunny arts and crafts, face painting, jewelry making, and

plant your own flowers. They also enjoyed the Easter egg hunt and potato sack races held in the outside courtyard. In addition to all of the wonderful activities, Ariel Mercado provided live music for all of our guests as they relaxed and danced to the music in our lawn area. We estimated over 450 people attended this event throughout the day. This event brought in **\$1,055.00**. All the families that attended had positive things to say about the event and they will continue to follow our T.Y.C group and all of their future events!

**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.

### **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**

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

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

#### **Individual Swim Lessons**

Dates: 4/28-5/9, 5/19-5/30, 6/2-6/13, 6/16-6/27

Ages 3+

Days: M, T, TH, F (30 minute classes)

Fees: Resident- \$158/Non-Resident-\$178

#### **Hercules Piranhas Swim Team**

**Fees:** 1 Swimmer- \$364 (\$200.00 Deposit)

2 Swimmers- \$627 (\$200.00 Deposit)

3 Swimmers- \$789 (\$200.00 Deposit)

4 Swimmers- \$985 (\$200.00 Deposit)

5 Swimmers- \$1145 (\$200.00 Deposit)

#### **Dates: 4/28/14-6/6/14**

Beginner: M-TH, 6:30-7:00 p.m.

Intermediate: M-F, 5-6:15/6:30 p.m.

Advanced: M-F, 5-6:30pm

**Dates: 6/9/14-8/8/14**

Beginner: M-TH, 6:30-7:15 p.m.

Intermediate: M-F, 7:15/8:45 p.m.

Advanced: M-F, 7-9:00 p.m.

**EBSD Summer Seasonal Membership**

Fees: \$295 Registration Fee/\$55 USA Registration Fee (Check made payable to EBSD)

Ages: 5-18 years

Dates: 6/9/14-9/26/14

Spinner: M-TH, 6:30-7:00 p.m.

Intermediate: M-F, 5-6:15 p.m.

Advanced: M-F, 5-6:30 p.m.

**Aqua Zumba**

Days: Wednesdays

Times: 7:00-8:00 p.m.

Drop-In Fee: \$10.00

**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
  - M-W-F Pre K program
  - T/TH Little Learner Program
- **Tiny Tots Registration-** We held a Tiny Tots registration day on April 7, 2014 at the Community Swim Center. At this time, we are completely full in two programs Jr. Kinder and Pre-Kinder. The Little Learners class has 18 enrolled and has a max of 20 children for the school year 2014-2015. We've started a waiting list for the Pre-Kinder class and will see how this goes, as we get closer to the new school year starting August 25, 2014.

**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
- We had 20 children participate in our Spring break camp from 4/7/2014- 4/11/2014. The children enjoyed a fun week of daily themes, arts and crafts.

## POLICE DEPARTMENT

**Fraudulent use of and access card and robbery:** On April 16, 2014, at about 6:40 p.m., Officers were dispatched for a theft from the ATM at Bank of America. Several subjects were reportedly detaining the suspect. The victim stated he used an ATM at the bank, walking away once the transaction was completed. As he walked away, he realized he did not close out his transaction. When he turned around, the victim saw the suspect at the ATM he just used and told him he forgot to complete his transaction. The suspect told the victim he closed the transaction for him and the account was no longer up. The victim believed the suspect and left the area. Several minutes later the victim checked his bank statement online and noticed there was a \$500 withdrawal and two separate \$20 withdrawals made from his checking account. The victim returned to the ATM and saw the subject still there but at a different ATM. The victim confronted the suspect and he attempted to flee. The victim wrestled the suspect to the ground and restrained him until police arrived. The suspect was searched and \$520 was located in his wallet, \$20 in his left pants pocket, \$240 in his sweatshirt pocket, and \$5 in his right pants pocket totaling \$785. The suspect did not have a Bank of America card in his possession. The suspect also appears to be responsible for at least one of four previous ATM thefts from BofA in Hercules. During an interview, the suspect admitted to being responsible for multiple ATM thefts at various Bank of America locations in Contra Costa and Alameda County.

**Attempt Robbery:** *Hercules Police are asking for your assistance in identifying this suspect.* On April 1, 2014, between 10:30 a.m.-11:00 a.m., the victim went to the Lucky store on Sycamore Avenue. He left the store and got into his vehicle which was parked near the store entrance. Before he could close the door, a subject approached the driver's side door, reached into the vehicle, and attempted to stick his hand into the victim's coat pocket. The victim pushed the subject's arm away and the subject ran off towards Refugio Valley Road. The suspect is described as an African American male, 14 to 18 years old, athletic build, approximately 5'10", 165 pounds and clean shaven. If you have any information regarding the suspect described, please contact the Hercules Police Department at (510) 724-1111.

### *A Bit of Information*

#### **FALSE ALARMS AND IMPOSITION OF FEE FOR POLICE SERVICES**

The Hercules Police Department has been required to respond to an increasing and excessive number of false alarms in the City. The problem of false alarms includes the diversion of police personnel from other necessary activities, the potential delay in police response to valid calls for service, the hazard to the general public and officers when responding to false alarms. This is an expense that should properly be borne by the persons responsible for the false alarms.

The City's fee for false alarms in a calendar year, January-December, are currently as follows:

- NO FEE for the first, second, or third false alarm occurring in a calendar year
- \$155 for the fourth alarm occurring in a calendar year, and
- \$205 fee for the fifth and each subsequent alarm occurring in a calendar year

**\*PLEASE NOTE: NO CHARGES WILL BE MADE IN CASE OF A TRUE EMERGENCY**

With valid certification, no charge will be made for a false alarm if the system was under repair and the Police Communications Center (724-1111) was notified in advance, or if the alarm was caused by failure of electrical or telephone service.

Hercules Police will send you an invoice should a residence or businesses qualify for the false alarm fees according to Hercules Municipal Code Section 4-12.01-4-12.06. If you exceed 3 false alarms per calendar year, you will be billed under the false alarm ordinance. The fees are based on the Hercules Fee Schedule listed on the city website.

Should Hercules Police respond to an alarm and cannot get a hold of a resident at the location, they may leave an orange card on your door stating there was a visit from the police department, the reason why and/or person to contact. This is a courtesy! Should you want to make sure your alarm did not go off when you are away from home, contact your alarm company. Each alarm company should have a process to notify you should your alarm go off. You can keep track in this manner to make sure you alarm is in good working order and not activating falsely. Keeping track of this will help prevent you from receiving a invoice. Should you receive a false alarm invoice, you may pay at the Police Department or by mail, checks payable to the City of Hercules and sent to the Hercules Police Department, False Alarm Program, 111 Civic Drive, Hercules, CA 94547.

If your alarm is activating falsely due to mechanical issues, you may have your alarm company submit a letter on your behalf, stating that the alarm is activating falsely, claiming responsibility and indicating that they will pay the invoice on your behalf. Once this letter is received, we will no longer bill you and will bill your alarm company.

If you receive an invoice and feel the information is invalid, you may submit a letter stating the reasons for disputing the charges. This will be reviewed and you will be notified if the invoice was upheld or dismissed. If your invoice is upheld you will owe the fees as stated. If your invoice is dismissed, you will no longer owe the amount listed on the invoice. Should only a portion of the fee be dismissed, a new invoice will be sent.

If you have questions regarding the False Alarm Billing Program or any invoice received, please call 510-799-8260.

## **REMINDER- THIS WEEKEND**

### **HERCULES POLICE DEPARTMENT ANNOUNCES AN UNWANTED PRESCRIPTION AND OVER THE COUNTER DRUG COLLECTION**

On Saturday April 26, 2014, from 10:00 a.m.-2:00 p.m. the Hercules Police Department will again give Hercules residents an opportunity to turn in all expired, unused, and unwanted prescription drugs and over the counter medication. This nationwide program is sponsored by the Drug Enforcement Administration (DEA) in cooperation with local law enforcement agencies.

This is the eighth time the DEA has offered the public an opportunity to turn in their unwanted prescription drugs and over the counter medications; and it is the second time Hercules Police Department has offered this service to the citizens of Hercules.

This program addresses a vital public safety and public health issue. Medicines that languish in home cabinets are highly susceptible to diversion, misuse, and abuse. In the past, many residents have disposed of unused medicines by flushing them down the toilet or throwing them in the trash. We now know that both of those methods pose a potential health and environmental hazard.

The City of Hercules and the Hercules Police Department urges the residents of Hercules to use the “Take Back” day as an opportunity to dispose of all their expired or unwanted prescription drugs and over the counter medications.

Hercules Reserve Police Officers will staff the drop off location at the Hercules City Hall Parking lot. Participants may drive into the parking area, to the rear of the trailers, and drop their contributions into the drop box. This program is free and anonymous, no questions asked.

It is recommended you remove prescription pills from the bottles and place the pills in a plastic bag, or remove all personal information from the prescription bottles. Any powders must be in a “sealed” container. Over the counter medications may be left in the original containers. **NO ILLEGAL DRUGS, LIQUIDS, OR “SHARPS” MAY BE DISPOSED OF AT THIS EVENT.**

For additional information, or other drop off locations, you may contact the DEA website at [www.dea.gov](http://www.dea.gov) . You may also check the City of Hercules website at [www.ci.hercules.ca.us](http://www.ci.hercules.ca.us)

**HERCULES POLICE BI-WEEKLY STATS – April 10, 2014 – April 23, 2014**

Calls For Service	643
Reports	75
Traffic Cites	41
Parking Cites	25
Adult Arrests	31
Juvenile Arrests	1
Arsons	0
Domestic Violence Reports	1
Hate Crimes	0
Towed Vehicles	17
Part 1 Crimes -Total	16

Part 1 Crimes Broken Down	---
Homicide	0
Rape	0
Robbery	1
Assault	3
Burglary	2
Larceny	9
Motor Vehicle Theft	1

## **UPCOMING EVENTS\***

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

**Citywide Annual Garage Sale** – Saturday, April 26, 2014, 8:00 a.m.-3:00 p.m., co-sponsored by the City of Hercules and the Hercules Sister City Association.

**Friends of the Hercules Senior Center 2<sup>nd</sup> Annual Texas Hold'Em Fundraiser** – Saturday, April 26, 2014 - **CANCELLED**

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

**Hercules Planning Commission Meeting** – Monday, May 5, 2014, 7:00 p.m., Hercules City Hall, Council Chambers.

**Hercules Community and Library Services Commission Meeting** – Monday, May 12, 2014, 7:00 p.m., Hercules City Hall, Council Chambers

**Hercules City Council Meeting** – Tuesday, May 13, 2014, 7:00 p.m., Hercules City Hall, Council Chambers