



City of Pleasant Hill

MEMORANDUM

TO: Mayor and City Council

FROM: June W. Catalano, City Manager

DATE: May 13, 2010

SUBJECT: **WEEKLY UPDATES**

GENERAL UPDATE

- Green Zone Award – Mayor Mitchoff and staff will be receiving an award, on behalf of the City, at the Contra Costa Board of Supervisors meeting on Tuesday, May 18th in recognition of the City’s contribution toward establishing the “Green Zone” at the Pleasant Hill Library. Following the launch of the Green Zone in October 2009, four other Green Zones were established at the libraries in Antioch, Pittsburgh, Oakley and Orinda, and Contra Costa Library is looking to implement Green Zones in all branches throughout the County. The Green Zones hold collections of books, periodicals, videos and other materials covering a wide range of topics including conservation, green building, recycling, composting and green careers. The zones are also the focal point for green programs, projects, educational workshops and library outreach efforts to local schools.

HUMAN RESOURCES

- Ergonomic Back Safety – An ergonomics training session will be presented by a certified Ergonomic Associate Consultant, Dr. Kai Tiltmann. The topics will include how to set up ergonomic work spaces and proper lifting techniques used in the office. This is a one-hour session and will be tailored to general office work. The training session has been scheduled for Tuesday, May 18th at 10:00 am in the Council Chambers. If you would like to attend, please email Marilyn Geren at Mgeren@ci.pleasant-hill.ca.us.
- ICMA Meetings – Randi Carmen, our ICMA representative, will be available for individual meetings on Wednesday, May 26th at the Police Department and Thursday, May 27th at City Hall. ICMA Retirement Corporation administers our 457 and 401(a) plans. To schedule an appointment, please email Marilyn Geren at Mgeren@ci.pleasant-hill.ca.us. Please check in with Marilyn at your appointed time, and she will direct you to the proper location of the meeting.

- Walk ‘n Lunch – The Spring Walk ‘n Lunch will be held on Wednesday, June 2nd. This event is open to all employees who want to join their co-workers for a noon-time walk with lunch afterwards. To join the Walk ‘n Lunch, please contact Wellness Coordinator Jackie Burke at 671-5293 or Jburke@ci.pleasant-hill.ca.us by Friday, May 28th.

PUBLIC WORKS AND COMMUNITY DEVELOPMENT

Building Division

- Pleasant Hill Police Department (330 Civic Drive) – The insulation and sheetrock are in progress for the dispatch/lobby upgrade project.
- Gregory Gardens Shopping Center (69 Doray Drive) – Tenant improvement plans have been submitted to alter the window and renovate the bathroom for Christy’s Consignment Shop.
- Patil Office Building (21 Massolo Drive) – The underground plumbing, electric and foundation are in progress for this site.

Engineering Division

- Bay Area Wide Trash Capture Demonstration Project – As part of our Municipal Regional Stormwater Permit (MRP), the City of Pleasant Hill is required to install and maintain a mandatory minimum number of full trash capture devices by July 1, 2014, to treat storm water runoff. Per the National Pollutant Discharge Elimination System (NPDES) C.10 guidelines, the City is required to treat an area equivalent to 66 acres of land, and all installed devices that meet the full trash capture definition may be counted toward this requirement regardless of the date of installation. Currently, the City has trash capture devices in the Downtown area, the Crossroads Shopping Center and the Linda Ditch. Discussion is ongoing with the Regional Board to receive credit for these existing trash capture devices; however, additional devices must be installed to meet the minimum requirement of 66 acres of treatment area.

The City of Pleasant Hill will receive approximately \$36,000 of grant monies through the San Francisco Estuary Partnership (SFEP) to purchase the devices to help meet the MRP requirements. The Engineering Division is working with the Maintenance Division to determine the type of devices to use and the areas of greatest need.

- Encroachment Permits Underway

Private

American Asphalt Repair and Resurfacing Company, Inc. - Slurry seal the parking lot at Gallery Walk Complex (West Hookston Road)

Utilities

*CCCS*D – Repair main sewer line between 77 and 81 Byron Drive

EBMUD – Repair water main at 36 Wildwood Court

EBMUD – Repair water service at 1674 Barnett Circle

PG&E – Conduct utility poles replacement on Viking Drive from Stubbs Road to Ruth Drive and west side of Stubbs Road 200 feet south of Golf Club Road

Maintenance Division

- New Temporary Stage – The City has purchased a new portable stage that will be used for the upcoming summer concert series. This stage consists of multiple sections that are portable and can be set up and taken down efficiently for the summer events. This season the stage will be set up for nine concerts to be held along the lake at City Hall and any other outdoor events that may occur at City Hall.
- Street Trees – Two large City-owned Sycamore street trees were pruned to allow for vehicle sight clearance on Grayson Road near the intersection of Pleasant Hill Road. A private tree contractor performed the work as the trees were located directly under PG&E utility lines. The contractor closed part of the north-bound direction of traffic while completing the work.
- Debris Removal – A large amount of debris was removed from an area located adjacent to the bridge over Cottonwood Drive. On Thursday, staff removed the items from this location and will monitor the area on a regular basis to prevent further instances of debris buildup. This drainage area is part of the Contra Costa Flood Control Channel and needs to be kept free of trash and debris.

Planning Division

- Planning Commission

Clearwire Wireless Communication Facility (199 Santa Barbara Road) – Request for approval to install and operate a wireless communication facility on the roof of an existing 29-foot tall building that will consist of a 10-foot tall cupola structure mounted on the rooftop of the existing building (approximately 7 feet by 8 feet), a 3-foot tall panel antenna, two microwave antennas, three RRU units (all mounted inside the proposed cupola structure), one GPS unit to be mounted on the outside of the cupola, and one equipment cabinet to be mounted inside the attic. No members of the public spoke.

Action: Approved with conditions.

Appeal Period: The appeal period will end on Tuesday, May 25th at 5:00 pm.

Bay Cities Paving and Grading Minor Use Permit (3266 Buskirk Avenue) – Request for approval of a use permit for 100% office use on the ground floor of a building in a *RB-Retail Business* zoning district. The project site is located in the *RB Retail Business* zoning district.

Action: Continued to May 25, 2010 at the request of the applicant.

Appeal Period: Not applicable.

Miscellaneous Zoning Ordinance Amendments – The Planning Commission continued a study session from the April 13th meeting on proposed comprehensive zoning ordinance amendments that address miscellaneous corrections, clarifications and minor substantive revisions for the purpose of improving the clarity and administration of the ordinance. The amendments include various sections of the zoning ordinance addressing use classifications, residential and non-residential districts, parking, home occupations and accessory structures. The Commission resumed its discussion (including non-residential district standards, planned unit development sections, additional development standards and the parking sections) and continued the item to the first available meeting in June. No members of the public spoke during the study session.

Action: No action taken since it was a study session

Appeal Period: Not applicable.

- **Code Compliance**

Selected highlights of weekly activity:

Training – Staff attended a joint training meeting arranged by the Contra Costa County Code Enforcement Network and the Alameda County Code Enforcement Network in regards to updated laws and future training for members of CACEO (California Association of Code Enforcement Officers).

Pleasant Hill Road – Staff is following up with the Bureau of Auto Repair (BAR) regarding an individual apparently operating an auto repair business at his residence. The individual had previously been issued a home occupation permit for a mobile auto repair service and was not allowed to conduct repairs on the premises. Several years ago, the individual was notified to stop repairing vehicles at his residence.

Political Signs – Very large political signs are being placed in Residential zoned areas of the City where the allowed size is limited to six square feet. Campaign offices have been contacted, and removals or replacements with appropriately-sized signs are in progress.

Number of Contacts Made This Week – 71 (includes phone calls, emails, courtesy notices, investigations, site visits, area patrols, internal requests for service, attendance at training sessions and other miscellaneous activities).