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MEMORANDUM

TO: Mayor and City Council

FROM: June W. Catalano, City Manager

DATE: February 9, 2012

SUBJECT: **WEEKLY UPDATES**

**GENERAL UPDATE**

- Safeway Store and Fuel Station Grand Opening – The Grand Opening of the new Safeway store and fuel station located at 707 Contra Costa Boulevard (formerly occupied by Mervyn's) has been re-scheduled for Thursday, February 16<sup>th</sup> from 4:30 to 5:30 pm. The date was changed in order to avoid having the event on Friday of President's Day weekend.

**PUBLIC WORKS AND COMMUNITY DEVELOPMENT**

**Building Division**

- Recreation and Park District – Community Center (320 Civic Drive) – Plans have been submitted for review of the Recreation and Park District's new Community Center. The facility will be a one-story, 21,990-square-foot building and will consist of meeting rooms, event halls, kitchen, daycare area and exercise room.
- Oasis Christian Fellowship (2551 Pleasant Hill Road) – Plans have been approved and a permit is ready for issuance for the AT&T modifications located on the church site. AT&T is removing the 6 existing antennas, replacing them with 12 antennas and associated ground equipment, and expanding the existing enclosure.
- Willowbrook Condominiums (637 Stonebridge Way) – Final approval from the Building and Planning Divisions, as well as Consolidated Fire District, has taken place for the clubhouse conversion. The clubhouse is in the Willowbrook Condominium complex, which is located in the southern portion of the Ellinwood area. The conversion consisted of changing the space into a leasing office, as well as converting the enclosed open floor space into another office.

## **Engineering Division**

- Safeway Grocery Store and Fuel Station – The contractor has completed the pavement extension work for the left-turn pocket on Contra Costa Boulevard (CCB). However, the full length of the turn-pocket extension is temporarily closed to traffic until the Contra Costa Water District (CCWD) can relocate their facility box which is now located outside the new median improvements. Staff is working closely with CCWD to coordinate and complete this work early next week, instead of phasing it to a later date as originally proposed by CCWD. The contractor is now tentatively scheduled to open the entire left-turn pocket prior to the Safeway store opening. Final grading and landscape median restoration is being scheduled.
- CCB Improvements Project – Pavement Testing – The City was successful in obtaining \$2.3 million in grant funds to provide improvements for CCB (Chilpancingo Parkway – Viking Drive). This week, City-hired BKF Engineers and CHEC Management (their pavement sub-consultant) are performing pavement deflection testing of the existing CCB pavement structure. The consultants will also take core samples of the existing aggregate rock and asphalt pavement depth. Deflection testing will help determine existing pavement strength/deficiencies and help develop a pavement rehabilitation design.
- Encroachment Permits Underway

### Utilities

*PG&E* – Repair gas lateral at 24 Hodur Court

*PG&E* – Repair gas lateral on Golf Club Road at College Drive

*PG&E* – Replace underground switch on Contra Costa Boulevard at Taylor Boulevard

## **Maintenance Division**

- Hazardous Materials – Staff has been compiling the information required for the annual Hazardous Materials Reporting to the Contra Costa County Certified Unified Program Agency (CUPA). Federal, State and local laws/ordinances require the City to submit a Hazardous Materials Business Plan and report on hazardous waste generation, as well as underground and aboveground storage tanks. The reporting forms were changed this year, and staff attended a training class regarding the form submittal process.
- Pesticide Training – Staff attended annual pesticide training on site. The class is required by the County Agriculture Commissioner and the State of California in order to handle and apply pesticides.

## **Planning Division**

- **Planning Commission**

No meeting scheduled this week.

- **Zoning Administrator**

No meeting scheduled this week.

- **Architectural Review Commission**

No meeting scheduled this week.

- **Code Compliance**

*Selected highlights of weekly activity:*

***Non-permitted Signage*** – Businesses at a commercial center at the north end of Contra Costa Boulevard were contacted regarding numerous illegal signs, window covering and painted walls, and were directed to comply with City codes.

***Construction Without Permit*** – Staff continues to address a bank-owned residence on Elliot Drive. Code Enforcement and Building Division staff met with the broker to discuss Building Code violations. A letter was transmitted to the broker regarding necessary repairs to the residence to ensure compliance with Building Code requirements.

***Unmaintained Property*** – A public nuisance notice was sent to a residential home in the area of Ruth Drive and Contra Costa Boulevard to remedy large quantities of debris, trash and miscellaneous items.

***Number of Tasks Completed This Week*** – 57 (including 19 investigations, 9 courtesy notices, 4 sectors patrols, 1 referral to assist agencies/divisions and various miscellaneous activities such as phone calls, emails, counter coverage and internal requests for service).

- **Miscellaneous**

***Tree Removal Permit (143 Kathryn Drive)*** – A permit was granted to remove one 31-inch diameter Aleppo pine in the rear yard, to be replaced with two trees.