



Mayor and Members of the City Council:

This is the report for the week ending December 8, 2017.



1. Meeting Notes

The next City Council meeting is scheduled for Tuesday, December 19th beginning with a Closed Session at 5:00 PM, followed by a Special Meeting of the Richmond Housing Authority at 6:25 PM, then by the Regular Meeting of the Richmond City Council at 6:30 PM. The agenda may be found by clicking this link: [Richmond City Council Agenda Packet](#).

2. 65th Annual Snow Ball

Spectacular, spectacular is the best way to describe the 65th Annual Snow Ball held at the Richmond Memorial Auditorium on Saturday, December 9th. The gala event sparkled brightly from the beautiful decorations and attire of the attendees. The music kept everyone moving in rhythm, with laughter filling the room. The most amazing part of the event was witnessing the comradery of all the West Contra Costa Unified School District students and their guests during the beautiful coronation, cheering and clapping for all the candidates. The winning Snow Ball candidates were: King, Dilraj Singh from De Anza and Queen, Ruhiyah Pareja from Pinole Valley. Congratulations to all the school representatives!





3. Holiday Fire Safety

During the holiday season, fire departments respond to more home structure fires caused by Christmas trees than for any other single cause:

- 30% of these fires are caused by electrical problems.
- 25% are the result from a heat source that's too close to the tree.

The Richmond Fire Department offers the following advice for picking, placing and lighting the tree:

- Artificial trees: be certain that it is labeled, certified or identified as fire-retardant.
- Live tree: make certain that the green needles don't fall off when touched; cut 2" from the base of the trunk and water it daily.
- Make sure that the tree is not blocking an exit and is at least 3 feet away from any heat source.
- Use lights that will not overheat your tree, and make sure they are designed for indoor **or** outdoor use.
- Replace any string of lights with worn or broken cords, or loose bulb connections.
- Never use lit candles to decorate the tree.
- Always turn off Christmas tree lights before leaving the home or going to bed.
- After Christmas, get rid of the tree. Dried-out trees are fire hazards and should not be left in the home or garage, or placed outside the home.

Cooking During the Holidays:

- The Richmond Fire Department suggests creating a "kid-free zone" of at least three feet around the stove and areas where hot food and drinks are prepared or carried.
- Stay in the kitchen while you're frying, grilling, boiling, or broiling food. Check food regularly and use a timer to remind you that you're cooking.

Candles:

- Candles are widely used in homes throughout the holidays, and December is the peak month for home candle fires.
- Keep them at least 12” away from anything that can burn, and remember to blow them out when you leave the room or go to bed.
- NFPA statistics show that two of every five home decoration fires are started by candles. Consider using flameless candles, which look and smell like real candles.
- Lastly, never leave a child or pet alone in a room with a burning candle.

By following these fire prevention tips and measures, you can greatly reduce the risk of fire in your home, and enjoy a safe holiday season.

Visit www.nfpa.org/holiday for more information and safety tips.

4. Online Payment of the Residential Rental Housing Fee

In November 2016, a majority of City of Richmond voters approved Measure L, the Richmond Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance. The Ordinance established the residential rental housing fee, which must be paid by all Richmond landlords to fund implementation of the Ordinance through the City’s Rent Program Department.

The current residential rental housing fee is \$145.00 per rental unit. It is anticipated that invoices for payment of the fee will be mailed beginning in November 2017, with payment due by **January 2, 2018**. Alternatively, the fee may be paid online at [www.https://etrakit.ci.richmond.ca.us](https://etrakit.ci.richmond.ca.us). Please refer to the images below for additional online payment instructions.

You can save time and avoid late payment penalties by paying online today.

For more information about the Rent Program, please visit www.richmondrent.org or call (510) 620-6576. The Rent Program office is located on the second floor of 440 Civic Center Plaza, Richmond, CA 94804, and is open Monday-Friday, from 9:00 AM – 12:00 PM and 1:00 PM – 4:00 PM.

CALLING ALL RICHMOND LANDLORDS:

YOU CAN PAY THE RENTAL HOUSING FEE ONLINE!

WHAT:

The Rental Housing Fee funds administration of the Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance.

HOW MUCH:

\$145 per Rental Unit

HOW:

1. Go to: <https://etrakit.ci.richmond.ca.us>
2. Under the "Permits" heading, click, "Pay Fees"
3. Select your name from the "Contractor/Landlord Login"
4. Your password is the highest APN (parcel) number of all rental properties you own in the City of Richmond (first nine digits, no dashes)



LLAMADO A TODOS LOS PROPIETARIOS DE RICHMOND:

¡USTED PUEDE PAGAR LA CUOTA DE VIVIENDA DE ALQUILER EN LÍNEA!

QUE:

La Cuota de Alquiler de Vivienda provee fondos para la administración de la Ordenanza para Renta Justa, Causa Justa para el Desalojo y Protección del Propietario.

CUÁNTO CUESTA:

\$145 por Unidad de Alquiler

CÓMO:

1. Visite: <https://etrakit.ci.richmond.ca.us>
2. Bajo el encabezado de "Permits" (permisos), haga clic en, "Pay Fees"
3. Seleccione su nombre desde el "Contractor/Landlord Login"
4. Su contraseña es el número más alto de APN (parcela) de todas las propiedades de alquiler que posee en la ciudad de Richmond (primeros nueve dígitos, sin guiones)



5. City Manager Chronicles

I have listed below some of the topics for meetings that I attended during the past week in the hope that it provides an idea of the varied issues with which our organization deals routinely.

Meetings and events of note during the past week included:

- Met with the City's debt finance team, along with Finance Director Belinda Warner, Water Resource Recovery Manager Ryan Smith, Senior Deputy City Attorney Everett Jenkins, and Senior Administrative Analyst Mary Phelps, to discuss the wastewater system capital planning model;
- Provided an update regarding City finances, the community survey results, and special projects at a convening of all city staff members (two scheduled times);
- Met with AT&T Government Affairs Representative to discuss the status of telecommunications projects in Richmond;
- Attended my semi-monthly check-in meeting with Rosie the Riveter World War II Homefront National Historic Park Superintendent Tom Leatherman, along with Senior Management Analyst LaShonda White;
- Attended (for a day) the League of California Cities Municipal Finance Institute, at which I gave a presentation on "budgeting in times of uncertainty;"
- Attended the monthly Contra Costa Public Management (city managers) Association meeting;
- Met, along with Administrative Chief Shasa Curl, with Ernst Valery, developer of the 12th and Macdonald project to discuss the status and schedule;
- Attended my monthly check-in meeting with West Contra Costa Unified School District Superintendent Matt Duffy.

These meetings were in addition to attending the regular management staff meeting, agenda planning, reviewing staff reports to the City Council, doing department head "check-ins," having discussions on various personnel matters, and having short discussions with staff, community members, members of the press, etc.

6. Richmond Promise Office Hours at WCCUSD High Schools & RPAL

Need help with your financial aid applications? Need help with the Richmond Promise Scholarship Application? Have questions about college? Richmond Promise College Access Coordinator Gaby Urías will be hosting weekly office hours at the following schools to assist students with financial aid and scholarship applications:

- **El Cerrito High School:** M – 11:30 AM - 12:00 PM
- **Richmond High School:** M – 12:30 PM - 1:30 PM
- **Richmond Police Activities League facility (RPAL):** T – 5:00 PM - 6:00 PM

- **De Anza High School:** W – 1:50 PM - 2:30 PM
- **Greenwood High School:** Th – 1:00 PM - 2:00 PM
- **Kennedy High School:** Th – 2:30 PM - 3:30 PM

The 2017-18 Richmond Promise Scholarship Application is open and can be found at www.richmondpromise.org. Please share this opportunity with eligible students in your life!

Questions or want to request a workshop? Info@richmondpromise.org // 510-761-7231



7. AC Transit Service Changes Effective Sunday, December 17th

AC Transit service changes will go into effect this upcoming Sunday, December 17th. Highlighted changes include the following:

- Lines 20, 21, and 62 will return to previous routing with the end of construction on E. 10th Street and 23rd Avenue;
- The loop in Foster City on Line M will serve commuters crossing the San Mateo Bridge, rather than commuters from San Mateo;
- Line Z will end in both directions at the same point, on San Pablo Avenue at Marin Avenue in Albany.

New schedules and route maps are available at actransit.org. Look for new pocket timetables for lines 10, 12, 18, 19, 20, 21, 29, 33, 62, 72R, 75, 76, 79, 80, 81, 85, 89, 96, 97, 200, 212, and 239 on your bus (other timetables are available [online](#) or by [request](#) from AC Transit Customer Service).

In addition, the City of Oakland's Broadway Shuttle will have minor schedule changes. Visit bshuttle.com for more information.

For specific questions, call (510) 891-4777, or use the [online form](#).

8. Apply for Your U.S. Passport at Richmond City Hall!

The City of Richmond City Clerk's Office is pleased to announce that it is accepting passport applications on behalf of the United States Department of State. United States citizens planning international travel may apply for their passport at 450 Civic Center Plaza, Suite 300, during the following hours by appointment only:

Monday: 10:00 AM to 4:00 PM
Wednesday: 10:00 AM to 4:00 PM
Friday: 10:00 AM to 2:00 PM
(Closed 12:00 PM to 1:00 PM – days of operation only)

Please recognize that the area is an operational executive office, and a quiet zone. No drop in service for same day appointments or scheduling future appointments is available at this time; you **must** call **(510) 620-6786** to schedule **all** appointments.

For application forms, information on documentation required, fees, and a wealth of other passport and international travel information, visit the only official website for passport information – travel.state.gov.

For more information about the City of Richmond Passport Acceptance Facility, please visit <http://www.ci.richmond.ca.us/passports>.

**Apply for your U.S.
Passport at Richmond
City Hall!**

**BY APPOINTMENT ONLY
NO WALK-IN SCHEDULING OF APPOINTMENTS
YOU MUST CALL (510) 620-6786**

**Go to: www.ci.richmond.ca.us/passports
for application forms and information**



City of Richmond
City Clerk's Office
450 Civic Center Plaza, Ste. 300
Richmond, CA 94804

PASSPORT SERVICE HOURS

Monday: 10:00 a.m. to 4:00 p.m.
Wednesday: 10:00 a.m. to 4:00 p.m.
Friday: 10:00 a.m. to 2:00 p.m.
(Closed 12:00 p.m. to 1:00 p.m.)

**BY APPOINTMENT ONLY - NO WALK-INS
YOU MUST CALL (510) 620-6786**

9. Contra Costa CARES | A Health Access Program is Currently Accepting Applications

Contra Costa CARES is a healthcare program for uninsured adults living in Contra Costa County and is **currently accepting applications**. Those enrolled can access primary care services at no cost.

Applying is easy; simply make an appointment with the health center that you would like to receive care from, either Brighter Beginnings: (510) 213-6681 or Lifelong Medical Care: (510) 215-9092, and show up to your appointment. During your appointment a health center enroller will assist you with your application and check if you are eligible for the program. Make sure to bring proof of identity, residence, and income to your appointment.

To be eligible, you must be 19 years of age or older, be a resident of Contra Costa County, not be eligible for full-scope Medi-Cal, Covered CA, or other insurance, and have an annual household income of 138% federal poverty level or lower (i.e. 1-person households= \$16,643; family of four = \$33,948). Those that are unsure about their eligibility can call to set up an appointment, and a trained health center worker will help determine eligibility.

Applying is as easy as 1, 2, 3!

<p>1. Call to schedule your appointment:</p>  <p>Brighter Beginnings: (510) 213-6681 Lifelong Medical Care: (510)215-9092</p>	<p>2. Go to your appointment:</p>  <p>Make sure to bring proof of identity, residence, and income.</p>	<p>3. Receive your CARES ID Card upon approval:</p>  <p>You can now receive primary care at the health center you enrolled with.</p>
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Contra Costa CARES is currently accepting applications!

10. Community Services Highlights

2nd Annual Holiday Food Drive Launched



City of Richmond
Community Services Department



HOLIDAY FOOD DRIVE BLITZ

DECEMBER 13 - DECEMBER 18

All donations to benefit:





The City of Richmond Community Services Department (CSD) is collecting donations of non-perishables for their 2nd annual Holiday Food Drive, which ends on

December 18th. All donations will benefit the Bay Area Rescue Mission (BARM) this holiday.

With only a few weeks left, the CSD invites you to participate in the 2017 Holiday Food Drive Blitz! Now more than ever during this holiday time, we need your help to foster unity and strength within our community.

All donations given during the Blitz will be entered for a chance to win an Amazon Echo Dot or a gift basket! Read on to find out how.

CANNED FOOD DROP-OFFS:

From 9:00 AM to 12:00 PM on Saturday, December 16th, folks can drop off any non-perishable items at the community centers listed below. Staff will be available to register and enter you in our holiday giveaway at the following locations:

Richmond Senior Center
2525 Macdonald Ave.

AND

Richmond Plunge
1 E Richmond Ave.

Participants will be entered into a drawing for an Amazon Echo Dot or one (1) of two (2) ServiceWorks gift bags. One (1) entry ticket will be given for each non-perishable food item donated, and two (2) entry tickets will be given for each donated item that is on BARM's holiday wish list: oats, cornmeal, pancake mix, canned food (only cranberry sauce, corn, green beans, mixed veggies, sweet potatoes, and collard greens), and spices (only black pepper, paprika, chile powder, cumin, garlic powder, and onion powder).

Winners will be announced at the end of the blitz on Saturday, December 16th. Winners do not need to be present during the drawing.

For more information, e-mail stephanie_ny@ci.richmond.ca.us or call (510) 620-6563.

4th Annual Youth Job Fair, Ages 15-24



Whether you like spending time outdoors, working with children, aquatics, or public safety, there's something for you with the East Bay Regional Park District! Learn about the wide variety of job opportunities for youth and students while exploring the many jobs available for the summer and in the near future. Free lunch and shuttle provided. Pre-registration is not required; drop-in event.

Date, Time & Location:

Saturday, January 27, 2018 at 10:00 AM – 12:00 PM

Richmond Memorial Auditorium and Convention Center
403 Civic Center Plaza
Richmond, CA 94804

Schedule for Event

10:00 AM - Doors Open!

10:00 AM -11:00 AM - Job Fair

11:15 AM -11:45 AM - Workshops

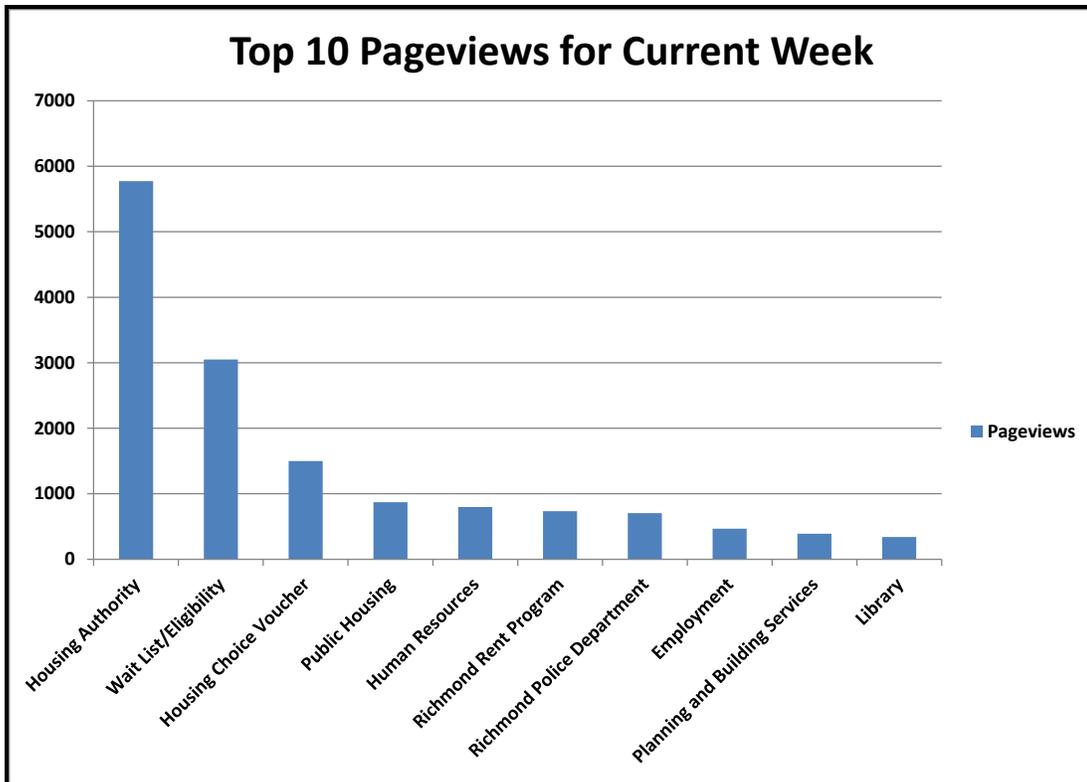
12:00 PM - Farewell!

*Free Shuttle from El Cerrito del Norte BART leaves at 9:45 AM, final drop off is at 12:15 PM**

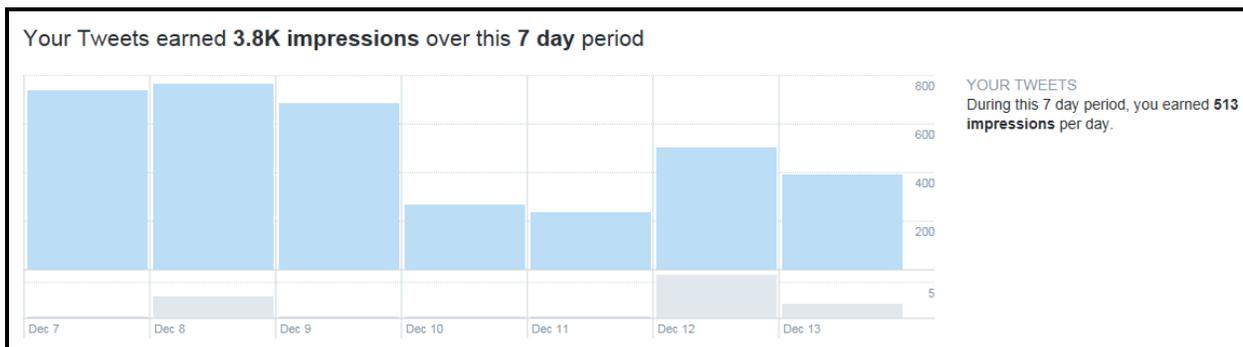
Follow us on Facebook and stay updated on our Facebook event page [here](#). Can't make it? There is another Youth Job Fair event [scheduled in Livermore](#) at the Robert Livermore Community Center on January 20, 2018.

11. Information Technology

Website Statistics for the Week Ending 12-16-2017



- ↑ Page views increased by 77%
- ↑ Post engagements are up 51%
- ↑ Followers are up!



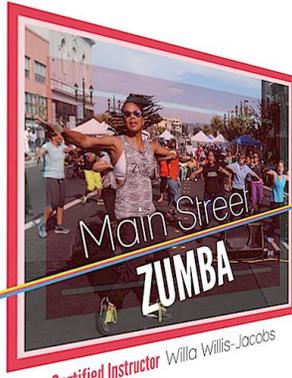
KCRT DATANET OF THE WEEK



S&P Global
Ratings

S&P Global Ratings has raised the City of Richmond's issuer credit rating (ICR) to "A-" from "BBB+"

What does this mean?
Read more at the City of Richmond's Web Page
www.ci.richmond.ca.us



Main Street ZUMBA
Certified Instructor Willa Willis-Jacobs

Get Fit & Feel Great in Downtown Richmond with Main Street Zumba

Thursdays 6:30-7:30pm

BBK Center for Health & Wellness
310 9th Street, Richmond

RichmondMainStreet.org
(510) 236-4049

CELEBRATE THE WINTER SOLSTICE

Local author, MARGARET C. MURRAY, will be showing slides and videos marking Native American knowledge of the solstice

- *Astronomy *Tai Chi
- *Drumming *Art & Song
- *Book Reading

Thursday, December 21st
6:00 – 7:30pm
Richmond Public Main Library, Whittlesey Room



\$5 - \$8 per class. Sliding scale. No one will be turned away for lack of funds

12. Engineering/CIP Departments

Engineering Projects:

The Richmond Ohlone Greenway Gap Closure creek restoration has been completed. The project in total is at 90% completion.



Richmond Ohlone Greenway Gap Closure

The Miraflores Senior Apartments construction is progressing very well. The contractor began the exterior painting, roofing, parking paving and interior improvements. The project in total is at 75% completion.



Miraflores Senior Apartments

The Richmond Greenway “Greening the Last Mile” Project is continuing on schedule. The Carlson Boulevard Access Plaza has been completed except for benches, and tree planting and landscaping will follow in the coming weeks.



Richmond Greenway

Streets Division:

Paving crews grinded and paved 32nd Street from Barrett to Macdonald Avenues and worked from the outstanding pothole list in various locations around the City.



Paving on 32nd Street

Street sweeping staff performed residential sweeping services for the second Monday through Thursday and third Friday in the May Valley, Vista View, Clinton Hill I, Clinton Hill II, Clinton Hill III, Clinton Hill IV, East Richmond, Santa Fe, Coronado, Marina Bay and Point Richmond neighborhood council areas.

Signs and Lines repaired 40 signs and poles, installed 22 new signs and poles, and painted 80' of curbs and zoning.

13. Infrastructure Maintenance and Operations

Abatement:

Abatement crews boarded-up a private property in the Eastshore Neighborhood and continued removing tons of illegal dumping and graffiti throughout the City.



Board-up



Illegal Dumping



Graffiti Abatement

Code Enforcement:

Code Enforcement Officer A. Causey prepared and executed warrants to remove inoperable vehicles and to secure a single family home. The property was littered with debris and the subject of multiple neighborhood complaints. With the assistance of the Police Department and the Abatement division, the property was cleaned and secured without incident.



Before and After

Facilities Maintenance Division:

Utility Workers removed furniture from the Employment and Training building, placed Christmas trees in the lobby of City Hall and 440 Civic Center Plaza, completed the cleaning and waxing of the Recreation Complex floor, set up meeting rooms and the Council Chambers and maintained 29 City-owned facilities.



Waxed Floor at the Recreation Complex

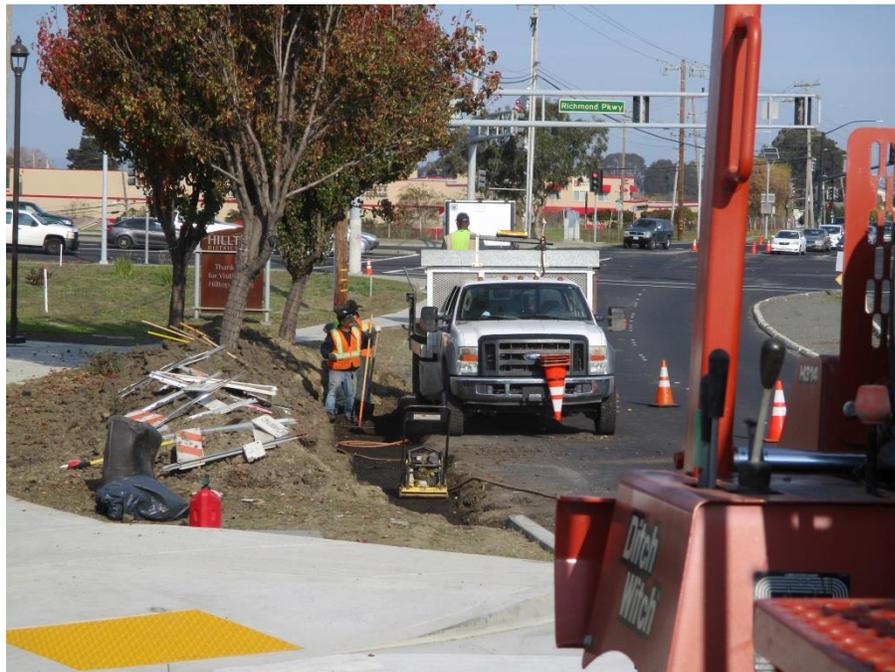
Parks and Landscaping Division:

General maintenance crews weeded and trimmed the right-of-ways on Seacliff Drive, trimmed trees on Nevin Avenue for the vehicle charging station, cleared the planting strip on Monterey Avenue for new trees and replaced signs at Mira Vista Park and on the Greenway.



Preparation of Planting Strip for Trees

Hilltop District crews continued maintenance around Hilltop Mall business area, performed maintenance at Country Club Vista Park, cleaned v-ditch near Richmond Parkway and performed weed abatement on the pathway side of Atlas Road.



Planting Near Richmond Parkway

Marina District crews repaired playground equipment at Barbara J. Vincent Park, mowed turf, repaired cyclone fencing, and continued with the landscaping project on the Marina Bay Parkway.



Play Structure Repair

Feel free to contact me if you have any questions or comments about these or any other items of interest to you.

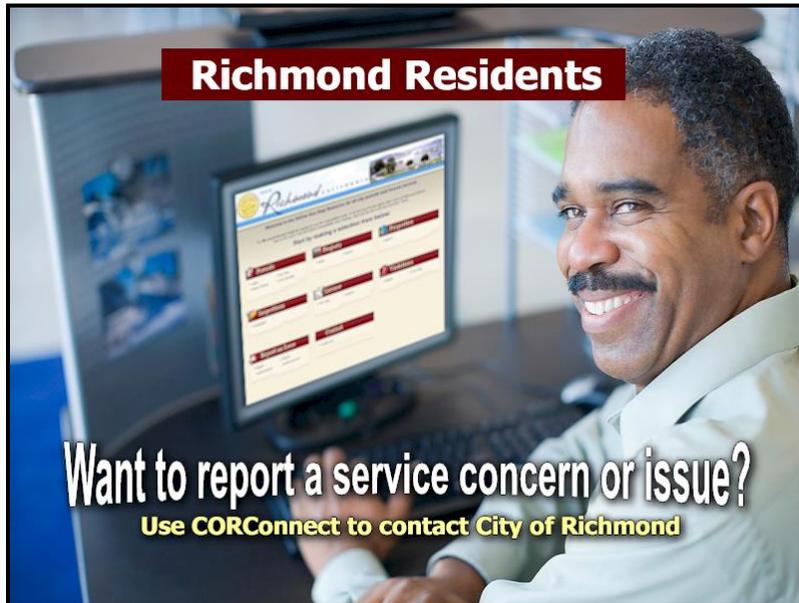
Have a great week!

*Bill Lindsay
City Manager
City of Richmond
450 Civic Center Plaza
Richmond, California 94804
(510) 620-6512
Bill_lindsay@ci.richmond.ca.us*

You can sign up to receive the City Manager's weekly report and other information from the City of Richmond by visiting: www.ci.richmond.ca.us/list.aspx

See the next page to see options for connecting with the City of Richmond.

Connecting with the City of Richmond



On the next screen, under "Report an Issue," select "Report Issue/Concern," or "Search Issue/Concerns" to look up a previously reported issue.




You can also look up previously submitted issues to check on the current status if you provided your name, phone number or email when you submitted it.

Want to report a service concern or issue?

Use the City of Richmond Mobile Application:



Available on the iPhone App Store

Available on Google play

The City of Richmond mobile app provides Richmond's community members with one-stop access to City services and information via mobile devices

E-mail your comments at webservices@ci.richmond.ca.us

Connect with the City of Richmond

To contact us by phone:

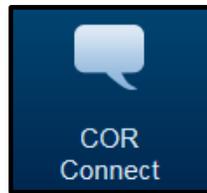
The City's website (<http://www.ci.richmond.ca.us/>) provides a department and staff directory at <http://www.ci.richmond.ca.us/Directory.aspx>.

If you're not sure which department you need to contact, or, if you don't receive a call back (which should not happen) from your original call or message, we encourage you to phone the City Manager's office at (510) 620-6512.

Using the CORConnect Application on the City's Website:

You can use the **CORConnect** button on the City's website (<http://www.ci.richmond.ca.us/>) to report a concern, pose a question, or acknowledge the City's work in some way. These **CORConnect** issues go directly to the responsible department, and the city manager reviews reported issues on a regular basis to determine if City staff members are responding appropriately. If you do not feel that you have received a satisfactory response, please contact the City Manager's office at (510) 620-6512.

To access **CORConnect** select the CORConnect button on the homepage of the City website.



Alternatively you can select the **COR Connect** button on any other webpage on the left hand side of the page.



On the next screen under Report an Issue select Report Issue/Concern to create a report or Search Issue/Concerns to look up a previously reported issue. You can also look up previously submitted issues to check on the current status if you provided you name, phone number or email when you submitted it.



On the page, you can also look up information on a parcel, see permits issued and look up business license information. If you have a current business license you can pay to renew it online with a credit card.

The recommended browsers are: **Microsoft Edge**, or **Microsoft Internet Explorer version 11** using the compatibility mode. It can be found in the upper right corner of Internet Explorer: click on the "gear" icon and select Compatibility View Settings, then add the site to the list and click "Close".

The City of Richmond is looking forward to feedback from the community on **CORConnect**. We welcome your comments at webservices@ci.richmond.ca.us

Using the City of Richmond Mobile Application:

The City of Richmond mobile app provides Richmond's community members with one-stop access to City services and information via mobile devices. The app allows quick and real-time reporting of neighborhood-related issues; viewing the City's events calendar; finding addresses and phone numbers of local businesses, city departments and council members. The City of Richmond's mobile phone app is available on the Apple App store and Google Play store.



QR Codes are available for easy downloading of this APP:

Apple version of APP

Android version of APP



We welcome your comments at webservices@ci.richmond.ca.us