



MEMORANDUM

TO: Mayor and City Council
FROM: June W. Catalano, City Manager
DATE: June 9, 2011
SUBJECT: **WEEKLY UPDATES**

GENERAL UPDATE

- Upcoming Concerts – The second Summer Concert by the Lake takes place this Sunday, June 12th from 6:00 to 8:00 p.m. The featured band is the Bell Brothers playing Country Rock. Food will be provided by Pizza City and the sponsor of the concert is Sheila's Daycare.

The next Plaza Concert will be held on Thursday, June 16th with the band Primetime Heroes providing entertainment in the Downtown Plaza next to Jack's Restaurant. Music is from 6:00 to 8:00 p.m. with discounted offers from participating merchants during those hours.

PUBLIC WORKS AND COMMUNITY DEVELOPMENT

Building Division

- Single-Family Residence (560 Creekside Drive) – Final approval has been issued by the Building, Engineering and Planning Divisions for the new 1770-square-foot single-family residence. The previous residence was demolished due to tree damage, however, the garage remained.
- Deutscher Office Park (395 Civic Drive) – Final approval was issued for the Carrington College tenant improvement.
- Rasputin's/Blondie's Market (1035 Contra Costa Boulevard) – A permit has been issued to improve the exterior of the building, including screening, a photovoltaic system and an accent tower.

Engineering Division

- 2011 Street Resurfacing Repair, Phase I – As part of the City’s Street Resurfacing Program, staff is currently accepting bids for the 2011 Street Resurfacing Project – Phase I (Phase II will follow). Phase I will prepare the streets in anticipation of the Phase II Cape Seal (chip seal with a micro-surfacing seal) resurfacing project. Phase I areas have been selected based on the available funds in the Street Resurfacing Program in the 2011/2016 Capital Improvement Plan and priority areas. The City is divided into 24 residential areas. Over the years and as funds become available, staff systematically focuses on those areas next on the list, including areas where preventative maintenance is desired and warranted to maintain the streets at lower costs and to maintain the current City-wide Pavement Condition Index at or above the current basis. Two areas have been identified as the next priority:
 1. College Park Neighborhood (identified as R16 – preventative maintenance area) surrounded by Taylor Boulevard, Golf Club Road, Contra Costa Boulevard and Ruth Drive; and
 2. Ellinwood Area (identified as R6 – repair area) including Longbrook Way, Ellinwood Way and Ellinwood Drive.

The work to be done includes the preservation/replacement of existing iron pipe survey monuments; pavement repair; utility readjustment; and concrete curb and gutter repair. The project will also include the annual street City-wide pavement repair project that focuses on arterials and collector streets in preparation for the upcoming winter season. The bid opening will be held at City Hall, on Friday, July 22nd at 10:00 a.m.

- Encroachment Permits Underway

Private

Owner – Construction of a three-foot high fence in City right-of-way

Utilities

EBMUD – Repair water service at 757 Grayson Road

Maintenance Division

- Crack Sealing – Staff has responded to needed repairs located on Monivea Place, including weeding, cleaning and crack sealing.
- Lake Project – To help complete the City’s lake project, maintenance personnel are removing sand and debris from the existing filter system. The contractor will then install beads for a new filtering system.

Planning Division

- **Planning Commission**

No meeting scheduled.

- **Zoning Administrator**

No meeting scheduled.

- **Architectural Review Commission**

No meeting scheduled.

- **Miscellaneous**

Approved Tree Removals – One 28-inch diameter Elm tree at 1948 Oak Park Boulevard (Diablo Light Opera Company) was approved for removal.

- **Code Compliance**

Selected highlights of weekly activity:

Tree Removal – Staff contacted a tree service cutting down a tree in the Poets Corner area without the required approvals. The Contractor subsequently obtained a tree removal permit, as well as a business license.

Real Estate Signs – Multiple signs that were placed in violation of the City's real estate sign regulations were removed from the roadway (traffic hazards), sidewalks and street corners. Staff contacted the Contra Costa Board of Realtors in Walnut Creek to request that they remind their members about the City's sign regulations.

Hoover Avenue Abatement – Abatement is in progress on a residential property on Hoover Avenue involving removal of non-operative vehicles, junk and debris. Six vehicles and trailers were towed from the property this week. Junk and debris removal is still ongoing.

Number of Tasks Completed This Week – 62 (including 24 investigations, 2 courtesy notices, 7 sector patrols, 5 referrals to assist other agencies/divisions and various miscellaneous activities such as phone calls, emails, internal requests for service and attendance at training sessions).