



MEMORANDUM

TO: Mayor and City Council

FROM: June W. Catalano, City Manager

DATE: January 31, 2013

SUBJECT: **WEEKLY UPDATES**

GENERAL UPDATE

- Annual Mayor's Breakfast – The Pleasant Hill Chamber of Commerce is hosting “The Mayor's Breakfast” on Thursday, February 7th from 7:30 am to 9:00 am at Back Forty Texas BBQ on Coggins Drive in Pleasant Hill. Tickets for the breakfast are \$25 (if purchased prior by February 1) and may be purchased online. For more information or reservations, please contact Ann Luke at the Chamber offices at (925) 687-0700 or by email at ann@pleasanthillchamber.com. Mayor Michael Harris will address the gathering at 8:00 am.

PUBLIC WORKS AND COMMUNITY DEVELOPMENT

Building Division

- Jack's Restaurant and Bar (60 Crescent Drive, #A) – A tenant improvement permit will be issued this week to Jack's Restaurant and Bar for the construction of a pergola and additional outdoor seating. The plans for the outdoor bar portion will be submitted at a later date.
- Hookston Square (3480 Buskirk Avenue, #205B) – A tenant improvement permit has been issued to Hospital Council located on the second floor of the building.
- Metro PCS Antenna (2551 Pleasant Hill Road) – Plans have been submitted for review and approval for the installation of one new microwave antenna panel to be attached to the existing antenna panel at the Pleasant Hill Free Methodist Church location.

Engineering Division

- Transportation Development Act (TDA) – Article 3 Grant Application Submittal – Staff submitted a TDA Article 3 grant application for the Elinora Drive Sidewalk Installation project, which proposes to construct approximately 730 feet of four-foot-wide concrete sidewalk along the west side of Elinora Drive, between Gladys Drive and Gregory Lane. The project will also construct four Americans with Disabilities Act (ADA) compliant curb ramps within the new sidewalk area. The total project cost is estimated at \$241,000, of which the City is seeking \$100,000 in TDA grant funding. If awarded TDA funding, staff will seek additional grant funds or propose to fund this project as part of the next Capital Improvement Plan Budget update cycle. The grant awards for the TDA program is expected to be announced in April 2013.
- Buskirk Avenue Widening Project Phase II – Construction Management Services – Staff invited five Construction Management firms to submit a proposal (RFP) to perform construction management, project coordination, inspections and material testing services for the Buskirk Avenue - Phase 2 project. The five firms were chosen because of their past experiences working on local municipal public works projects of similar size, their staffing capabilities, knowledge and experience of delivering a complex, multi-phased and regionally-significant construction project. An RFP informational meeting was held on Thursday, January 17th to provide firms with an overview of the project and to answer their questions. Staff will review each proposal and conduct interviews in early February. It is anticipated that the City Council will review this item and consider awarding a contract to perform construction management services at the February 25th meeting.

- Encroachment Permits

Private

Evenflow Plumbing – Replace sewer lateral at private residence at 76 Byron Drive

Utilities

PG&E – Subcontractor (Intren) to replace power poles at Geary Road and Pleasant Hill Road and along Putnam Boulevard

PG&E – Replace insulators at 1561 Ruth Drive

MCE – Replace sidewalk at 101 Gregory Lane for PG&E

MCE – Replace sidewalk, curb and gutter at 222 Chollo Court for PG&E

MCE – Replace sidewalk at Old Quarry Road and Camelback Road for PG&E

MCE – Replace sidewalk at 552 Contra Costa Boulevard for PG&E

Maintenance Division

- Training – Staff will be attending an annual Pesticide Safe Handling Class/Training Session. The class covers new laws and regulations obtaining to pesticide application

and handling. The training will also count as continuing education units towards the required 20 units needed to hold a Qualified Applicators Certificate (QAC).

- Graffiti – Staff has been covering up a large amount of graffiti appearing in the north end of the City. Many of the tags have been small but are located in several different areas.

Planning Division

- **Planning Commission**

No meeting scheduled.

- **Zoning Administrator**

No meeting scheduled.

- **Architectural Review Commission**

No meeting scheduled.

- **Miscellaneous**

Tree Removal Permit – A permit was approved to remove one 38-inch diameter Valley Oak tree located at 799 Grayson Road (Jehovah Witness Church).

- **Code Compliance**

Inquiries received and follow-up items being addressed this week include the following:

Follow-ups on Prior Inquiries

- Trash adjacent to the freeway off-ramp at Gregory Lane: East Bay Municipal Utilities District (EBMUD) and Caltrans have been contacted as the trash is within property under their control. EBMUD has responded indicating their maintenance crew will be on-site shortly. Caltrans Maintenance supervisor came to City Hall to discuss clean up. Area along off-ramp cleaned up by Caltrans last weekend; however, the “triangle” area still requires clean up by Caltrans. Reminder email sent to Caltrans Maintenance Supervisor. EBMUD has not yet been out to the area within their control. Planning staff contacted the managers of the adjacent shopping centers this week to request that they take steps to better secure their trash/storage areas to try to prevent items from being removed. Follow-up call also made to EBMUD this week.

- Request for re-check on the progress of clean-up of a residential property previously declared a public nuisance on Stevenson Drive: A follow-up visit was made to the site this week by Planning staff. The property owner will be re-contacted to request further clean-up.
- Construction of three fences in violation of height and/or setback requirements on Lorenzo Drive: Planning staff has sent letters to the property owners with fence issues explaining options for resolving the issue. Planning staff had follow-up contacts with two property owners to discuss options for resolving the fence issues. Planning staff was contacted by the third property owner to discuss options for resolving the fence violation.
- Follow-up with a property owner's representative regarding correction of unpermitted construction on Skander Drive: Responded to an email from the complaining party and discussed next steps with the Chief Building Official and City Attorney. Sent status update to City Manager and requested status update from property owner's representative. Sent follow up email to property owner's representative requesting immediate response prior to City initiating legal action. Received email from property owner's representative this week indicating that resolution of the violation is imminent.
- Inquiry regarding the status of an existing violation regarding the roof of a residence on Charlton Court. Follow-up inspection scheduled next week.
- Second anonymous complaint regarding the condition of a residential property on Pleasant View Road and potential use of a trailer as a dwelling: Visited site and noted multiple violations. Police Department also checked the site. Notice of violation sent this week. Pending response from property owner. Site re-checked this week.
- Contact made with a residential property owner on Hill Lane regarding the status of a nuisance clean-up that is currently in progress. Scheduled for re-check next week.
- Complaint regarding vehicles/trash/carts in a front yard of a residence on Clarie Drive: Planning staff visited the site. Notice of violation sent. Site re-checked this week. Pending response from property owner.
- Complaint regarding auto repair business at Agnes Drive: Site visit made last week and re-checked again this week. No indication of violation. Will re-check next week.
- Complaint regarding sight distance issue (bushes) at Millburn and Lucille Drive: Site visit made this week. Violation confirmed. Notice of violation sent by Planning staff.
- Inquiry regarding contractor signs placed on new fences at Ellinwood and Contra Costa Boulevard and at Pleasant Hill Road near Barnett Drive: Engineering Division determined that the signs were not posted by City contractors. Planning staff confirmed and will contact the adjacent property owners if signs remain next week.

- Dilapidated residence on Masfield Drive: Planning and Building staff discussed concerns and solutions with the property owner's relative. The relative indicated that clean-up work would begin shortly.

New Inquiries for Week of 1/28/13

- Light/glare from fixture on roof at office complex on Monument Boulevard: Planning staff conducted site visit to determine light location and will follow up further with complainant.
- Trailer, garbage cans and vehicle parked in the front yard on Duke Way: Planning staff conducted site visit. Notice of violation being prepared.
- Accessory structures without approval in a rear yard on Mazie Drive: Planning staff conducted a site visit. Notice of violation being prepared.
- Vehicles parked on the lawn in a front yard near Belinda/Ramona Drive: Scheduled for site visit next week.
- Vehicles parked on the lawn in a front yard near Belinda/Ahneita Drive: Scheduled for site visit next week.