



*City of Pleasant Hill*

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## MEMORANDUM

TO: Mayor and City Council  
FROM: June Catalano, Manager  
DATE: August 23, 2013  
SUBJECT: **WEEKLY UPDATE**

### **ECONOMIC DEVELOPMENT**

- Monthly Status Report - Attached is the August Monthly Activities Report identifying the current status of Economic Development projects. The report was reviewed and accepted by the Economic Development Committee at the August 22, meeting. Also included in this report is a Sales Tax Update for the first quarter of 2013.

[Monthly Status Report for August 2013](#)  
[2013 First Quarter Sales Tax Update](#)

### **PUBLIC WORKS AND COMMUNITY DEVELOPMENT**

#### **Building Division**

- New Single Family Residence (89 Isabella Lane) – Permit has been issued for a new one story residence (1,676 living square feet and 465 garage square feet).
- Hookston Square (3480 Buskirk Avenue, #205) – Plans have been submitted to review and approve a Second Generation tenant improvement for Youth Homes located on the second floor.
- The Downtown (100 Crescent Drive #C) – Tenant improvement plans have been submitted to review and approve a restaurant known as The Melt.

#### **Engineering Division**

- Buskirk Avenue Widening Phase 2 Improvement Project – The Project Contractor, Ghilotti Bros., and its subcontractors are currently working on Stage 1B (closed sections of Buskirk Avenue). Overall, the project is on schedule and anticipated to be completed by September 2014.

Staff has updated the City's Buskirk Avenue project web page with new information including a link to download and view the [Construction Schedule](#) and [Staging Map](#). Also available to download and view is the [Monthly Construction Progress Report](#) and detailed current [Weekly Project Updates](#). For more project information, please visit the City's Buskirk Avenue web page at [www.pleasant-hill.net/Buskirk](http://www.pleasant-hill.net/Buskirk) or contact the City's Construction Manager, Jeff Ocampo at (925) 671-5208 or by email at "jeff@ghirardelliassoc.com".

### **Current Buskirk Project Activities**

#### Joint Trench Undergrounding Utilities (Ongoing - September 2013) – On schedule

Subcontractor, Saint Francis Electric (SFE) is installing new underground electrical conduit system for Pacific Gas and Electric Company (PG&E), Comcast and ATT. This work is part of the PG&E Rule 20A Program to convert overhead facilities to underground within the Buskirk Avenue Project limits. SFE continues working on installing the underground utility boxes and joint trench in the closed off "S" curve and is anticipated to be finished with joint trench work by September 2013

#### PG&E, Comcast, ATT Utility Cutovers (Ongoing – December 2013) – On schedule

PG&E's role in the project is to install electrical wiring in the new underground conduits and connect "cut over" power to their customers. PG&E successfully completed the first of three cut overs of electrical service to the Crossroad Shopping Center tenants on August 17, 2013. Power was temporarily interrupted for five hours to the north end tenants of the shopping center (Monument Boulevard side).

PG&E is scheduled to perform the second cut over on August 24, 2013 between 11:30 p.m. and 6:00 a.m. PG&E has notified all the shopping center tenants that will be affected by the power interruption. PG&E is also on schedule to complete the remaining two cut overs to the shopping center.

Comcast and ATT will begin their cut over work after the conclusion of SFE joint trench work.

- Geary Road Improvement Project – Phase 3A (Pleasant Hill Road/Geary Road Intersection) – Prism Engineering (City's contractor) has completed the installation of new concrete sidewalk along the west side of Pleasant Hill Road, from Diablo View Road to the north, through the northwest corner at the Pleasant Hill Road/Geary Road intersection, and along the north side of Pleasant Hill Road (across the street from Palos Verdes Shopping Center). In the upcoming week, the contractor will be constructing new traffic signal foundations for the two new traffic signal poles to be installed at the northwest corner of the Pleasant Hill Road/Geary Road intersection, as well as pouring a new concrete retaining wall along the west side of Pleasant Hill Road behind the new sidewalk area.

### Encroachment Permits

- 100 Roberta Avenue – Begin restoration of curb, gutter and paving at gas main relocation
- 113 Roberta Avenue – Begin restoration of curb, gutter and paving at gas main relocation
- 1001 Hook Avenue – Continue work on gas main relocation in street (PG&E)
- Trelany Road at Gregory Lane – Excavate in roadway to repair AT&T conduits. Work will require a temporary closure of northbound Trelany Road during the daily work period.
- 2396 Pleasant Hill Road (at Gregory Lane) – Sewer later repair in roadway. Work will involve temporary lane closure(s) on northbound Pleasant Hill Road just south of Gregory Lane.

### Maintenance Division

- Tree Removal – A hazardous road condition was repaired on Golf Club Road with the removal of a large pine tree. Local residents also stated that vehicles have been travelling with excessive speeds to and from the Contra Costa Country Club. Staff has added a 25 mph sign and a golf cart crosswalk within the City right-of-way in an attempt to alert the motorists to slow down.
- Homeless Camp - Staff cleaned up a large homeless camp in the City-owned property behind Smart and Final on Contra Costa Boulevard. CalTrans and East Bay Municipal Utility District have been alerted to handle the clean up on their adjacent properties.
- Sink Hole - Staff responded to a report of a sink hole across from 1930 Peggy Drive. A corrugated metal pipe (CMP) could be seen in the hole, so staff dug down to expose the pipe and find the problem. Staff called in Engineering after they determined that the pipe had been abandoned and a piece of wood was placed up against the end of the pipe. The wood had disintegrated and was allowing dirt to enter the pipe causing the sink hole.

### Planning Division

#### **Planning Commission**

No meeting scheduled.

#### **Zoning Administrator**

Meeting canceled.

Tree Removals Approved:

- One Coast Redwood at 374 Scarlet Oak Ct.

## Architectural Review Commission

No meeting scheduled.

## Code Compliance

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

### Follow-ups on Prior Inquiries:

- Agnes Way: Complaint regarding vehicle repairs. Re-inspection complete. Most of the debris removed. **Re-inspect property this week.**
- Apollo Way: Complaint regarding overgrown weeds and debris at front yard. Site inspection complete. Left door hanger. **Re-inspect property next week.**
- Belle Avenue: Complaint regarding commercial vehicle stored in residential area. Commercial vehicle unchanged. Contacted property owner again to discuss the removal of the commercial vehicle. Owner stated they will make arrangements to have it removed. **Re-inspect property next week.**
- Buxton Circle: Complaint regarding debris and lack of garbage service. Garbage service active. Debris removed. **Case closed.**
- Charles Avenue: Complaint regarding an occupied RV on the property. Site inspection complete. Debris removed from front yard. No signs of occupant in RV. Contacted property owner. Additional debris removed from rear yard. **Case closed.**
- Charlton Drive: Inquiry in reference to the status of an existing violation regarding the roof of a residence. Contact made with property owner and the roof issue was discussed. **Case under review.**
- College Way: Complaint regarding overgrown weeds at front yard. Site inspection complete. Left door hanger. **Re-inspect property next week.**
- Cortsen Road: Complaint regarding trash and debris and possible inhabitants residing at residence without active electrical service. Property posted, “Do Not Enter, Unsafe to Occupy” at public entrances. Bank contacted and in process of hiring a vendor to remove trash and debris. Vendor on site to provide estimate for debris removal. **Continue to monitor property and coordinate future actions with Building and Police Department.**
- Donegal Way: Complaint regarding an illegal home occupancy. Re-inspection complete. No outward signs of a home occupancy. **Case closed.**

- Falcon Court: Complaint regarding a rooster on the property. Site inspection complete. Property owners made arrangements to have rooster removed from the property this week. **Re-inspect property next week.**
- Geraldine Drive – Case 1: Complaint regarding overgrown weeds. Site inspection complete. Left door hanger. **Re-inspect property next week.**
- Helen Road – Case 1: Complaint regarding junk and debris at front yard. Site inspection complete. Notify letter sent to property owner. **Re-inspect property next week.**
- Helen Road – Case 2: Complaint regarding a coach left out on the driveway. Site inspection complete. Coach covered up with tarp. Discussed issue with property owner who stated it will be removed within two weeks. **Re-inspect property next week.**
- Hoover Ave: Complaint regarding junk and debris and inoperable vehicles. Some vehicles and debris have been removed. Contacted property owner. **Site inspect re-scheduled for next week.**
- Liahona Court: Complaint regarding junk and debris. Initial inspection complete. Violations include junk/debris, inoperable vehicles, damaged fencing and peeling exterior paint on house. Re-inspection complete. Some debris removed from property and initial prep work for painting in progress. Vehicles unchanged. Granted extension to property owner. **Re-inspect property next week.**
- Marcia Drive: Complaint regarding junk and debris and inoperable vehicle. Site inspection complete. Discussed violations with property owner. **Re-inspect property next week.**
- Masefield Drive: Site inspection conducted this week. Observed crews beginning to clean up property. Construction in progress. **Continue to monitor progress on a monthly basis until violations are corrected.**
- Maureen Drive: Complaint regarding pallets left out at front yard. Site inspection complete. Left door hanger. **Re-inspect property next week.**
- Mazie Drive: Accessory structures without approval in a rear yard. Plans submitted last week for review. Plans approved. Contacted tenant who stated they may remove the structure per the owner's request. **Continue monitoring progress and coordinate final inspection with Building Department.**
- McKissick Street: Complaint regarding a permanent basketball structure. Site inspection complete. Issue discussed with property owner. Owner moving structure out of setback. **Re-inspect property next week.**

- Mohar Court: Complaint regarding inoperable vehicle and debris at front yard. Re-inspection complete. Debris removed and garbage service active. Contact property owner to verify vehicle is operable. **Re-inspect property next week.**
- Nancy Lane: Complaint regarding junk and debris at front yard. Site inspection complete. Left door hanger. **Re-inspect property next week.**
- Oak Park Blvd.: Complaint regarding unsecured building. Re-inspection complete. Door still unsecured. Left message for property owner. Awaiting return call and update. **Re-inspect property next week.**
- Oakvue Road – Case 1: Complaint regarding an inoperable vehicle. Re-inspection complete. Vehicle unchanged. Discussed case with property owner. Extension granted. **Re-inspect property next week.**
- Oakvue Road – Case 2: Complaint regarding an inoperable vehicle. Re-inspection complete. Vehicle removed. **Case closed.**
- Odin Place: Complaint regarding overgrown weeds and debris at the rear yard. Violations include overgrown vegetation, hedges obstructing the public sidewalk and peeling exterior paint. Debris and overgrown weeds removed. Exterior paint preparation work in progress. Painting work to begin next week. **Re-inspect property in two weeks.**
- Patricia Drive: Complaint regarding junk and debris and lack of garbage service. Re-inspection complete. Garbage service active. Fire damage at the residence. Construction work in progress for interior repairs. **Monitor property during cleanup and repairs and coordinate final inspection with Building Department.**
- Pleasant Hill Road – Case 1: Complaint regarding junk and debris in a front yard and overgrown weeds. Reschedule meeting with owner's daughter to discuss case. **Re-inspect property next week.**
- Pleasant Hill Road – Case 2: Complaint regarding junk and debris at front yard. Site inspection complete. Violations consist of junk and debris throughout the property and an inoperable vehicle at the front yard. Left notice at property. Conditions unchanged. **Re-inspect property this week.**
- Powell Avenue: Complaint regarding an illegal home occupancy. Site inspection complete. No visible signs of an active home occupancy. **Re-inspect property next week.**

- Roberta Avenue: Complaint regarding a home in disrepair. Site inspection complete. Violations include inoperable vehicle and illegal accessory structure at front yard. Left door hanger. **Re-inspect property next week.**
- Ruth Drive: Complaint regarding overgrown weeds. Weeds removed. **Case closed.**
- Santa Lucia Drive: Complaint regarding multiple boarders and debris. No progress made in reducing the number of boarders. Contacted property owner. Final tenants will be moved out next week. **Re-inspect property in two weeks.**
- Skander Drive: City Attorney contacted listing agent. Property scheduled to have escrow close this week. Illegal accessory structures to be removed by new owner. **Continue to monitor progress on a weekly basis until violations are corrected.**
- Stevenson Drive: Site inspection conducted this week. Additional clean-up observed this week. **Continue to monitor progress on a monthly basis until violations are corrected.**
- Strand Avenue: Complaint regarding junk and debris at front and side yards and inoperable vehicles. Debris removed. Property owner repairing vehicles. Additional extension granted. **Re-inspect property this week.**
- Taylor Blvd.: Complaint regarding a home in disrepair. Violations include overgrown weeds and deteriorating exterior paint. Weeds removed. Painting work to begin next week. **Re-inspect property in two weeks.**

New Inquiries:

- Morello Ave.: Complaint regarding overgrown weeds. Site inspection complete. Contact property owner. **Re-inspect property next week.**

Proactive Work:

- Barbara Court: Proactive case opened for junk and debris on driveway. Contact made with tenant. Extension granted to remove remaining items and paint house. Additional items removed. Exterior paint unchanged. Contact tenant to discuss case. **Re-inspect property next week.**
- Elinora Drive: Proactive case opened for damage fence. Contacted property owner. Fence repaired. **Case closed.**
- Geraldine Drive – Case 2: Proactive case opened for overgrown weeds. Left door hanger. **Re-inspect property next week.**

- Geraldine Drive – Case 3: Proactive case opened for low hanger branches over Public Street. Property vacant and for sale. Contacted Real Estate agent who will have the tree trimmed. **Re-inspect property next week.**
- Geraldine Drive – Case 4: Proactive case opened for overgrown weeds and debris. Sent Notify Letter to property owner. **Re-inspect property next week.**
- Santa Cruz – Case 1: Proactive case opened for inoperable vehicle and debris in truck bed. Contacted property owner and granted an additional week to correct violations. **Re-inspect property next week.**
- Santa Cruz – Case 2: Proactive case opened for inoperable vehicle, debris and overgrown weeds. Weeds and debris removed. Vehicle unchanged. Contacted property owner who stated they will have the vehicle removed by next week. **Re-inspect property next week.**
- Santa Cruz – Case 3: Proactive case opened for debris on driveway and side yard. Re-inspection complete. Conditions unchanged. Contacted tenant. Debris unchanged. Contacted property owner who stated the junk and debris will be removed this week. **Re-inspect property next week.**

Graffiti Removal:

No graffiti removal this week.