



City Manager's Weekly Update

August 6, 2014

UPCOMING MEETINGS

August Recess

- 9/2** City Council Meeting,
7:00 p.m.,
Council Chambers
- 9/8** Candidate Orientation,
7:00 p.m.,
Main Library, Karp
Room
- 9/15** City Council Meeting,
7:00 p.m.,
Council Chambers
- 10/6** City Council Meeting,
7:00 p.m.,
Council Chambers
- 10/13** No City Council Work
Session
- 10/20** City Council Meeting,
7:00 p.m.,
Council Chambers
- 10/27** City Council Work
Session, 7:00 p.m.,
Council Chambers
- 11/03** City Council Meeting,
7:00 p.m.,
Council Chambers
- 11/10** City Council Work
Session, 7:00 p.m.,
Council Chambers
- 11/17** City Council Meeting,
7:00 p.m.,
Council Chambers
- 12/01** City Council Meeting,
7:00 p.m.,
Council Chambers
- 12/08** City Council Work
Session, 7:00 p.m.,
Council Chambers
- 12/15** City Council Meeting,
7:00 p.m.,
Council Chambers

To: City Council
From: Chris Zapata, City Manager

Mark Your Calendar

Fire Advisory Commission Meeting

Thursday, August 21, 7:00 p.m. to 9:00 p.m., Alameda County Fire Department Administration Bldg, 6363 Clark Avenue, Dublin

- The next quarterly Fire Advisory Commission meeting will be held on August 21 at the Alameda County Fire Department (ACFD) Administrative Offices. The agenda will be posted 72 hours prior to the meeting on the [Fire Department website](#).

Council Information

San Leandro City Junior Golf Championship (flyer attached)

Wednesday, August 7, 13800 Monarch Bay Drive, San Leandro

- The San Leandro City Junior Golf Championship will be held on both courses at Monarch Bay on August 7th. Over 145 entries have been received this year, again making this event one of the the largest junior golf tournaments in Northern California.
- The continued success of the tournament is due largely to the volunteers from American Golf and the San Leandro Golf Club at Monarch Bay. The Public Works Department has managed this event since 1996. Since that time, the tournament has grown substantially, from 55 participants to a peak of well over 300 participants in 2007.
- Other junior events include the High School Girls Spring Invitational and the High School Boys Fall Invitational. Over 400 juniors participate in golf events managed by the Public Works Department each year.

Engineering and Transportation Welcomes New Summer Interns (flyer attached)

- The Engineering and Transportation Department is pleased to welcome their summer interns, who will be assisting the City on various projects. The attached flyer provides biographical information about each intern.

Request for Proposals for California Conservatory Theater (flyers attached)

- On April 14, 2014, the lease with Curtain Call Performing Arts for their use of the California Conservatory Theater was terminated due to non-performance.
- On August 6, 2014, a Request for Proposals was issued to the community for a new tenant for the Civic Center building's sixty seat theater. Arts and theater organizations in San Leandro as well as performing arts groups from the surrounding areas are invited to submit proposals.
- Submissions will be accepted until September 3, 2014. Proposal reviews and prospective tenant interviews are tentatively scheduled for October, 2014.

Public Works Quarterly Status Report (flyer attached)

- The Public Works Department Quarterly Status Report is attached, which provides a summary of the latest workload indicator data.

San Leandro Next

San Leandro Next is an initiative of the City of San Leandro Community Development Department providing news and updates on economic development and innovation. The following stories were posted since last week:

- [Retail Roundup – New Businesses Opening in San Leandro](#)
- [San Leandro’s Tech Transformation Featured on KQED and NPR’s “Marketplace Tech”](#)

To follow San Leandro Next, please visit www.sanleandronext.com or connect with us on [Facebook](#) or [Twitter](#).

CITY OF SAN LEANDRO

STAFF REPORT

Date: July 30, 2014

To: Chris Zapata, City Manager

From: Debbie Pollart, Public Works Director

By: David Sams, Golf Consultant

Subject: **SAN LEANDRO CITY JUNIOR GOLF CHAMPIONSHIP**

SUMMARY AND RECOMMENDATION

This report is for information only, and no action is required.

BACKGROUND

Each summer, since 1963, the San Leandro City Junior Golf Championship has been played at Monarch Bay (formerly the San Leandro Golf Complex). Originally, this event had 30 to 40 participants, ages 7 to 17, from San Leandro and surrounding communities competing in this one-day event.

DISCUSSION

This year, the San Leandro City Junior Golf Championship will be held on both courses at Monarch Bay on August 7th. Over 145 entries have been received this year, again making the San Leandro City Junior Championship one of the the largest junior golf tournament in Northern California. The overall boy's champion in 2013 was Owen Lin from Cupertino with a score of 64 (course record) and the overall girl's champion was Elizabeth Shultz from Lafayette with a score of 67 (also a course record).

The continued success of the tournament is due largely to the volunteers from American Golf and the San Leandro Golf Club at Monarch Bay. The Public Works Department has managed this event since 1996. Under Public Works administration, this tournament has grown from 55 participants in 1995 to well over 300 participants in 2007. Due to the difficult economic times as well as competing junior golf events, participation at all junior golf tournaments are down from the peak year in 2007. However, even with the drop in participation this year, San Leandro City Junior Golf Championship remains one of the largest junior golf tournaments in Northern California.

CONCLUSION

The San Leandro City Junior Golf Championship has grown to be one of the largest single-day city Junior Golf Championships in California. The Public Works Department and American Golf continue to grow the game of golf by hosting various junior golf competitions at Monarch Bay. Other junior events include the High School Girls Spring Invitational and the High School Boys Fall Invitational. Over 400 juniors participate in golf events managed by the Public Works Department on an annual basis.



2014 Summer Interns



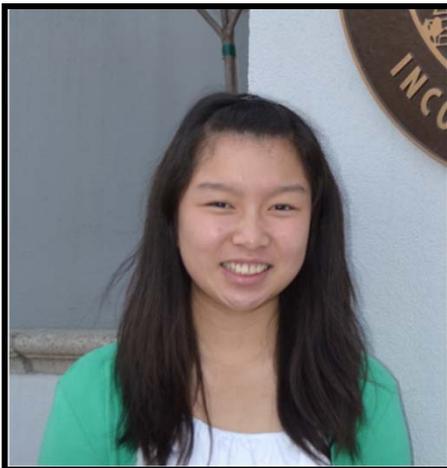
Danielle Klein's interest in civil engineering began in third grade when she wanted to design roller coasters. She will begin her fourth year at San Jose State University this September. Danielle has been an intern with the City for four summers. She enjoys photography and mountain biking.



Daniel Gavino attends San Jose State University and will start his sophomore year this fall. He began his internship with the Department as a San Lorenzo High School senior and is currently in his third year. He loves to play and watch all the sports, especially baseball, and has ambition to be a baseball coach and also to perform stand-up comedy.



Henry Wijaya is returning for his fourth consecutive summer. A San Leandro High School Alumni, Henry will be attending his second year at UC Davis as a Civil and Environmental Engineering major. Henry served on the City's Youth Advisory Commission for four years and was the Chair in 2012-2013. During his free time when he isn't busy engineering, Henry likes to perform spoken word or cook.



Mingyin Mei is a second year Intern in the Engineering and Transportation Department. Mingyin graduated from Arroyo High School this June and she will be attending Cal Poly San Luis Obispo in the fall. Mingyin enjoys reading suspense novels, playing badminton and baking during her free time.



San Leandro's Department of Engineering and Transportation Intern Reign Nelson is returning for her second year. She graduated from San Leandro High School in June 2014 and will be attending UC Merced in the fall as a Civil Engineering major. In Reign's free time, she likes traveling and playing video games.



Mariza Sibal is a third year civil engineering student at UC Davis. She joined the Engineering & Transportation Department's internship program in the summer of 2012. In her free time, she enjoys running, reading, and singing.



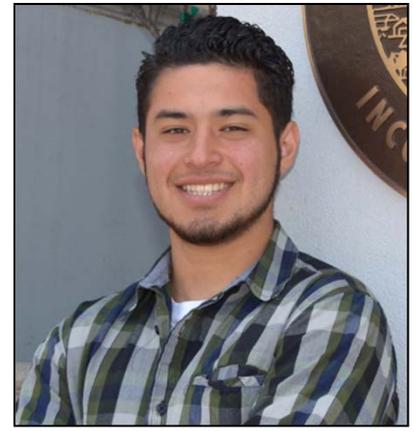
2014 Summer Interns



Engineering and Transportation intern Jaron Omololu is entering his senior year at San Leandro High School. This is his first summer as an intern for the City of San Leandro, through the Metropolitan Transportation Commission internship program. Jaron likes playing baseball, ultimate frisbee, and guitar. His favorite teams are the San Francisco 49ers, Oakland A's, and Liverpool FC.



Eric Hytonen will attend San Leandro High School as a senior this fall. While this is his first internship summer, he previously worked with the Recreation and Human Services Department. Eric enjoys volunteering, in San Leandro and internationally, and participating in cross country, swimming and ultimate frisbee. He is a huge supporter of the San Jose Spiders professional ultimate frisbee team. Go Spiders!



A lifelong San Leandro resident, Mario Perez will start his senior year at Bishop O'Dowd High School in Fall 2014. This is his first year interning with San Leandro's Engineering & Transportation Department. When he's not busy playing baseball and football, Mario enjoys drawing.

CITY OF SAN LEANDRO

STAFF REPORT

Date: August 4, 2014
To: Chris Zapata, City Manager
From: Uche Udemezue, Director
By: **Kirsten Foley, Administrative Services Manager**
Subject: Request for Proposals for California Conservatory Theater

SUMMARY AND RECOMMENDATION

This report is for information only, and no action is required.

BACKGROUND

On April 14, 2014, the lease with Curtain Call Performing Arts for the California Conservatory Theater was terminated for non-performance.

DISCUSSION

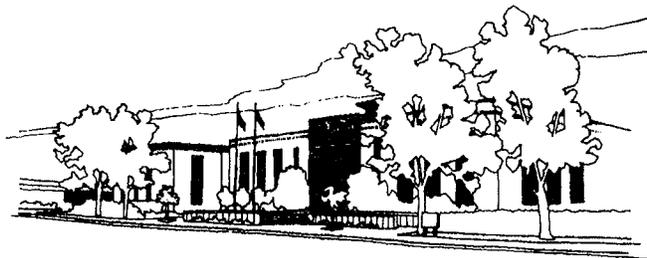
On August 6, 2014, a Request for Proposals will be issued to the community for a new tenant for the Civic Center building's sixty seat theater. Arts and theater organizations in San Leandro as well as performing arts groups from the surrounding areas will be invited to submit proposals. Submissions will be accepted until September 3, 2014 and we estimate that the proposal reviews and prospective tenant interviews will happen in October 2014. A copy of the request for proposals is attached for your information.

CONCLUSION

The City is committed to providing opportunities for art to thrive in our community and advancing the availability of the arts to all members of the San Leandro community. To that end, we seek to find a local organization with which to partner to continue to provide dynamic arts offerings to a variety of San Leandro community members.

City of San Leandro

Civic Center, 835 E. 14th Street
San Leandro, California 94577
www.sanleandro.org



August 8, 2014

FOR INFORMATIONAL PURPOSES ONLY

RE: Request for Proposals – Lease of California Conservatory Theater

Dear Applicant:

The City of San Leandro is committed to providing opportunities for art to thrive in our community. As such, the City desires to advance the availability of the arts to all members of the San Leandro community and is requesting proposals from responsible parties for the lease of the California Conservatory Theater (CCT) for the purpose of staging live theatrical productions as well as other arts-focused offerings.

The CCT is located in the Civic Center's Helen Lawrence building at 999 East 14th Street, San Leandro, California. This centrally located facility offers:

- A Sixty seat "black box" type theater, including ADA accessible seating
- Two dressing rooms
- Fully functional office space with internet & phone capability
- Foyer with sufficient space for ticket sales & small receptions
- Prominent theater advertising space along a busy transportation corridor
- Restrooms for performers & audience members

Proposal submissions should have the following components:

1. Scope of Services

The Scope should include a description and schedule of productions, classes, workshops and/or other community offerings. The Scope of Services should provide adequate details of the proposed offerings, define the audience/participants and associated direct and indirect costs for each Service (e.g. theatrical production, class, etc.) as well as a projected schedule for the first two lease years.

2. Business Plan

A comprehensive business plan must be submitted that describes anticipated expenses with documentation of current and proposed funding sources. Submission of six months of a proposer's most recent audited financial statements, or unaudited financial statements with an executive manager's or board member's attest that the financial statements are true and correct, is also required.

Stephen H. Cassidy, Mayor

City Council:

Pauline Russo Cutter
Jim Prola

Michael J. Gregory
Ursula Reed

Benny Lee
Diana M. Souza



3. Organizational Overview

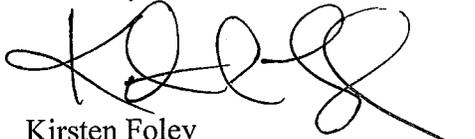
Proposals should provide an explanation of the organization's structure, the relevant experience of its Board of Directors, and descriptions and curriculum vitae of the organization's leadership, with particular focus on the successful management of a performing arts organization or organizations.

Tours of the space will be on Wednesday, August 20 and Thursday, August 21, 2014. Please call in advance and arrange a tour on one of the selected dates. A tour of the space is mandatory; proposals will not be accepted from proposers who have not taken a tour.

Proposals must be received by Kirsten Foley, Administrative Services Manager, by 5:00 p.m. Wednesday September 3, 2014. Electronic submissions will be accepted, but must include all of the proposal's requirements. The City reserves the right to reject any late or incomplete proposal. The City reserves the right to terminate this request for proposals at any time, to amend or modify its requirements, and to reject any or all proposals. The City estimates that proposal reviews and prospective tenant interviews may occur in September.

Please contact me at (510) 577-3432 or at the email address provided below if you have further questions.

Sincerely,



Kirsten Foley
Administrative Services Manager
Engineering & Transportation Department
kfoley@sanleandro.org

KF:pdt

cc: Uche Udemezue
Chris Zapata

2305197.1



Department of Public Works



Quarterly Status Report Months of April—June 2014

| Work Measured in Occurrences | | |
|---------------------------------|-------------------------------------|--------------------|
| Division | Service Request Category | Requests Completed |
| Street Maintenance | Abandoned Shopping Carts Retrieved | 278 |
| Street Maintenance | Abandoned Mattresses Retrieved | 53 |
| Street Maintenance | Potholes Filled | 146 |
| Tree Maintenance | City Trees Trimmed | 552 |
| Tree Maintenance | City Trees Removed | 28 |
| Tree Maintenance | City Trees Planted | 37 |
| Tree Maintenance | City Tree Stumps Removed | 40 |
| Tree Maintenance | City Tree Emergency Responses | 27 |
| Fleet Maintenance | Preventive Maintenance Performed | 167 |
| Fleet Maintenance | Maintenance Repairs Performed | 224 |
| Environmental Services | Pretreatment Samples/Analyses | 320 |
| Environmental Services | Businesses Inspected | 73 |
| Environmental Services | Spill Complaints Investigated | 9 |
| Environmental Services | Building & Plan Reviews Completed | 30 |
| Water Pollution Control | Storm Drains Inspected | 402 |
| Water Pollution Control | Sewer/Storm Drain Service Calls | 32 |
| Water Pollution Control | Maintenance Requests Completed | 649 |
| Water Pollution Control | Compliance Samples and Lab Analyses | 1,657 |
| Lights/Signals Maintenance | Street Lights Repaired | 137 |
| Lights/Signals Maintenance | Traffic Signals Repaired | 22 |
| Lights/Signals Maintenance | Signs Manufactured | 344 |
| Lights/Signals Maintenance | Signs Installed | 164 |
| Total Requests Completed | | 5,391 |

64 Working Days this Quarter = **84 Requests for Service (average) per day**

| Work Measured in Volume, Distance, Area, or Mass | | |
|--|--|------------------|
| Division | Service Request Category | Amount Completed |
| Street Maintenance | Illicit Discard Removal (<i>Cubic Yards</i>) | 215 |
| Street Maintenance | Graffiti Abatement—Streets (<i>Square Feet</i>) | 7,640 |
| Parks Maintenance | Graffiti Abatement—Parks (<i>Square Feet</i>) | 5,588 |
| Street Maintenance | Asphalt Application (<i>Square Feet</i>) | 27,436 |
| Street Maintenance | ALL Striping Application (<i>Linear Feet</i>) | 3,224 |
| Street Maintenance | Street Sweeping (<i>Cubic Yards</i>) | 1,634 |
| Water Pollution Control | City Sewer Mains Cleaning/Inspections (<i>Linear Feet</i>) | 210,250 |
| Water Pollution Control | Wastewater Treatment (<i>Gallons</i>) | 438,280,000 |
| Water Pollution Control | Reclaimed Water Produced (<i>Gallons</i>) | 77,765,000 |
| Water Pollution Control | Soluble Pollutants Removed (<i>Pounds</i>) | 1,593,095 |

Facilities Maintenance Projects

- Installed VFD at Main Library Cond Water Pump to increase flow
- Installed LED light (night light) at rear of City Hall
- Completed Janitorial contract
- Relocated cubicles in Information Services
- Completed new Johnson Control/UFD wall, room & door installation
- Completed welding bay ventilators in Streets Maintenance Shop

