



CITY of SAN PABLO
City of New Directions

CITY OF SAN PABLO
FOURTH-QUARTER MEDIA COMMUNICATIONS REPORT
FY 2011-12

**Summary of City Council/ Local Successor Agency/
San Pablo EDC Board of Directors Actions and Activities**

Reporting Period: April 1, 2012 – June 30, 2012

REPORTING MONTH: APRIL 2012

COMMUNITY RELATIONS

- The City of San Pablo City Council authorized a proclamation for the West Contra Costa Salesian Boys & Girls Club honoring Lou Cola as recipient of the Don Bosco Award. *(Source: CC Agenda Item dated April 2, 2012)*
- The City of San Pablo City Council by Resolution authorized a total of \$30,000 from FY2011-12 Budget Stabilization Fund to FY2011-12 (Fund #1310) City Manager Departmental Budget for increasing public education and community outreach. *(Source: CC Agenda Item dated April 2, 2012)*
- The City of San Pablo City Council authorized the administration of Oath of Office to newly-appointed San Pablo City Council member Kathy Chao Rothberg. *(Source: CC Agenda Item dated April 16, 2012)*
- The City of San Pablo City Council by Resolution established an Administrative Policy on City-wide Volunteer Program. *(Source: CC Agenda Item dated April 16, 2012)*
- The City of San Pablo City Council by Resolution authorized a FY2012-13 appropriation and allocation of \$5,000 from FY2011-12 Budget Stabilization Funding for event sponsorship of the City of San Pablo Adopt-a-Family Annual SPPEA Golf Tournament. *(Source: CC Agenda Item dated April 16, 2012)*

- The City of San Pablo City Council by Resolution authorized adoption of FY 2012-13 Annual Community Grant Program, Policy and Procedures. *(Source: CC Agenda Item dated April 16, 2012)*

ECONOMIC DEVELOPMENT

- The City of San Pablo City Council by Resolution authorized the City Manager to apply for funds from the Environmental Protection Agency's Environmental Workforce Development and Job Training Grant. *(Source: CC Agenda Item dated April 2, 2012)*
- The City of San Pablo City Council authorized the receipt and filing of the FY2011-12 Marketing Portfolio for former San Pablo Redevelopment Assets: Circle S Project Site. *(Source: CC Agenda Item dated April 16, 2012)*
- The City of San Pablo City Council by Resolution authorized \$300,000 from FY2011-12 General Fund Budget Stabilization Funding to supplant FY2011-12 EDC Operating Budget Fund Balance, effective April 15, 2012 until period ending June 30, 2012. *(Source: CC Agenda Item dated April 16, 2012)*
- The San Pablo Economic Development Corporation Board of Directors by Resolution authorized a contract amendment of \$40,000 and additional scope of services for JMA Architecture agreement for architecture services for Block C Design, Doctors Hospital site plan of existing facilities and Circle S site plan revisions. *(Source: EDC Agenda Item dated April 16, 2012)*
- The San Pablo Economic Development Corporation Board of Directors by Resolution authorized the Executive Director to draft amendments to by-laws changing composition, place of business and meeting dates of the Board of Directors of the San Pablo Economic Development Corporation, and to set up appointment and interview process. *(Source: EDC Agenda Item dated April 16, 2012)*

FISCAL MANAGEMENT

- The City of San Pablo City Council by Resolution authorized the City Manager to (1) execute an agreement with New Markets Community Capital, LLC, to reserve a New Markets Tax Credit Allocation, and (2) fund a reservation deposit in the amount of \$35,000 for legal and accounting costs, and appropriate funding therefor. *(Source: CC Agenda Item dated April 2, 2012)*
- The City of San Pablo City Council by Resolution authorizing a FY2011-12 policy amendment for City Council travel and training expenses authorized for expenditure during FY2011-12. *(Source: CC Agenda Item dated April 2, 2012)*

- The City of San Pablo City Council conducted a public hearing and authorized by Resolution the adoption of an updated City of San Pablo Master Fee Schedule which included revisions to Planning fees, Public Works fees and Building fees, effective July 1, 2012. *(Source: CC Agenda Item dated April 16, 2012)*

HUMAN RESOURCES

- The City of San Pablo City Council by Resolution authorized granting another designated period for CalPERS two years additional service credit pursuant to Government Code Section 20903 for period April 3, 2012 to July 1, 2012. *(Source: CC Agenda Item dated April 2, 2012)*
- The City of San Pablo City Council by Resolution authorized the paying and reporting the value of Employer Paid Member Contributions for local safety employees and certain local miscellaneous employees effective July 1, 2012. *(Source: CC Agenda Item dated April 2, 2012)*
- The City of San Pablo City Council by Resolution authorized the City Manager to destroy Human Resources Department Records in accordance with Sections 34090 and 34090.7 of the Government Code of the State of California. *(Source: CC Agenda Item dated April 16, 2012)*

INTERGOVERNMENTAL RELATIONS

- The City of San Pablo City Council by Resolution authorized the City Manager to vote "Yes" on the 2012 Community Clean Water Initiative ballots for all parcels owned by the City as the Successor Agency to the San Pablo Redevelopment Agency. *(Source: CC Agenda Item dated April 2, 2012)*
- The California Parks and Recreation Society presented an Award of Excellence to the City Council of the City of San Pablo for the 2011 Old Town San Pablo Series. *(Source: CC Agenda Item dated April 16, 2012)*

LOCAL SUCCESSOR AGENCY

- The Resolution of the City Council of the City of San Pablo, California, acting as Successor Agency to the Redevelopment Agency of the City of San Pablo, adopting Recognized Obligation Payment Schedules (ROPS) in accordance with the provisions of Health and Safety Code Section 34177(1). *(Source: CC Agenda Item dated April 2, 2012)*
- The Resolution of the City Council of the City of San Pablo as Local Successor Agency for the Redevelopment Agency of the City of San Pablo establishing the San Pablo Oversight Board, authorizing appointments and adoption of By-Laws pursuant to AB1 x26 legal requirements. *(Source: CC Agenda Item dated April 2, 2012)*

- The Resolution of the City of San Pablo as Local Successor Agency requesting that the San Pablo Oversight Board approve a request for extension of Irrevocable Letter of Credit No. S305458M, and authorizing certain actions relating thereto. *(Source: CC Agenda Item dated April 16, 2012)*

POLICY DEVELOPMENT

- The City of San Pablo City Council by Resolution authorized establishing a City Council Ad-Hoc Subcommittee - Comprehensive Emergency Management Plan. *(Source: CC Agenda Item dated April 2, 2012)*

PUBLIC WORKS

- The City of San Pablo City Council by Resolution authorized establishing the Stormwater Utility Assessment Rate for FY 2012/2013, and requesting the Contra Costa County Flood Control and Water Conservation District to adopt an annual parcel assessment for drainage maintenance and the National Pollutant Discharge Elimination System Program. *(Source: CC Agenda Item dated April 2, 2012)*
- The City of San Pablo City Council by Resolution authorized ordering the Engineer to prepare and file reports for the levy of annual assessments for Fiscal Year 2012/13 for San Pablo Street Light and Landscape Assessment District No. 1982-1, and authorizing the City Manager to execute an agreement for these services with LCC, Inc. *(Source: CC Agenda Item dated April 16, 2012)*
- The City of San Pablo City Council by Resolution authorized the City Manager to execute an agreement with Swinerton Management & Consulting in the amount of \$24,390 for pre-construction services for the Helms Community Center Project (PW 535). *(Source: CC Agenda Item dated April 16, 2012)*

REPORTING MONTH: MAY 2012

COMMUNITY RELATIONS

- The City of San Pablo City Council authorized a proclamation for National Public Works Week- May 20 to May 26, 2012; May 2012 as Bike Month; Dr. Cynthia LeBlanc commending her for outstanding work and dedication to the community; and Monica Gorospe - Certificate of Recognition for her 100th birthday. *(Source: EDC Agenda Item dated May 7, 2012)*

ECONOMIC DEVELOPMENT

- The San Pablo Economic Development Corporation Board of Directors by Minute Order conducted interviews and appointed Patricia Gross and Paresh Pakhare to serve two (2) two-year community at-large Board appointments; and appointed Priscilla Leadon to serve the one (1) three-year community at-large Board appointment. *(Source: EDC Agenda Item dated May 2, 2012)*
- Joint Resolution of the City Council of the City of San Pablo and the Board of Directors of the San Pablo Economic Development Corporation authorizing allocation of \$1,900 in FY 2011-12 Budget Stabilization Funds and \$2,500 in FY 2011-12 EDC Fund Balance to fund 2012 Event Sponsorships for local, non-profit community organizations. *(Source: CC Agenda Item dated May 7, 2012)*
- The City of San Pablo City Council by Minute Order appointed Mayor Valdez and Councilmember Chao-Rothberg to the non-profit, independent San Pablo Economic Development Corporation Board of Directors. *(Source: CC Agenda Item dated May 7, 2012)*

FISCAL MANAGEMENT

- The City of San Pablo City Council received and filed the Investment Portfolio Report for the quarter ending March 31, 2012. *(Source: CC Agenda Item dated May 7, 2012)*
- The City of San Pablo City Council by Resolution established the Appropriation Limit for Fiscal Year 2012/13. *(Source: CC Agenda Item dated May 21, 2012)*
- The City of San Pablo City Council by Resolution authorized (1) an amount not to exceed \$4 million advance from the General Fund, Fund Balance, and (2) an amount not to exceed \$1.6 million expenditure from the Budget Stabilization Fund to satisfy New Market Tax Credit Equity requirement for Helms Community Center Project. *(Source: CC Agenda Item dated May 21, 2012)*

HEALTHY EATING AND ACTIVE LIVING

- The City of San Pablo City Council by Resolution establishing an Administrative Policy on health and wellness in the workplace. *(Source: CC Agenda Item dated May 7, 2012)*
- The City of San Pablo City Council by Resolution (1) create "Cycle San Pablo," (2) promote bicycling in the community; and (3) designate the month of May 2012 as Bike Month in San Pablo. *(Source: CC Agenda Item dated May 7, 2012)*

HUMAN RESOURCES

- The City of San Pablo City Council by Resolution amended the City's FY 2011-12 Classification Plan to establish the Senior Center Services Aide Classification. *(Source: CC Agenda Item dated May 7, 2012)*

INTERGOVERNMENTAL RELATIONS

- The City of San Pablo City Council by Resolution supported Measure K for the West Contra Costa Unified School District for the June 5, 2012 State-wide ballot. *(Source: CC Agenda Item dated May 7, 2012)*
- The City of San Pablo City Council by Resolution authorized the City Manager to execute a Library Sublease and Service Agreement with Contra Costa County for FY 2012-13. *(Source: CC Agenda Item dated May 21, 2012)*

LAW ENFORCEMENT SERVICES

- The City of San Pablo City Council by Resolution authorized the purchase of two (2) fully-equipped patrol vehicles for the San Pablo Police Department. *(Source: CC Agenda Item dated May 21, 2012)*
- The City of San Pablo City Council by Minute Order ratified transmittal of a Letter of Support for 2012 Legislation - Assembly Bill (AB) 1081 (Ammiano) - Trust Act, Federal Immigration and Customs Enforcement (ICE) under the Secure Communities Program. *(Source: CC Agenda Item dated May 21, 2012)*

LEGAL SERVICES

- The City of San Pablo City Council conducted a public hearing; waived first reading; and introduced an Ordinance of the City Council of the City of San Pablo amending Section 2.28.040 of the San Pablo Municipal Code regarding regular meetings of the Planning Commission. *(Source: CC Agenda Item dated May 7, 2012)*
- The City of San Pablo City Council waived second reading and adopted an Ordinance of the City Council of the City of San Pablo amending Section 2.28.040 of the San Pablo Municipal Code regarding regular meetings of the Planning Commission. *(Source: CC Agenda Item dated May 21, 2012)*

LOCAL SUCCESSOR AGENCY

- The City of San Pablo City Council received a presentation to the Local Successor Agency of the FY 2011-12 Circle S Marketing Portfolio Update. *(Source: CC Agenda Item dated May 7, 2012)*

PLANNING SERVICES

- The City of San Pablo City Council conducted a public hearing and by Resolution approved a design review application for the construction of the Helms Community Center on the campus of the Walter T. Helms Middle School and consider a categorical exemption under the California Environmental Quality Act (CEQA). The property is located in the (Institutional) Zoning District at 2500 Road 20 (APN 416-110-002-1). *(Source: CC Agenda Item dated May 7, 2012)*
- The City of San Pablo City Council received a Focused Issue Planning Award from the American Planning Association, Northern Chapter for the City of San Pablo Health Element. *(Source: CC Agenda Item dated May 21, 2012)*

POLICY DEVELOPMENT

- The City of San Pablo City Council by Minute Order approved City Council member Committee Assignments and Ad-Hoc Subcommittees for Councilmember Kathy Chao-Rothberg proposed by the Mayor pursuant to SPMC 2.16.070 for Calendar Year 2012. *(Source: CC Agenda Item dated May 21, 2012)*

PUBLIC WORKS

- The City of San Pablo City by Resolution authorized the City's Finance Director to refund the property owner of Assessor's Parcel Number 413-220-019-9 \$3,387.00 for an overcharge of the San Pablo Street Lighting and Landscape Assessment District No. 1982-1 in Fiscal Year 2009/10 and 2010/11. *(Source: CC Agenda Item dated May 7, 2012)*
- The City of San Pablo City Council by Resolution authorized Amendment #2 to the agreement with Restoration Design Group for design services for the Day lighting of Wildcat Creek at Davis Park (PW 579). *(Source: CC Agenda Item dated May 7, 2012)*
- The City of San Pablo City Council by Resolution authorized the City Manager to execute an agreement with Harris & Associates in the amount of \$60,300 for updating the City's Pavement Management System and preparation of bid documents of the 2012 Slurry Seal and Pavement Repair Project (PW 527). *(Source: CC Agenda Item dated May 21, 2012)*

REGULATORY COMPLIANCE

- The City of San Pablo City Council received a presentation/update on the City's Climate Action Plan (SB 375). *(Source: CC Agenda Item dated May 21, 2012)*

REPORTING PERIOD: JUNE 2012

COMMUNITY RELATIONS

- The City of San Pablo City Council by Resolution authorized amendment to adopted FY 2012-13 Annual Community Grant Program, Policy and Procedures. *(Source: CC Agenda Item dated June 4, 2012)*
- The City of San Pablo City Council by Resolution called and gave notice of the holding of a General Municipal Election on Tuesday, November 6, 2012, and requested and consent to the consolidation of elections, and setting specifications of the election order. *(Source: CC Agenda Item dated June 18, 2012)*
- The City of San Pablo City Council by Resolution dissolved the Beautification Board of San Pablo and rescinding Resolution No. 5302. *(Source: CC Agenda Item dated June 18, 2012)*
- The City of San Pablo City Council by Minute Order conducted a preliminary review of FY2012-13 City Council Annual Community Grant Program list of qualified applicants for funding consideration; and by majority vote, approved recommendations for final grant awards; and directed City Manager to schedule Special Meeting for final grant award disbursement approval. *(Source: CC Agenda Item dated June 18, 2012)*
- The City of San Pablo City Council by Resolution authorized \$30,000 for final award disbursements to qualified applicants for FY2012-13 City Council Annual Community Grant Program and program amendments. *(Source: CC Special Agenda Item dated June 27, 2012)*

ECONOMIC DEVELOPMENT

- The City of San Pablo City Council by Resolution authorized the City Manager to (1) assign the Helms Community Center Ground Lease with the West Contra Costa Unified School District to the San Pablo Economic Development Corporation, and (2) execute a lease for the Helms Community Center from the San Pablo Economic Development Corporation. *(Source: CC Agenda Item dated June 4, 2012)*

FISCAL MANAGEMENT

- The City of San Pablo City Council authorized notice to schedule public hearing on the mid-term financial review and budget adjustments for the Biennial Operating Budget Fiscal Year 2012-13 for a June 18, 2012 hearing for financial review and budget adjustments. *(Source: CC Agenda Item dated June 4, 2012)*
- The City of San Pablo City Council by Resolution authorized adoption of the FY2011-2013 Council Priority Workplan Update – effective July 1, 2012. *(Source: CC Agenda Item dated June 18, 2012)*

- The City of San Pablo City Council by Resolution conducted a public hearing and adopted the mid-term budget adjustments for the Biennial Operating Budget for Fiscal Years 2011-13. *(Source: CC Agenda Item dated June 18, 2012)*

INTERGOVERNMENTAL RELATIONS

- The City of San Pablo City Council by Resolution designated voting delegates for the League of California Cities Annual Conference (September 5-7, 2012). *(Source: CC Agenda Item dated June 4, 2012)*

HUMAN RESOURCES/LABOR RELATIONS

- The City of San Pablo City Council authorized the City Manager, or his designee, to execute the following: (1) establish Salary Range Schedules effective July 1, 2012 in accordance with various Memoranda of Understanding, Terms of Employment and Schedule of Benefits from July 1, 2011 to June 30, 2014 for the various employees groups: Association of Intermediate Employees, Confidential Employees, Division Managers, Executive Management Employees, Public Employees Union Local One, San Pablo Police Employees Association, City Manager and City Attorney; (2) amend the Classification Plan to include new classifications effective July 1, 2012; (3) amend certain sections of the Schedule of Benefits for Executive Management Employees; and (4) amend the Hourly Range Schedule for part-time classifications effective July 1, 2012, to include the Program Assistant Classification. *(Source: CC Agenda Item dated June 18, 2012)*

INTERGOVERNMENTAL RELATIONS

- The City of San Pablo City Council by Resolution authorized the City Manager to amend the Ground Lease agreement with the West Contra Costa Unified School District for the Community Center on the Helms Middle School Campus. *(Source: CC Agenda Item dated June 4, 2012)*

LAW ENFORCEMENT SERVICES

- The City of San Pablo City Council were presented with FY 2011-12 Police Department Personnel Promotions and a K-9 Service Retirement *(Source: CC Agenda Item dated June 4, 2012)*
- The City of San Pablo City Council by Resolution authorized the sale of retired San Pablo Police Department Canine "Elgos" from Active Service. *(Source: CC Agenda Item dated June 4, 2012)*

LEGAL SERVICES

- The City of San Pablo City Council by Resolution directed review of the City of San Pablo's Conflict of Interest Code. *(Source: CC Agenda Item dated June 4, 2012)*
- The City of San Pablo City Council by Minute Order reviewed a DRAFT ordinance requiring project labor agreements on City Public Works projects in excess of One Million Dollars and directed staff to receive feedback from stakeholders. *(Source: CC Agenda Item dated June 18, 2012)*

LOCAL SUCCESSOR AGENCY

- The Resolution of the City Council of the City of San Pablo, acting both for the City and for the Successor Agency to the Former Redevelopment Agency of the City of San Pablo, pursuant to Part 1.85 of Division 24 of the California Health and Safety Code, electing that the City shall serve as an Interim Housing Successor to the Former Redevelopment Agency for a limited period of time and designating the housing assets to be retained by the City as the Interim Housing Successor. *(Source: CC Agenda Item dated June 18, 2012)*
- Resolution of the City Council of the City of San Pablo, acting in its capacity as the Interim Housing Successor to the Former Redevelopment Agency of the City of San Pablo, approving a Subordination Agreement and related matters for the affordable housing development located at 1883 Rumril Boulevard, known as Rumril Place. *(Source: CC Agenda Item dated June 18, 2012)*

POLICY DEVELOPMENT

- The City of San Pablo City Council by Minute Order authorized review of DRAFT FY2011-2013 City Council Priority Workplan Update; received public input, and directed City Manager to *develop* final Workplan for City Council adoption. *(Source: CC Agenda Item dated June 4, 2012)*

PUBLIC WORKS

- The City of San Pablo City Council by Resolution awarded the bid to Sausal Corporation for the Helms Community Center Project (PW 535), and authorizing the City Manager to execute an agreement in the amount of \$4,373,400 with Sausal Corporation. *(Source: CC Agenda Item dated June 4, 2012)*
- The City of San Pablo City Council by Resolution preliminarily approved the Engineer's Report declaring intention to levy and collect assessments within the San Pablo Street Lighting and Landscaping Assessment District No. 1982-1 for Fiscal Year 2012/2013, and setting a date for a public hearing. *(Source: CC Agenda Item dated June 4, 2012)*

- The City of San Pablo City Council by Resolution authorized the City Manager to execute an amendment in the amount of \$24,586 to the agreement with Ghirardelli Associates, Inc., for construction management services for the Wanlass Park Amenities Project (PW 405). *(Source: CC Agenda Item dated June 18, 2012)*

SENIOR SERVICES

- The City of San Pablo City Council by Resolution authorized the City Manager to purchase a 2012 Class E - F550 Aeroelite 32' Bus configured for 20 passengers and two wheelchairs or 26 passengers, with the Paratransit Measure J funds for use by the Recreation Division to transport seniors and disabled residents for special activities from El Dorado Bus Sales, and appropriating funding. *(Source: CC Agenda Item dated June 4, 2012)*

SPECIAL EVENTS

- The City of San Pablo City Council by Minute Order authorized sponsorship of Maple Hall events scheduled for June 2012: (1) RecycleMore Board of Directors Meeting on June 14, 2012 Public Workshop, and (2) Contra Costa Health Services Retirement Celebration for Nancy Baer on June 28, 2012.

RECREATION SERVICES

- The City of San Pablo City Council by Resolution authorized the City Manager to direct the Recreation Division to engage the residents of the City of San Pablo in "Random Acts of Recreation." *(Source: CC Agenda Item dated June 18, 2012)*

YOUTH SERVICES

- The City of San Pablo City Council by Resolution authorized the City Manager to (1) approve the San Pablo Team for Youth Program Funding Allocation Plan for Fiscal Year 2012-2013; and (2) negotiate and execute Grant Agreements with eligible team for youth service providers and Community Crime Prevention Associates for a total amount not to exceed \$120,000. *(Source: CC Agenda Item dated June 4, 2012)*

For more information, please refer all inquiries to the City Manager and/or designee.

As Authorized:

Date of Release: September 18, 2012



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