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MEMORANDUM

TO: Mayor and City Council  
FROM: June W. Catalano, City Manager  
DATE: December 22, 2011  
SUBJECT: **WEEKLY UPDATES**

**GENERAL UPDATE**

- Weekly Update Schedule – Due to the City’s holiday schedule next week, a Weekly Update will not be issued. The normal publication schedule will resume the following week.

**PUBLIC WORKS AND COMMUNITY DEVELOPMENT**

**Building Division**

- Downtown Area (120 Crescent Drive, #B) – A tenant improvement permit has been issued to Golf Smith.
- Walgreens (721 Gregory Lane) – Plans have been submitted to review and approve an electric charging station near the northwest corner of the building and away from the main entrance.

**Engineering Division**

- Diablo Valley College (DVC) Commons Project – The foundation for the new building has been completed and the contractor, Flintco, will begin erecting structural steel this week. Currently, Flintco is staging the steel at DVC’s overflow parking lot on Golf Club Road, but as the work progresses there will be approximately four to five trailers per day transporting the steel to the site. The haul route will be Taylor Boulevard to Morello Avenue to Viking Drive per the approved encroachment permit. The size of the trailers used to transport the structural steel makes this the only feasible route to the project site. This portion of work should be completed by late January, 2012. Signs have been placed along the East Bay Regional Trail at Viking Drive to inform pedestrians and bicyclists of truck traffic.

- Grayson Road/Strand Avenue Crosswalk Enhancement – As part of the Citywide Restriping Project, the contractor completed in late October the installation of two new “double back” high visibility signs, high visibility crosswalk striping, a high reflective pedestrian paddle, and a new asphalt concrete berm at the pedestrian crossing at the Grayson Road and Strand Avenue intersection. Staff has received positive feedback from nearby residents stating that the new improvements have greatly increased driver awareness at the crossing, and a much higher percentage of drivers are yielding to pedestrians crossing at the crosswalk.

- Encroachment Permits Underway

Private

*Ernie’s Plumbing* – Replace sewer lateral at 119 Vivian Drive

*Fugro Consultants* – Drill seven core samples on Geary Road

*Reeve-Knight Construction* – Repair asphalt at 707 Contra Cost Boulevard

Utilities

*PG&E* – Install one-foot high retaining wall on Chilpancingo Parkway

*PG&E* – Repair underground electrical burn out at 14 Halten Court

*AT&T* – Access splice box on Harriet Drive for new fiber placement

**Maintenance Division**

- Valve Repair – Staff has removed the TideFlex valve behind the property at 104 Poshard Street. This valve was holding back debris and not functioning as it was intended to do. The creek bank has been cut back, and a 45-degree extension pipe should be installed next week.
- Leaf Clean-up – Staff has been concentrating on keeping up with the leaf fall. Both the green waste dumpster and the sweeper dumpster have been loaded and picked up daily.

**Planning Division**

- **Planning Commission**

No meeting scheduled this week.

- **Zoning Administrator**

No meeting scheduled this week.

*Administrative approvals:*

***Morisey Minor Exception Request (860 Jeffry Drive)*** – The request is for approval of a 20% reduction in the required 20-foot front yard setback to accommodate a recently-completed front porch enclosure (approximately 30 square feet). The house was originally built with a 16-foot front yard setback and is considered to be legal nonconforming. The porch enclosure continues the front wall of the existing residence, with no change to the existing roof line or foundation.

Action: Approved with conditions. No public hearing was requested by any interested parties. A notice of approval was issued this week to all interested parties.

Appeal Period: The appeal period will end on Tuesday, January 3<sup>rd</sup> at 5:00 pm.

- **Architectural Review Commission**

No meeting scheduled this week.

- **Code Compliance**

*Selected highlights of weekly activity:*

***Shopping Center Noise*** – Staff is working with the property manager of the Oak Park Shopping Center to address complaints from a nearby resident regarding noise from vehicles, equipment and various other activities during early morning hours.

***Unlicensed Businesses*** – Staff is assisting the Finance Department to ensure compliance with business license regulations. Recently, two new businesses that opened without the appropriate licenses and permits were contacted and requested to comply with applicable City requirements.

***Nuisance Abatement Follow-Up*** – Several large recreational vehicles were recently observed parked at a large residential site on Hoover that was the site of previous abatements involving storage of junk materials and various related issues. Staff has contacted the property owner to request an inspection to confirm that these vehicles are not occupied or used for overnight sleeping accommodations. An inspection will occur after the holidays. The owner indicated that the recreational vehicles are on-site temporarily during the holidays.

***Number of Tasks Completed This Week*** – 61 (including 25 investigations, 4 sector patrols, 2 referrals to assist other agencies/divisions and various miscellaneous activities such as phone calls, emails, internal requests for service, counter coverage and attendance at training sessions).