

**City Manager's Bi-Weekly Report
September 5, 2014**

David Biggs, City Manager



OFFICE OF THE CITY MANAGER

Para-Professional Support

The City is currently recruiting for two part-time Administrative Secretaries to provide support to the City Manager's Office, Finance Department, and Administrative Services Departments. These part-time hourly positions will work no more than 19 hours per week and will not include any benefits. These two part-time positions will replace one higher cost part-time position which has been vacated and allow our budgeted dollars to go further. We are hoping to get some highly qualified candidates who would just like to work on a part-time basis. More information on these positions is on the City's website so if you happen to know anyone who would like to join the City team, please encourage them to apply.

Muir Pointe Project

The escrow on the sale of Parcel C (John Muir at Alfred Nobel) has closed and the property is now owned by Lewis Operating Companies. The site will be developed with 144 single family homes and marks progress towards knitting the community together through the development of remaining vacant sites. Construction on Muir Pointe should commence in early 2015.

Holiday Fun

A seasonal pumpkin patch will be opening in late September on the former Market Hall site at San Pablo and Sycamore. This will be followed by a Christmas Tree lot at the same site in November.

Financial Principles & Policies

The City Council reviewed draft financial Principles & Policies at their meeting of August 26th. These proposed financial Principles and Policies are designed to further enhance the City's long term financial sustainability. The City Council referred the draft Financial Principles and Policies to the Finance and the Citizens measure Oversight Committee for their review and input.

Audits Up to Date

The City's annual financial audits through June 30, 2013, are all complete and up to date, with no adverse findings. The City Council heard a presentation on the audits from the City's independent auditor on August 26, 2014. With the FY 2013/14 just having ended on June 30th, the close out of the books for this most recent fiscal year is now underway. The 2013/14 audit is expected to be completed in a timely manner and before the end of the year.

Hercules Library Foundation

Your chance to support our great branch library is coming up, please support the Friends of the Library and enjoy a great event.

La Reading Revolucion Gala

Sunday, October 12, 2014

5:30 PM - No Host Bar / 6:30 PM - Dinner

Restaurant La Revolucion, 3190 Klose Way, Richmond

Tickets: \$50.00 per person on sale at the Friends Bookstore in the Library or by calling 510-224-5191. Number of tickets will be limited. Net proceeds support funding for additional library hours.

ADMINISTRATIVE SERVICES

Elections update: There are three candidates running for two seats on the City Council. Christine “Chris” Kelley, Myrna de Vera and Onkar Mahay. The next pre-election campaign finance statements are due on October 6th. These statements will be posted online on the Elections page of the website.

The State and the County will begin mailing sample ballot pamphlets on September 25, 2014. Absentee ballots will be mailed between October 6 and October 28. The last day to register to vote in the November election is October 20, 2014.

Get the latest information on the [Elections](#) page of the website.

Boards, Committees and Commissions: Staff is working on automating the application, tracking, communication for all boards, committees and commissions.

This program is designed to help government agencies easily manage government body appointments, vacancies, and citizen applications online. Now, the public will be able to easily see what boards and commissions exist and take the opportunity to apply for open seats quickly from the web.

Traditionally, applying for boards and commissions is a paper-heavy and labor intensive process involving a lot of emails, phone calls, public notices, multiple systems and ongoing coordination throughout the year. This will simplify the entire administrative process with online appointment workflows. There are other tools to save time in the recruitment process.

Some of the key features will include:

- Easily publish and promote open vacancies on their website and across social networks
- Customize and design our citizen application template and leverage a seamless integration to any government website
- Have supplemental questions specific for the body that is being applied for
- Filter and qualify applicants using simple and effective search tools
- Auto-generate communications and follow up for all steps of the application & appointment process

- Intelligent dashboard for monitoring terms and vacancies with built in alert system
- Applicants will have the capability to update their application

PLANNING DEPARTMENT

Safeway – Sycamore Crossing Project

A refined site plan, landscape plans, and elevation plans are getting ready to be resubmitted to the City Planning Department in the next few weeks. In preparation to move the project forward and return to the Design Review Committee, the developer will be holding a Community Outreach meeting on Saturday September 13th at 9:30 am at the Hercules Senior Center located at 111 Civic Dr., in Hercules. The project team specialist will be available to review the project and asks questions and provide input on the proposed project. Tell a friend and bring a friend down to see how Hercules is moving forward!

Abandonment Work to be done in San Pablo Bay

In the weeks ahead, you may notice construction activity on San Pablo Bay and along the railroad tracks near the Rodeo-Hercules border. Hercules LLC is carrying out a project that involves abandoning and removing approximately 2000’ of a treated-water pipeline west of the Hercules Shoreline Park, that was used during the redevelopment of the former Pacific refinery property, the present location of the Victoria By the Bay neighborhood. All permitting and approvals were done by appropriate federal, state and regional agencies to meet the company’s final closeout activities within the leasable area owned by the State Land Commission. Work is anticipated weekdays between the mid-September and the end of October. Any questions about the project should be directed to Jim Lopeman at herculesllc@ix.netcom.com or call the project hotline at (510) 734-4702.

Building Division

	<u>Aug 15-Aug 29</u>	<u>FY 2014/15 YTD</u>
Number of the permits issued:	53	329
Total Fee Collected:	\$19,712.67	\$138,999.74
Number of Inspections:	12	132
New Housing:	1	1

PUBLIC WORKS DEPARTMENT

Public Works

- Staff continues work on City ITC Project.
- Street light knocked down on Refugio Valley Road and Lavender Place caused by a vehicle accident. Parts were ordered and have arrived. Staff is working with contractor for replacement.

- Street light damaged on San Pablo Avenue and Tsushima Avenue caused by a traffic accident. Parts were ordered and have arrived. Staff is working with contractor for replacement.
- Staff continues to work with Ducks Unlimited on Chelsea Wetlands Restoration Project.
- Installation of LED replacement lights completed. Staff is working with PG&E for reimbursement.
- 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 regarding Solid Waste issues.
- Staff continues to work with various developers regarding future developments.
- “Goats R Us” has completed the portion of firebreaks.
- Red curb repainting program continues with large portions of waterfront area completed.

Engineering Division

PERMITS: 8/17 – 8/30

Sewer Lateral Inspection Program:

- Number of application received: 11
- Sewer Lateral Inspection Fees Collected: \$1,375
- Number of Certifications issued: 11
- Number of Deficiency Notices issued: 4
- Number of Condominium Waivers issued: 4

Wide Load/Transportation Permits Issued: 3

Encroachment Permits Issued: 9

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 or register online at www.herculesrec.com today.

Parks & Recreation Winter/Spring 2014 Activity Guide: Are you interested in having your business or company advertised in our Winter/Spring 2014 edition of the activity guide? Hercules Parks & Recreation prints and distributes 10,000 copies and is sent out to all residents in Hercules. Advertising with us is a great way to get your business out there to all community members of Hercules and letting them know what you have to offer. For more information, call Andrea Mendez at (510) 799-8291.

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

New Recreation Classes: Hercules Parks & Recreation is always interested in bringing on new programs, classes and services for the community to enjoy. We are currently in talks with new public speaking classes for kids and teens and soccer programs for kids. Please contact Andrea Mendez at (510) 799-8290 or at amendez@ci.hercules.ca.us for additional information or to submit applications of interest.

Sports Programs: Now taking registration for the 7-9 year old basketball league. This league is a great program filled of 10 weeks of fun and recreational development. Make sure to register for your spot today before we fill up. This week begins our new Skyhawks tot sports programs! This class is offered on Mondays, Wednesdays, and Saturdays and is a great way to introduce your tots to the fundamentals of baseball, basketball, and soccer. Our programs help promote a healthy lifestyle, while providing an environment in which people of all ages 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.

The City of Hercules Parks & Recreation Department and the Hercules Education Foundation are partnering together to offer a Golf Tournament at Franklin Canyon Golf Course on Friday, September 12, 2014 with a tee time of 12:00 p.m. Best Ball Scramble with a Shotgun Start. \$90.00 per player will include green fees, cart, box lunch, prizes & dinner. Bring a friend for dinner for only \$20.00. Sign up online at www.herculesrec.com or call (510) 799-8291 today. If you are interested in sponsorship opportunities contact Andrea Mendez at (510) 799-8290.

Recreation Classes: We have classes that are ongoing year round which include yoga, Zumba, piano and guitar and also check out our new theater program that begins Sunday, September 7, 2014. To access a full listing of classes or to register, please visit the City website at www.ci.hercules.ca.us.

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: The Hercules Swim Center is a beautiful place that provides valuable resources to the community of Hercules, by providing a place for families, adults, teens and children to recreate! The Swim Center's programs specialize in fostering human development, strengthening safety and security, promoting health and wellness, and providing recreational experiences.

Lap Swim:

Monday-Friday- 6:30-7:30 p.m.

Ages: 14+

Fees: Resident- Youth & Senior \$4/ Adult \$5
Non-Resident- Youth & Senior \$5/ Adult \$6

EBSB Year Round Membership: The City of Hercules East Bay Silver Dolphins is a USA swimming team that practices & competes year-round! The team & coaches are dedicated to fostering a positive and challenging environment for athlete growth in the East Bay! Swimmers will have fun while improving their skills, sportsmanship, and self-esteem. EBSD believes that while swimming is fun and great exercise, it also teaches important life skills such as self-motivation, the importance of hard work and dedication, setting and obtaining personal goals, and time management. Each swimmer is an important part of the team. They learn to have fun together and provide encouragement and motivation for their teammates: **82 enrolled**

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

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

Code: 52200-A-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

EBSB Fall Membership: 7 enrolled

Date: 9/29/14-12/19/14

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

Code: 52200-M

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

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

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

Individual Swim Lessons: Full

Dates: 9/8/14-9/19/14, 9/22/14-10/3/14, 10/6/14-10/17/14.

Ages 3+

Days: M, T, TH, F

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

September Swim Clinic: 1 enrolled

Dates: 9/2/14-9/26/14

Ages: 5-18 years

Fees: \$100.00

Code: 52202-E

EBSB Fall Membership: 7 enrolled

Date: 9/29/14-12/19/14

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

Code: 52200-M

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

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

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

Floating Pumpkin Patch & Halloween Workshop

Come dive into the fun with the City of Hercules Floating Pumpkin Patch & Halloween Workshop! Find the pumpkin that is just right for you then join us for our Halloween Workshop where you can have your face painted, decorate your pumpkin, create your own scary mask, and more!

Date: 10/25/14

Time: 12:00pm-3:00 p.m.

Location: Hercules Swim Center

Fees: \$5.00 Entry Fee (pumpkin not included) \$10.00 Entry Fee (pumpkin included)

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. fall program! Please make sure to register early because space is limited.
- T.H.E. S.P.O.T. program has 29 teens signed up.
- T.Y.C. held its 1st meeting of the school year on 9/3/2014. They have begun the planning process for the annual Halloween event. This year's event will be different than what has been done in the past. T.Y.C. will be working with the Aquatics Department and will be hosting a "Floating pumpkin patch and Halloween workshop" at the Hercules Swim Center. Families will have an opportunity to jump into the pool to search for their pumpkin as well as participate in the many Halloween workstations such as arts and crafts and decorating your pumpkin. This event is scheduled for Saturday, October 25, 2014 from 12:00 pm-3:00pm.

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, and arts and crafts. Our loving and qualified staff will guide them in socialization and self-help skills. Children have so much fun; they do not realize they are learning! Our program runs with the school year, 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

Licensed Before & After School Child Care: The new school year is upon us and there are limited spots available, if you are interested in the program feel free to give us a call at (510) 245-4803 today.

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 children ratio, not to exceed 28 children per classroom
- All staff have passed a Livescan/Background check

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.*

Community and Library Services Commission Meeting: Monday, September 8, 2014, 7:00 p.m., Hercules City Hall, Council Chambers – **CANCELLED**

Hercules Golf Tournament: Friday, September 19, 2014, 12:00 p.m. Best Ball Scramble with a Shotgun Start. Driving Range: at 10:30 a.m. Tee Time at 12 NOON. Tournament fees include green fees, cart, box lunch, prizes & dinner.

Floating Pumpkin Patch: Saturday, October 25, 2014 from 12:00p.m.-3:00p.m. at the Hercules Swim Center! Come dive into the fun with the City of Hercules Floating Pumpkin Patch. Find the pumpkin that is just right for you then join us for our Halloween Workshop where you can have your face painted, decorate you pumpkin, create your own scary mask, and much more!

POLICE DEPARTMENT



On September 1, 2014 Hercules Police Officers along with personnel from over 200 Law Enforcement, and Fire Agencies, in twenty States, will proudly wear this special “UNITED” badge. On October 1, 2014 all 9-11 badges were carefully put away until 2015. The Project organizers have the goal of having all “**First Responders**”, across America, wearing the same optional badge, every September.

Each badge is customized and reflects the name of participating agency; State or City seal; rank or name of the employee; and their personal identification number. This project is voluntary and all personnel have purchased their own badges (upon agency approval); and there is no cost to the tax payers.

Hercules Police Department, along with Napa Police and Fire Departments, are the first agencies

in Northern California to participate in the “America’s First Responders UNITED” project. Nine regular Hercules Police Officers, and four Reserve Police Officers, have purchased their own badges. The other eleven officers will be issued badges, purchased with donated funds. Those badges will be checked back in, to the Department, at the end of September.

Grand Theft under False Pretenses (IRS Scam): On August 13, 2014, at 1247 p.m., an officer was dispatched to 1000 block of North Shelter Bay for a potential Internal Revenue Scam. The victim said on 8-12-14 he received a phone call from someone claiming to be from the IRS. The victim was told he owed the IRS a large amount of money in back taxes. The caller said the victim needed to pay, right away, or he was going to lose his job. The caller left a call back number to show that he was legitimate. The victim called the person back on 8-13-14 and agreed to pay 25% of the amount. The victim was told to go buy Red Dot cards, with the money on them, and call the suspect back. The victim purchased four Red Dot cards and gave the suspect the authorization numbers. The victim received a call, several hours later, from the same person claiming to be with the IRS. The suspect said the victim needed to pay the IRS more money. The victim called a relative, and they told him to contact the police. The phone number the victim called (202-506-9224) was goggled and it came back to an IRS scam.

CRIME PREVENTION NOTE: The IRS **DOES NOT** call, or e-mail, people demanding money be transferred to them using any kind of “card”, or “wire transfer”. Any contact from the IRS will come by mail. A detailed flyer, from the Federal Trade Commission detailing this scam, can be found on the link below.

Assault With a Deadly Weapon: On August 29, 2014 at 3:34 PM dispatch received a 911 open line from the 300 block of North Wildwood. Officer contacted a 23 year old male with a head wound, which would need stitches. The injury was caused by the victim’s 24 year old brother hitting the victim in the head with a bottle. The suspect was gone when officers arrived. The victim was transported to the County Regional Health center. On August 30, 2014 at 9:54 a.m. Hercules Officers were again dispatched to the 300 block of North Wildwood. The reporting party stated the suspect, from the above assault, was outside the front door ringing the doorbell. Officers arrived and contacted the suspect at the front door. The suspect was arrested for Felony Assault with a Deadly Weapon, and transported to the Martinez Detention Facility.

**HERCULES POLICE BI-WEEKLY STATS
(08-07-14-14 TO 08-20-14)**

CALLS FOR SERVICE	707
REPORTS	90
TRAFFIC CITES	31
PARKING CITES	11
ADULT ARRESTS	30
JUVENILE ARRESTS	0
ARSONS	0
DOMESTIC VIOLENCE REPORTS	5

HATE CRIMES	0
TOWED VEHICLES	20
PART 1 TOTAL	30

PART 1 CRIMES BROKEN DOWN	----
HOMICIDE	0
RAPE	0
ROBBERY	0
ASSAULT	10
BURGLARY	8
LARCENY	11
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.*

Hercules City Council Meeting: Tuesday, September 9, 2014, 7:00 p.m., Hercules City Hall, Council Chambers

Community and Library Services Commission Meeting: Monday, September 8, 2014, 7:00 p.m., Hercules City Hall, Council Chambers – **CANCELLED**