



MEMORANDUM

TO: Mayor and City Council

FROM: June W. Catalano, City Manager

DATE: July 29, 2010

SUBJECT: **WEEKLY UPDATES**

HUMAN RESOURCES

- Open Enrollment Period – It's open enrollment time for both medical plan coverage and the Section 125 Flexible Benefits Plan:

Medical Plan Coverage (Kaiser and Health Net) – Employees wishing to enroll in or make changes to their medical plan coverage may do so at this time. The City's two HMO plans are provided through Kaiser and Health Net. The deadline for enrolling or making changes in medical plan coverage is August 12, 2010. Enrollments and changes will become effective September 1, 2010. For enrollment forms, contact Marilyn Geren at Mgeren@ci.pleasant-hill.ca.us.

IRS 125 Flexible Benefit Plan – Employees wishing to enroll in or make changes to their Section 125 benefit plan need to contact Jackie Burke at Jburke@ci.pleasant-hill.ca.us by August 12, 2010. Enrollments and changes will become effective September 1, 2010.

NOTE: Employees currently participating in the dependent care or un-reimbursed medical account aspects of the Section 125 Flexible Benefits Plan must meet with the American Fidelity representative to continue either benefit.

PUBLIC WORKS AND COMMUNITY DEVELOPMENT

Building Division

- Original Pancake House (2059 Contra Costa Boulevard) – A tenant improvement permit has been issued for this restaurant to be located in the building previously occupied by Lyon's Restaurant.

- Patil Office Building (21 Massolo Drive) – The framing, electric, plumbing, mechanical and insulation have been completed. The building is now in the sheetrock stage of construction.
- Jack’s Restaurant and Bar (60 “A” Crescent Drive) – The exterior garden room received a final inspection approval on Wednesday in preparation for the Grand Opening and Ribbon Cutting on Thursday, July 29th at 5:00 pm.

Engineering Division

- National Pollutant Discharge Elimination System (NPDES) Program – Staff met with the Contra Costa Clean Water Program (CWP) recently to discuss the Regional Water Quality Control Board’s new Annual Report forms and requirements for the recently-implemented Municipal Regional Permit (MRP). While the MRP requires significantly more tasks to be performed by cities in order to comply, the Annual Report form is actually more streamlined than past forms, and requires less paperwork and attachments. Staff is currently researching and gathering the necessary information to complete the Annual Report, which is due back to the CWP on August 20th.
- 2010 Street Resurfacing Repair Project – Construction bids are currently being accepted for this project, which consists of the excavation (or grinding), removal and replacement of asphalt concrete for the repair of base failures on arterial and collector streets throughout the City. A pre-bid conference was held on Thursday, July 29th at 10:00 am, and the bid opening is scheduled for next Tuesday, August 3rd at 10:00 am. The project is part of the Street Resurfacing Program approved budget and is being informally bid (under \$100,000 award) with construction expected to begin by mid-August and completed by mid-September.
- Pleasant Hill Recreation and Park District – Bond Projects / Winslow Center – The draft Traffic Impact Analysis (TIA) for the District’s bond projects (Community Center, Senior Center, Teen Center and Pleasant Oaks Park) and Winslow Center project has been submitted for review. Staff is currently reviewing the TIA and will provide comments to the District shortly. The TIA will be incorporated into the Initial Study as part of the California Environmental Quality Act (CEQA) analysis.

Maintenance Division

- Street Light Vandalism – A number of electrical junction boxes that supply power to the street lights on Contra Costa Boulevard from Astrid Drive to the southerly City limit were vandalized, most likely over the weekend. Based on observations, it appears that a person or persons pulled the copper wire that powers the street lights out of the electrical junction boxes and, in the process, shorted out several PG&E circuit breakers located in their above-ground utility service boxes. PG&E was called in to assess the situation and their crews took all necessary measures to ensure that any exposed electrical wiring would not pose a safety hazard. About ten streetlights

were impacted by the theft of the copper wire and are not functioning along this section of Contra Costa Boulevard. Since these street lights are maintained by the City, Contra Costa County (the City's service provider) is preparing an estimate to restore electrical service to the street lights. Absent any damage to the electrical system beyond what is currently known, it is likely that the County's electricians can complete all repairs within a couple of days. New tamper resistant lids will be installed on all City-owned junction boxes to deter any theft of electrical copper wire in the future. The Police Department will be observing this area to deter further theft and damage to City-owned property.

- Flags Replaced at Police Department – New United States and California flags have been installed at the Police Department flag pole to replace the existing aged and worn flags. The old flags have been given to the Boy Scouts of America who will perform a retirement ceremony.
- Facility Training – Underground storage tank training was provided to all City Maintenance Staff as part of a federally-regulated requirement. This annual training covers the underground fuel storage tanks located at the City Corporation Yard. Items discussed included: prevention and protection from leakage on site; how to perform site checks; response to leaks; regulatory rules; and operation and maintenance of warning devices in case of spills.
- Water Leak Repair – An underground water leak occurred in the main irrigation service line supplying reclaimed water along Chilpancingo Parkway near Old Quarry Road. A break in the existing two-inch water main was found to be located under the roadway. Initial estimates to repair the leak were in the \$8,000 range but an alternative method was used whereby the pipe was sleeved without having to remove a section of the roadway. This solution resulted in a considerable savings and was installed for under \$2,000, less than 25% of the original cost.

Planning Division

- Planning Commission

Pleasant Hill Recreation and Park District, Tree Removal Request (2050 Oak Park Boulevard) – The applicant is requesting to remove six trees from an existing park site. The trees proposed to be removed include two Stone pines, three Aleppo pines and one Elm tree. The project site is located in the *R-10 Single Family – 10,000 square foot lots* zoning district.

Action: The item was continued without discussion to August 10th at the request of the applicant.

Appeal Period: Not applicable.

T-Mobile Wireless Antenna – Pleasant Hill Inn (1432 Contra Costa Boulevard) – This request was for approval to install a wireless communication facility on the roof of an existing motel. The request included six five-foot tall antennas installed inside three five-foot radome canisters, an equipment cabinet and a global position system (GPS) unit. Only the applicant spoke on this item.

Action: The item was approved with conditions.

Appeal Period: The appeal period will end on Monday, August 9th at 5:00 pm.

Study Session Concerning Miscellaneous Zoning Ordinance Amendments, City-Wide (Continued From June 22, 2010) – A study session was scheduled to review and provide direction to staff regarding miscellaneous amendments to the provisions of Chapter 18 of the Pleasant Hill Municipal Code (Zoning Ordinance).

Action: The item was continued without discussion to August 10th.

Appeal Period: Not applicable.

- Zoning Administrator

Contra Costa County Club Parking Lot Improvements (801 Golf Club Road) – The Zoning Administrator administratively reviewed and approved an architectural review permit for parking lot modifications at Contra Costa County Club. Improvements were focused on the northern area of the existing parking lot and included a new eight-foot tall wall, new landscaping, new parking lot lighting and a reconfiguration of that portion of the parking lot striping. Multiple neighbors have come to the City to review the proposed project.

Action: Approved with Conditions.

Appeal Period: The appeal period will end on Friday, August 6th at 1:00 pm.

- Code Compliance

Hoover Avenue – After a very long and involved abatement process, a residential property has been cleaned up through the voluntary efforts of the resident. Numerous junk vehicles and several ten-yard dumpsters of debris have been removed from the site.

Fair Oaks Area – Abatement efforts are underway to address junk, debris, construction materials and non-operational vehicles.

Belle Avenue – Fire hazards and concerns about the condition of the property (a foreclosure) as a result of vandalism and vagrant squatters are being addressed through the abatement process.

Training – Staff, working with other local code enforcement agencies, arranged for a training session this week for code enforcement officers. The training was attended by approximately 90 enforcement staff and addressed the process for obtaining inspection warrants, preparation of referrals to the District Attorney and updates on recent health and storm water regulations.

Number of Tasks Completed This Week: 58 (includes phone calls, emails, courtesy notices, investigations, site visits, area patrols, internal requests for service, attendance at training sessions and other miscellaneous activities).

- Miscellaneous

Tree Removal Permits –

Two front yard trees at Peggy Drive, removed prior to City approval, are required to be replaced with the applicant's four proposed trees consisting of two separate species (Crape Myrtle and Japanese Maple).

One Ash tree, located in a Mulberry Loop front yard, was approved to be removed and is required to be replaced with one 15-gallon Chinese Pistache.

One Monterey pine tree was approved to be removed at Roberta Avenue and is required to be replaced with two 15-gallon native or indigenous trees.