



Council Chambers
200 H Street
Antioch, CA 94509

Closed Session - 6:15 P.M.
Regular Meeting - 7:00 P.M.

ANNOTATED AGENDA

for

November 10, 2015

Antioch City Council
Regular Meeting

Wade Harper, Mayor
Lori Ogorchock, Mayor Pro Tem
Mary Helen Rocha, Council Member
Tony Tiscareno, Council Member
Monica E. Wilson, Council Member

Arne Simonsen, City Clerk
Donna Conley, City Treasurer

Steven Duran, City Manager
Derek Cole, Interim City Attorney

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Notice of Availability of Reports

This agenda is a summary of the actions proposed to be taken by the City Council. For almost every agenda item, materials have been prepared by the City staff for the Council's consideration. These materials include staff reports which explain in detail the item before the Council and the reason for the recommendation. The materials may also include resolutions or ordinances which are proposed to be adopted. Other materials, such as maps and diagrams, may also be included. All of these materials are available at the City Clerk's Office, located on the 3rd Floor of City Hall, 200 H Street, Antioch, CA 94509, during normal business hours for inspection and (for a fee) copying. Copies are also made available at the Antioch Public Library for inspection. Questions on these materials may be directed to the staff member who prepared them, or to the City Clerk's Office, who will refer you to the appropriate person.

Notice of Opportunity to Address Council

The public has the opportunity to address the Council on each agenda item. To address the Council, fill out a yellow Speaker Request form, available on each side of the entrance doors, and place in the Speaker Card Tray. See the Speakers' Rules on the inside cover of this Agenda. Comments regarding matters not on this Agenda may be addressed during the "Public Comments" section.

6:17 P.M. ROLL CALL – CLOSED SESSION – for Council Members – *All Present*

PUBLIC COMMENTS for Closed Session – *None*

CLOSED SESSION:

- 1) **CONFERENCE WITH LABOR NEGOTIATORS** – This Closed Session with the City's Labor Negotiators is authorized by California Government Code section 54957.6; City designated representatives: Michelle Fitzer, Denise Haskett and Glenn Berkheimer; Employee organization: Public Employees Union Local 1.

Direction given to Labor Negotiators

6:18 P.M. Adjourn to Closed Session

7:08 P.M. ROLL CALL – REGULAR MEETING – for Council Members – *All Present*

PLEDGE OF ALLEGIANCE

1. PROCLAMATION

PROCLAMATION

- 50th Anniversary of the First Baptist Head Start Program, November 19, 2015

Approved, 5/0

Recommended Action: It is recommended that the City Council approve the proclamation.

ANNOUNCEMENTS OF CIVIC AND COMMUNITY EVENTS

PUBLIC COMMENTS – *Members of the public may comment only on unagendized items. The public may comment on agendized items when they come up on this Agenda.*

BOARD & COMMISSION OPENINGS

One partial term ending June 12017 on the Economic Development Commission.

The Mayor reopened applications for two 4-year terms on the Planning Commission.

CITY COUNCIL COMMITTEE REPORTS

MAYOR'S COMMENTS

2. CONSENT CALENDAR

A. APPROVAL OF COUNCIL MINUTES FOR OCTOBER 27, 2015

Approved, 5/0

Recommended Action: It is recommended that the City Council approve the minutes.

MINUTES

B. APPROVAL OF COUNCIL WARRANTS

Approved, 5/0

Recommended Action: It is recommended that the City Council approve the warrants.

STAFF REPORT

C. REJECTION OF CLAIM

1. Robert Vaughn

Rejected, 5/0

Recommended Action: It is recommended that the City Council reject the claim of Robert Vaughn that was received on July 16, 2015.

STAFF REPORT

D. APPROVAL OF TREASURER'S REPORT FOR SEPTEMBER 2015

Approved, 5/0

Recommended Action: It is recommended that the City Council approve the report.

STAFF REPORT

E. APPROVAL OF AN AMENDMENT TO THE CONSULTING SERVICES AGREEMENT WITH PECKHAM AND MCKENNEY FOR THE CITY ATTORNEY RECRUITMENT, AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE AMENDMENT

Approved, 5/0

Recommended Action: It is recommended that the City Council adopt a motion approving an amendment to the Consulting Services Agreement with the recruiting firm of Peckham and McKenney in an amount not to exceed \$6,500 for reimbursable expenses for a second recruitment for the City Attorney position, and authorize the City Manager to execute it.

STAFF REPORT

F. FINAL ACCEPTANCE OF 2015 PAVEMENT MAINTENANCE, RUBBERIZED CAPE SEAL PROJECT (P.W. 328-8)

Reso No. 2015/83 adopted, 5/0

Recommended Action: It is recommended that the City Council adopt a resolution authorizing the Director of Finance to amend the 2015-2016 Capital Improvement Budget to increase Gas Tax funding for the 2015 Pavement Maintenance, Rubberized Cape Seal project in the amount of \$128,000 and increase the existing contract with American Pavement Systems, Inc. for this project in the amount of \$128,351.33 for a total of \$1,993,922.58, accepting work and

STAFF REPORT

authorizing the Public Works Director/City Engineer to File a Notice of Completion.

CONSENT CALENDAR – Continued

- G.** CONSULTANT SERVICE AGREEMENT FOR THE CATHODIC PROTECTION ASSESSMENT (P.W. 321-1)

Approved, 5/0

Recommended Action: It is recommended that the City Council approve the proposal and authorize the City Manager to sign an agreement with JDH Corrosion Consultants, Inc. for consulting services related to the Cathodic Protection Assessment project, in the amount of \$84,290.

STAFF REPORT

PUBLIC HEARING

- 3.** BLACK DIAMOND RANCH UNIT 4 – PRELIMINARY DEVELOPMENT PLAN

Feedback provided by the Council to the Applicant and City Staff

Recommended Action: It is recommended that the City Council provide feedback to the applicant, Discovery Builders, and staff regarding the proposal for Black Diamond Ranch Unit 4 and provide direction to the applicant for the Final Development Plan submittal.

STAFF REPORT

8:39 P.M. BREAK

8:48 P.M. RECONVENE – All Present

PRESENTATION

COUNCIL REGULAR AGENDA

- 4.** APPROVAL OF A TRAP NEUTER RETURN (TNR) PROGRAM FOR DOWNTOWN ANTIOCH

Reso No. 2015/84 adopted with two changes, 5/0

Recommended Action: It is recommended that the City Council adopt a resolution approving the Rivertown Community Cats Managed Colony Program Agreement (Agreement) with the Homeless Animal Response Program (HARP) for the purpose of implementing a Trap Neuter Return (TNR) Program for Downtown Antioch.

STAFF REPORT

- 5.** STRATEGIC PLAN UPDATE AND STATUS REPORT

Council recommended review in future Study Sessions

Recommended Action: It is recommended that the City Council review the Draft Strategic Plan Update and Status Report, discuss the Draft, and provide staff with a check list of possible changes to be brought back to the City Council for consideration.

STAFF REPORT

6. POLICY DISCUSSION ON USE OF ONE-TIME REVENUES AND ANNUAL SALARY SAVINGS
Adopted with a minimum of 50% to outstanding liabilities with the Police Supplemental Fund being the first priority, 5/0

Recommended Action: It is recommended that the City Council discuss and direct staff regarding the use of “one-time” revenues and annual salary savings.

STAFF REPORT

PUBLIC COMMENT

STAFF COMMUNICATIONS

COUNCIL COMMUNICATIONS AND FUTURE AGENDA ITEMS – *Council Members report out various activities and any Council Member may place an item for discussion and direction on a future agenda. Timing determined by Mayor and City Manager – no longer than 6 months.*

ADJOURNMENT – 9:56 P.M.



**50TH ANNIVERSARY
FIRST BAPTIST HEAD START PROGRAM
NOVEMBER 19, 2015**

WHEREAS, for fifty years First Baptist Head Start has been the premier model for providing children the opportunity for success in school and in life; and

WHEREAS, since the summer of 1965, more than twenty thousand children have benefitted from First Baptist Head Start's comprehensive services - from early learning and health and nutrition to social and emotional well-being; and

WHEREAS, early child care programs are designed to cultivate original ideas and innovative approaches to preparing children for success later in school and in life, Head Start has pioneered new solutions to fight the harmful effects of poverty and build ladders of opportunity into the middle class; and

WHEREAS, First Baptist Head Start programs have empowered children and their families to foster positive parent-child relationships, to reach for economic and family stability, and to make important connections to their peers and their communities; and

WHEREAS, the First Baptist Head Start's program has brought and continues to bring families and the community together by providing a foundation for school readiness success.

NOW, THEREFORE, I, WADE HARPER, Mayor of the City of Antioch, do hereby proclaim November 19, 2015, as the 50th Anniversary of the FIRST BAPTIST HEAD START PROGRAM and call upon all citizens and civic organizations to recognize and thank First Baptist Head Start for all they have provided to children in the City of Antioch for the past fifty years.

NOVEMBER 10, 2015

WADE HARPER, Mayor

**CITY COUNCIL MEETING
INCLUDING THE ANTIOCH CITY COUNCIL
ACTING AS SUCCESSOR AGENCY/HOUSING SUCCESSOR
TO THE ANTIOCH DEVELOPMENT AGENCY**

**Regular Meeting
7:00 P.M.**

**October 27, 2015
Council Chambers**

6:30 P.M. - CLOSED SESSION

1. **CONFERENCE WITH LABOR NEGOTIATORS** – This Closed Session with the City’s Labor Negotiators is authorized by California Government Code section 54957.6; City designated representatives: Michelle Fitzner, Denise Haskett and Glenn Berkheimer; Employee organization: Public Employees Union Local 1.

Interim City Attorney Galstan reported the City Council had been in Closed Session and gave the following report: **#1 CONFERENCE WITH LABOR NEGOTIATORS**, Direction was given to the Labor Negotiators.

Mayor Harper called the meeting to order at 7:12 P.M., In Memory of Former Sutter Elementary School Principal Don Meagher and Former Antioch Police Department Captain Dale Rickford.

City Clerk Simonsen called the roll.

Present: Council Members Wilson, Ogorchock, Tiscareno, Rocha and Mayor Harper

PLEDGE OF ALLEGIANCE

Mayor Harper led the Council and audience in the Pledge of Allegiance.

1. PROCLAMATIONS

- *Extra Mile Day, November 1, 2015*
- *California Safe Digging Month, November 2015*
- *National Alzheimer’s Disease Awareness Month, November 2015*

On motion by Councilmember Wilson, seconded by Councilmember Ogorchock, the Council unanimously approved the Proclamations.

Chief Cantando introduced Sandra Ferguson as the person responsible for blocking a vehicle and calling the Antioch Police Department when she witnessed a child inside of a man’s car. On behalf of the Antioch Police Department, Chief Cantando thanked Ms. Ferguson.

Mayor Harper commented Ms. Ferguson for intervening.

The City Council presented the *Extra Mile Day* proclamation and a Certificate of Recognition to Sandra Ferguson.

Ms. Ferguson thanked everyone for the recognition.

Velma Wilson, on behalf of the Antioch Schools Education Foundation (ASEF), presented Sandra Ferguson with a Certificate of Appreciation and a “love gift” in the amount of \$250.00.

Debra Harrington, ASEF Board Member and Principal of Sutter Elementary, stated she was proud of Ms. Ferguson and announced Sutter Elementary would be celebrating *Sandra Ferguson Day* from 11:30 A.M. – 1:00 P.M. on October 28, 2015.

Councilmember Tiscareno presented the proclamation proclaiming *California Safe Digging Month* to Dick Baker representing PG&E who thanked the City Council for the recognition and encouraged everyone to call 811 prior to digging.

Councilmember Rocha presented the *National Alzheimer’s Disease Awareness Month* proclamation to Director of Park and Recreation Kaiser and members of the Antioch Senior Citizen’s Club who discussed programming and services available for senior adults. Gina Gravert was recognized for facilitating programming.

ANNOUNCEMENTS OF CIVIC AND COMMUNITY EVENTS

Martha Goralka announced the Rotary Club of the Delta and Dallas Ranch Middle School would host a Haunted House fundraiser from 6:00 P.M. – 9:00 P.M. on October 30, 2015 and 10:00 A.M. – 2:00 P.M. on October 31, 2015.

Ken Turnage, representing Celebrate Antioch Foundation, announced the Holiday Delites Parade would be held at 3:30 P.M. on Dec 5, 2015. He noted applications were available on their website and in Council Chambers this evening.

Velma Wilson, announced the Deer Valley/Antioch High School “Mayor’s Cup” game would be held at 7:00 P.M. on October 30, 2015 at Antioch High School. Contact information was given for anyone wishing to purchase Warrior’s game tickets for November 2, 2015.

Mayor Harper invited former Antioch Mayors to join him in presenting the Mayor’s Cup trophy.

Martha Parsons announced Sandra Ferguson agreed to be in the Veteran’s Day and Holiday Delites parades as well as attend the Rotary Club on October 29, 2015. She announced V.F.W. Post 6435 and American Legion Post 161 were sponsoring the Veteran’s Day ceremonies and parade beginning at 9:30 A.M. on November 11, 2015.

Councilmember Ogorchock announced the Veteran’s breakfast would be held from 8:00 A.M. – 11:00 A.M. on November 6, 2015 at Holy Rosary School.

Councilmember Rocha announced the Antioch Arts & Cultural Foundation in collaboration with Give Always to Others & Company (GATO) would display the Day of the Dead exhibit which

would be opened to the public Wednesday and Saturday from 2:00 P.M. – 4:00 P.M., October 24 – November 7, 2015. On behalf of Pastor Kirkland Smith, she announced a Halloween event would be held on October 31, 2015 at the Antioch Fairgrounds.

PUBLIC COMMENTS

Karen Kops and Susan Smith, representing Homeless Animals Response Program (HARP), discussed a fraudulent flyer being distributed indicating Antioch Animal Services was trapping feral cats. They requested residents report any trapping not associated with Antioch Animal Services or rescue organizations to HARP or Antioch Animal Services. They encouraged the City to post signs indicating it was a misdemeanor to abandon animals.

Mayor Harper encouraged Ms. Kops and Ms. Smith to provide the Antioch Police Department with a copy of the flyer.

Chloe Reynolds and John Reynolds, Antioch residents, spoke in support of a park development on the Beede Lumber property and discussed the need for Antioch to address their infrastructure needs.

Mayor Harper invited Chloe and John Reynolds to be his guests at the ribbon cutting for Prewett Park improvements.

Steve Huddleston, Antioch resident, reiterated concerns for the unsanitary and unsafe conditions occurring from the homeless on Delta Fair Blvd. He suggested the City Council visit the area and requested Antioch Police Department conduct traffic enforcement on Gentrytown Drive.

Mayor Harper encouraged residents to continue to report illegal and suspicious activities.

COUNCIL SUBCOMMITTEE REPORTS

Councilmember Rocha reported on her attendance at events at the Senior Citizen's Center.

Councilmember Ogorchock reported on her attendance at the California League of Cities conference.

MAYOR'S COMMENTS

Mayor Harper announced he would be attending Tri Delta Transit on October 28, 2015 and reported on his attendance at the Delta Diablo and Delta Six meetings.

PRESENTATION

Police Statistics Third Quarter Report 2015, presented by Chief Allan Cantando

Chief Cantando gave a presentation of Police Statistics for Third Quarter Report 2015 which included the following information:

- Part 1 Crime Statistics
- Bureau of Support Services
- Bureau of Field Services
- Current Staffing Levels
- New Developments
- East Bay Regional Communication System (EBRCS)

Chief Cantando invited the community to Pizza with the Police 7:00 P.M. – 9:00 P.M. October 29, 2015 in the Antioch Police Department community room.

Sergeant Dee, Antioch Police Officers Association (APOA), reported they were in agreement with Chief Cantando and supported installation of the encryption key for the East Bay Regional Communication System.

The City Council thanked Chief Cantando and Sergeant Dee for the presentation and for keeping the community safe.

Chief Cantando and Sergeant Dee thanked the City Council for approving the funding for the EBRCS. Chief Cantando stated he would provide Council with a report on body cameras after the first of the year.

- 2. COUNCIL CONSENT CALENDAR for City /City as Successor Agency/Housing Successor to the Antioch Development Agency**
- A. APPROVAL OF COUNCIL MINUTES FOR OCTOBER 13, 2015**
- B. APPROVAL OF COUNCIL WARRANTS**
- C. REJECTION OF CLAIMS**
 - 1. Syed Younus – Claim received on September 8, 2015.**
 - 2. Geico Insurance – Claim received on September 11, 2015.**
- D. CONSIDERATION OF BIDS FOR THE WATER MAIN REPLACEMENT AT VARIOUS LOCATIONS (PW 503-15)**
- E. SECOND AMENDMENT TO THE CONSULTANT SERVICE AGREEMENT WITH RMC WATER AND ENVIRONMENT FOR ENGINEERING DESIGN, ENVIRONMENTAL PERMITTING AND CONSTRUCTION SUPPORT SERVICES FOR THE WEST ANTIOCH CREEK CHANNEL IMPROVEMENTS PROJECT (P.W. 201-6)**

F. **RESOLUTION NO. 2015/79 DESIGN REVIEW OF BUCHANAN CROSSINGS SHOPS E BUILDING (AR-15-14)**

City of Antioch Acting as Successor Agency/Housing Successor to the Antioch Development Agency

G. **APPROVAL OF SUCCESSOR AGENCY WARRANTS**

H. **APPROVAL OF HOUSING SUCCESSOR WARRANTS**

On motion by Councilmember Ogorchock, seconded by Councilmember Tiscareno, the City Council unanimously approved the Council Consent Calendar with the exception of Item D which was removed for further discussion.

Item D – Assistant City Engineer Filson presented the staff report dated October 27, 2015 recommending the City Council award the contract and authorize the City Manager to execute the agreement with D&D Pipelines, in the amount of \$585,000. She stated staff would do their due diligence to be good stewards of the public funds and keep the project as close to the bid as possible.

On motion by Councilmember Ogorchock, seconded by Councilmember Rocha, the City Council unanimously approved Item D.

PUBLIC HEARING

3. **PROPOSED FINANCING DELTA VIEW APARTMENTS THROUGH THE ISSUANCE OF BONDS BY THE CALIFORNIA STATEWIDE COMMUNITIES DEVELOPMENT AUTHORITY (“CSCDA”)**

Director of Community Development Ebbs introduced CDBG Consultant Teri House to give the presentation.

CDBG Consultant Teri House presented the staff report dated October 27, 2015 recommending the City Council adopt the resolution approving the issuance of bonds by the CSCDA to finance the acquisition and rehabilitation of Delta View Apartments by ROEM Development Corporation.

Mayor Harper opened the public hearing.

Alex Sanchez, representing ROEM Corporation, gave a Delta View Apartments Tax Equity and Fiscal Responsibility Act (TEFRA) Presentation.

In response to Council, Mr. Sanchez reviewed their plan for relocating residents throughout the property to phase improvements.

Following discussion regarding local hire, Mr. Sanchez committed to work with the local community and noted they had established a relationship with subcontractors that were 100 percent union labor.

Mayor Harper closed the public hearing.

RESOLUTION NO. 2015/80

On motion by Councilmember Tiscareno, seconded by Councilmember Rocha, the City Council unanimously adopted the Resolution approving the issuance of bonds by the CSCDA to finance the acquisition and rehabilitation of Delta View Apartments by ROEM Development Corporation.

Mayor Harper stated they appreciated the applicant being in the community and beautifying the City.

COUNCIL REGULAR AGENDA

4. CITY SUPPORT OF ANTIOCH HISTORICAL MUSEUM'S "FIRE HOUSE DISPLAY PROJECT" AND DISPOSITION OF CERTAIN CITY OWNED "FIRE HOUSE" ANTIQUES

City Manager Duran presented the staff report dated October 27, 2015 recommending the City Council adopt a resolution supporting Antioch Historical Museum's "Fire House Display Project" (Project) and authorizing the City Manager to provide certain City owned antique fire-fighting equipment listed in the resolution to the Antioch Historical Museum for the Project through a disposition agreement or long-term use agreement to be drafted and approved by the City Attorney.

Donald Freitas, Tom Menasco, and Jim Davis, representing the Antioch Historical Society, gave a presentation of the Antioch Historical Museum Firehouse Display Project and requested the City Council support the resolution.

Mayor Harper thanked the Historical Society for the presentation and suggested Council contribute to funding the project for public education.

Councilmember Wilson commended Former Mayors Freitas and Davis for bringing the project to fruition.

Interim City Attorney Galstan stated City Manager Duran had asked him to work with the Historical Society to create an agreement whereby the City would convey title of the equipment to the Historical Society and they would take title ownership and obtain insurance. He noted other provisions would require them to make the equipment available for City events and in the future, if they wanted to convey the vehicle to another party, the City would have the right of first refusal for the same nominal fee charged. He noted this agreement would be drafted up for City Manager Duran's signature and would not need to come back to the City Council.

Councilmember Tiscareno spoke in support of the project.

Interim City Attorney Galstan explained a financial contribution to the project would be a separate agenda item, for future Council consideration.

RESOLUTION NO. 2015/81

On motion by Councilmember Rocha, seconded by Mayor Harper, the City Council unanimously adopted a resolution supporting Antioch Historical Museum's "Fire House Display Project" (Project) and authorized the City Manager to provide certain City owned antique fire-fighting equipment listed in the resolution to the Antioch Historical Museum for the Project through a disposition agreement or long-term use agreement to be drafted and approved by the City Attorney.

Mayor Harper declared a recess at 9:13 P.M. The meeting reconvened at 9:20 P.M. with all Councilmembers present.

5. APPROPRIATION OF EXPENDITURES FOR ENCUMBRANCES AND PROJECT BUDGETS OUTSTANDING AS OF JUNE 30, 2015 TO THE 2015/16 FISCAL YEAR BUDGET AND OTHER FISCAL YEAR 2016 AND 2017 BUDGET AMENDMENTS

Finance Director Merchant presented the staff report dated October 27, 2015 recommending the City Council adopt the resolution appropriating expenditures for encumbrances and project budgets outstanding to the 2015/16 fiscal year budget and approving amendments to the 2016 and 2017 fiscal year budget.

In response to Council, Finance Director Merchant responded staff would provide Council with options to address the City's unfunded liability within the first 6-months of 2016. Additionally, she noted they could explore expanding the City's policy to address deficit spending and include a rainy day policy within the fund balance reserve policy.

RESOLUTION NO. 2015/82

On motion by Councilmember Tiscareno, seconded by Councilmember Rocha, the City Council unanimously adopted the resolution appropriating expenditures for encumbrances and project budgets outstanding to the 2015/16 fiscal year budget and approving amendments to the 2016 and 2017 fiscal year budget.

6. DISCUSSION OF COUNCIL DECEMBER 2015 MEETING SCHEDULE

City Manager Duran presented the staff report dated October 27, 2015 recommending the City Council discuss the December 2015 City Council meeting schedule and provide direction to staff.

On motion by Councilmember Tiscareno, seconded by Councilmember Wilson, the City Council approved Option #2 - Conduct the December 8, 2015 meeting only, cancelling the December 22, 2015 meeting.

PUBLIC COMMENTS - None

STAFF COMMUNICATIONS

City Manager Duran reported on his attendance at the Contra Costa Economic Partnership Board and Delta Six meeting. He noted he would be attending the Health Wealth Initiative meeting this week. He recognized Danville City Manager Joe Cabrio for supporting funding for Antioch's EBRCS consoles.

COUNCIL COMMUNICATIONS

Mayor Harper reported on his attendance at the Delta Six meeting.

Councilmember Wilson reported on her attendance at a Chamber of Commerce Mixer, ribbon-cutting at Zandy's Boutique, cleanup event at Deer Valley High School, Contra Costa Elected Women's luncheon and Workforce Providers and Funders workshop. She requested staff agendaize an update on the General Plan Land Use Element and Specific Plan.

Councilmember Ogorchock reported on her attendance at the League of California Cities. She requested staff agendaize ordinances dealing with blight.

Interim City Attorney Galstan responded the Antioch Police Department or Code Enforcement had to observe an act of dumping in order to issue a citation or they had to rummage through garbage to look for an address to issue a citation.

Councilmember Ogorchock stated her concern was for owners of shopping centers who were not maintaining their properties.

Councilmember Tiscareno reported on his attendance at the Deer Valley High School cleanup event and Business Watch meeting.

Councilmember Rocha reported on her attendance at the Poverty Task Force meeting. She suggested the City Council and staff consider scheduling neighborhood meetings.

Mayor Harper stated the new general labor positions and Business Watch Program should help address concerns related to blight at shopping centers. He adjourned the meeting In Memory of Former Sutter Elementary School Principal Don Meagher and Former Antioch Police Department Captain Dale Rickford.

ADJOURNMENT

With no further business, Mayor Harper adjourned the meeting at 10:03 P.M. to the next regular Council meeting on November 10, 2015.

Respectfully submitted:

Kitty Eiden

KITTY EIDEN, Minutes Clerk

CITY OF ANTIOCH
 CLAIMS BY FUND REPORT
 FOR PERIOD OF
 OCTOBER 16-29, 2015
 FUND/CHECK#

100 General Fund

Non Departmental

359218 DELTA DENTAL	PAYROLL DEDUCTIONS	365.22
359227 FCS INTERNATIONAL INC	CONSULTANT SERVICES	9,450.00
359290 CALIF BUILDING STANDARDS COMMISSION	CBSC FEES	1,378.00

City Attorney

359297 COTA COLE ATTORNEYS LLP	LEGAL SERVICES	20,555.28
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City Clerk

359243 LEAGUE OF CALIF CITIES	SEMINAR-GARCIA	450.00
359287 BAY AREA NEWS GROUP	LEGAL AD	559.80
359309 EIDEN, KITTY J	MINUTES CLERK	898.00

Economic Development

359260 PACIFIC GAS AND ELECTRIC CO	ELECTRIC	469.65
359285 BAY ALARM COMPANY	ALARM MONITORING	429.99

Finance Accounting

359199 BADAWI & ASSOCIATES	AUDIT SERVICES	31,298.40
359284 AT AND T MCI	BITECH PHONE LINE	496.21
359357 THALES CONSULTING INC	SCO REPORT	3,600.00
925412 SUNGARD PUBLIC SECTOR INC	ONLINE DEVELOPMENT	854.40

Finance Operations

359325 EMPLOYEE	EXPENSE REIMBURSEMENT	82.49
359359 UNITED PARCEL SERVICE	WEEKLY PRINTER SERVICE FEE	2.00

Non Departmental

359219 DELTA DIABLO	GOLF COURSE WATER	3,225.78
359252 MUNICIPAL POOLING AUTHORITY	UNMET LIABILITY DEDUCTIBLE	13,677.57
359273 WAGeworks	PAYROLL DEDUCTIONS	432.00

Public Works Street Maintenance

359217 COUNTY ASPHALT	ASPHALT	1,948.12
359247 LOWES COMPANIES INC	SUPPLIES	96.74
359334 MORGAN-BONNANO DEVELOPMENT INC	ASPHALT OVERLAY	4,955.00

Public Works-Signal/Street Lights

359260 PACIFIC GAS AND ELECTRIC CO	ELECTRIC	5,868.79
359284 AT AND T MCI	PHONE	597.98
925408 ICR ELECTRICAL CONTRACTORS	ELECTRICAL SERVICES	688.32
925421 ICR ELECTRICAL CONTRACTORS	ELECTRICAL SERVICES	2,673.64

Public Works-Striping/Signing

359196 ANTIOCH AUTO PARTS	SUPPLIES	32.22
359202 BANK OF AMERICA	SUPPLIES	172.95
359247 LOWES COMPANIES INC	SUPPLIES	17.55
359349 ROADLINE PRODUCTS INC USA	PUMP SERVICE & SUPPLIES	331.90
359364 EMPLOYEE	EXPENSE REIMBURSEMENT	20.00

Public Works-Facilities Maintenance

359247 LOWES COMPANIES INC	SUPPLIES	170.79
359260 PACIFIC GAS AND ELECTRIC CO	ELECTRIC	13,935.01
359276 ACME HOME ELEVATOR INC	ELEVATOR SERVICE	201.25
359284 AT AND T MCI	PHONE	53.25

Prepared by: Georgina Meek
 Finance Accounting

CITY OF ANTIOCH
 CLAIMS BY FUND REPORT
 FOR PERIOD OF
 OCTOBER 16-29, 2015
 FUND/CHECK#

359316 EMPLOYEE	EXPENSE REIMBURSEMENT	42.00
925407 GRAINGER INC	SUPPLIES	87.83
925410 LEES BUILDING MAINTENANCE	JANITORIAL SERVICES	3,041.85
Public Works-Parks Maint		
359193 AMERICAN PLUMBING INC	PLUMBING SERVICES	331.89
359220 DELTA FENCE CO	FENCE REPAIR	2,045.00
359258 PACHECO BROTHERS GARDENING INC	LANDSCAPE SERVICES	21,301.50
359260 PACIFIC GAS AND ELECTRIC CO	ELECTRIC	866.61
359284 AT AND T MCI	PHONE	92.75
359342 PACHECO BROTHERS GARDENING INC	LANDSCAPE SERVICES	56,681.74
925408 ICR ELECTRICAL CONTRACTORS	ELECTRICAL SERVICES	859.80
925409 JOHN DEERE LANDSCAPES PACHECO	IRRIGATION CONTROLLER PARTS	550.00
Public Works-Median/General Land		
359190 ACE HARDWARE, ANTIOCH	SUPPLIES	94.18
359260 PACIFIC GAS AND ELECTRIC CO	ELECTRIC	1,732.99
359275 ACE HARDWARE, ANTIOCH	PVC FITTINGS	68.50
359284 AT AND T MCI	PHONE	193.95
359315 FURBER SAW INC	CLEANER KIT	28.07
925409 JOHN DEERE LANDSCAPES PACHECO	IRRIGATION CONTROLLER PARTS	3,427.92
Police Administration		
359198 ASR - BRICKER MINCOLA	NAME TAG/JACKET	647.60
359200 BANK OF AMERICA	BUSINESS EXPENSES	4,218.09
359201 BANK OF AMERICA	BUSINESS EXPENSES	2,598.22
359203 BANK OF AMERICA	BUSINESS EXPENSES	707.14
359210 COMCAST	CABLE SERVICE	32.25
359216 COSTCO	BUSINESS EXPENSES	583.71
359224 EIDEN, KITTY J	MINUTES CLERK	126.00
359242 LC ACTION POLICE SUPPLY	SNIPER EQUIPMENT	3,924.00
359249 MOBILEPD INC	MOBILE APP LICENSE	5,000.00
359256 EMPLOYEE	EXPENSE REIMBURSEMENT	80.74
359262 PORAC LEGAL DEFENSE FUND	RESERVE DUES	30.00
359264 REACH PROJECT INC	PROGRAM SERVICES	17,083.00
359281 ARROWHEAD 24 HOUR TOWING INC	TOWING SERVICES	227.50
359298 CRIME SCENE CLEANERS INC	CRIME SCENE CLEANUP	250.00
359307 ED JONES CO INC	BADGES	1,558.13
359323 EMPLOYEE	FUEL/MILEAGE REIMBURSEMENT	61.60
359330 EMPLOYEE	MILEAGE REIMBURSEMENT	38.00
359332 EMPLOYEE	EXPENSE REIMBURSEMENT	147.85
359337 NET TRANSCRIPTS	TRANSCRIPTION SERVICES	196.61
359356 STATE OF CALIFORNIA	FINGERPRINTING	516.00
359359 UNITED PARCEL SERVICE	SHIPPING	23.72
925411 MOBILE MINI LLC	PORTABLE STORAGE CONTAINER	104.91
Police Prisoner Custody		
359294 CONTRA COSTA COUNTY	2014/2015 ACCESS FEES	147,204.00
Police Community Policing		
359203 BANK OF AMERICA	AIRFARE-HEWITT	631.10

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359211	COMMERCIAL SUPPORT SERVICES	CAR WASHES	732.00
359218	DELTA DENTAL	PAYROLL DEDUCTIONS	78.48
359224	EIDEN, KITTY J	MINUTES CLERK	168.00
359237	EMPLOYEE	MILEAGE REIMBURSEMENT	79.35
359242	LC ACTION POLICE SUPPLY	EQUIPMENT	2,592.15
359319	HUNT AND SONS INC	FUEL	90.94
Police Investigations			
359203	BANK OF AMERICA	AIRFARE-KOCH	1,015.30
359214	CONTRA COSTA COUNTY	LAB TESTING	31,937.50
359234	IN CUSTODY TRANSPORTATION INC	PRINSONER TRANSPORT	377.20
Police Communications			
359194	AMERICAN TOWER CORPORATION	TOWER RENTAL FEE	357.56
359213	CONTRA COSTA COUNTY	RADIO HARDWARE	47.15
359225	ENTISYS SOLUTIONS INC	SERVER SUPPORT	2,624.40
359266	SEN COMMUNICATIONS INC	HEADSETS	4,806.00
359283	AT AND T MCI	PHONE	1,345.50
359284	AT AND T MCI	PHONE	1,271.28
359360	VERIZON WIRELESS	WIRELESS SERVICE	76.02
Office Of Emergency Management			
359284	AT AND T MCI	PHONE	357.32
Police Facilities Maintenance			
359201	BANK OF AMERICA	FRAMING SERVICE	679.91
359202	BANK OF AMERICA	DOOR REPAIR	575.02
359203	BANK OF AMERICA	FRAMING	381.48
359247	LOWES COMPANIES INC	SUPPLIES	31.53
359260	PACIFIC GAS AND ELECTRIC CO	ELECTRIC	21,897.13
359284	AT AND T MCI	PHONE	321.33
359292	CLASSY GLASS	WINDOW TINTING	414.00
359318	HOME DEPOT, THE	SUPPLIES	66.74
925410	LEES BUILDING MAINTENANCE	JANITORIAL SERVICES	3,597.30
Community Development Land Planning Services			
359206	BAY AREA NEWS GROUP	LEGAL AD	396.00
359245	LOEWKE PLANNING ASSOCIATES	CONSULTING SERVICES	48,113.10
359309	EIDEN, KITTY J	MINUTES CLERK	252.00
359327	LOEWKE PLANNING ASSOCIATES	CONSULTING SERVICES	11,036.25
359361	VERIZON WIRELESS	WIRELESS CONNECTION	38.01
CD Code Enforcement			
359236	INTERWEST CONSULTING GROUP INC	PROFESSIONAL SERVICES	5,580.00
359277	ALLIED WASTE SERVICES	ABATEMENT SERVICES	323.64
359324	K2GC	ABATEMENT SERVICES	8,294.73
359361	VERIZON WIRELESS	WIRELESS CONNECTION	152.04
PW Engineer Land Development			
359284	AT AND T MCI	PHONE	34.88
925413	TESTING ENGINEERS INC	ENGINEERING CONSULTANT	1,098.00

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212 CDBG Fund

CDBG

359236 INTERWEST CONSULTING GROUP INC	PROFESSIONAL SERVICES	2,835.00
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213 Gas Tax Fund

Streets

359260 PACIFIC GAS AND ELECTRIC CO	ELECTRIC	49,681.09
925422 MCK SERVICES INC	PAVEMENT PROJECT	82,670.52

214 Animal Control Fund

Non Departmental

359314 FIX OUR FERALS	VETERINARY SERVICES	1,060.00
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Animal Control

359260 PACIFIC GAS AND ELECTRIC CO	ELECTRIC	1,152.48
359279 ANIMAL SUPPLY LOGISTICS	SUPPLIES	807.62
359305 EAST BAY VETERINARY EMERGENCY	VETERINARY SERVICES	1,266.66
359331 MCFARLAN, PATRICIA	EXPENSE REIMBURSEMENT	142.79
359345 PETSMART	SUPPLIES	36.58
359351 SHAW, ERIC AND VERONICA	ADOPTION REFUND	200.00
925410 LEES BUILDING MAINTENANCE	JANITORIAL SERVICES	457.80
925419 HAMMONS SUPPLY COMPANY	SUPPLIES	265.10
925420 HLP INC	MAINTENANCE SUPPORT	1,351.60

Maddie's Fund Grant

359278 ANIMAL HOSPITAL OF ANTIOCH	VETERINARY SERVICES	1,315.00
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219 Recreation Fund

Non Departmental

359231 HERNANDEZ, SYLVIA	DEPOSIT REFUND	1,000.00
359232 HUB INTERNATIONAL OF CA INSURANCE	FACILITY INSURANCE	1,007.84
359269 STATE BOARD OF EQUALIZATION	SALES TAX REMITTANCE	647.21

Recreation Admin

359190 ACE HARDWARE, ANTIOCH	SUPPLIES	14.66
359260 PACIFIC GAS AND ELECTRIC CO	ELECTRIC	3,034.59

Senior Programs

359260 PACIFIC GAS AND ELECTRIC CO	ELECTRIC	2,023.06
359284 AT AND T MCI	PHONE	100.30
925410 LEES BUILDING MAINTENANCE	JANITORIAL SERVICES	352.80

Recreation Sports Programs

359260 PACIFIC GAS AND ELECTRIC CO	ELECTRIC	2,645.26
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Recreation Concessions

359284 AT AND T MCI	PHONE	18.40
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Recreation-New Comm Cntr

359204 BANK OF AMERICA	SUPPLIES	314.19
359222 EBSA	CONTRACTOR PAYMENT	1,857.60
359230 GARDA CL WEST INC	ARMORED CAR PICK UP	64.95
359240 KOVALICK, LUANNE	CONTRACTOR PAYMENT	778.80
359247 LOWES COMPANIES INC	SUPPLIES	111.88
359251 MUIR, ROXANNE	CONTRACTOR PAYMENT	554.40
359253 NEOFUNDS BY NEOPOST	POSTAGE	95.77

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359260	PACIFIC GAS AND ELECTRIC CO	ELECTRIC	8,537.98
359261	PLAY WELL TEKNOLOGIES	CONTRACTOR PAYMENT	3,124.00
359284	AT AND T MCI	PHONE	21.44
359303	DUGAND, KARINA	CONTRACTOR PAYMENT	403.20
359342	PACHECO BROTHERS GARDENING INC	LANDSCAPE SERVICES	3,673.25
359361	VERIZON WIRELESS	WIRELESS CONNECTION	38.01
222 Measure C/J Fund			
Streets			
359223	ECONOMIC AND PLANNING SYSTEMS INC	PROFESSIONAL SERVICES	7,945.85
229 Pollution Elimination Fund			
Channel Maintenance Operation			
359220	DELTA FENCE CO	SECURITY FENCE	599.47
359250	MT DIABLO LANDSCAPE CENTERS INC	CONCRETE MIX	2,505.15
359333	MJH EXCAVATING INC	EQUIPMENT RENTAL	16,615.00
359348	RMC WATER AND ENVIRONMENT	PROFESSIONAL SERVICES	4,137.05
251 Lone Tree SLLMD Fund			
Lonetree Maintenance Zone 1			
359259	PACIFIC COAST LANDSCAPE MGMT INC	LANDSCAPE SERVICES	2,995.00
359260	PACIFIC GAS AND ELECTRIC CO	ELECTRIC	941.28
359270	TERRACARE ASSOCIATES	MOWING SERVICE	136.60
359284	AT AND T MCI	PHONE	73.48
Lonetree Maintenance Zone 2			
359259	PACIFIC COAST LANDSCAPE MGMT INC	LANDSCAPE SERVICES	2,420.00
359260	PACIFIC GAS AND ELECTRIC CO	ELECTRIC	761.58
359284	AT AND T MCI	PHONE	122.13
Lonetree Maintenance Zone 3			
359284	AT AND T MCI	PHONE	54.01
Lonetree Maintenance Zone 4			
359270	TERRACARE ASSOCIATES	MOWING SERVICE	218.56
252 Downtown SLLMD Fund			
Downtown Maintenance			
359260	PACIFIC GAS AND ELECTRIC CO	ELECTRIC	320.23
359270	TERRACARE ASSOCIATES	MOWING SERVICE	136.60
925421	ICR ELECTRICAL CONTRACTORS	ELECTRICAL SERVICES	178.95
253 Almondridge SLLMD Fund			
Almondridge Maintenance			
359260	PACIFIC GAS AND ELECTRIC CO	ELECTRIC	218.06
359268	SILVA LANDSCAPE	LANDSCAPE SERVICES	1,368.00
254 Hillcrest SLLMD Fund			
Hillcrest Maintenance Zone 1			
359259	PACIFIC COAST LANDSCAPE MGMT INC	LANDSCAPE SERVICES	3,942.20
359260	PACIFIC GAS AND ELECTRIC CO	ELECTRIC	1,056.77
359270	TERRACARE ASSOCIATES	MOWING SERVICE	355.16
359284	AT AND T MCI	PHONE	36.74
Hillcrest Maintenance Zone 2			
359260	PACIFIC GAS AND ELECTRIC CO	ELECTRIC	767.88

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359270 TERRACARE ASSOCIATES	MOWING SERVICE	486.30
359284 AT AND T MCI	PHONE	126.39
Hillcrest Maintenance Zone 4		
359260 PACIFIC GAS AND ELECTRIC CO	ELECTRIC	666.01
359268 SILVA LANDSCAPE	LANDSCAPE SERVICES	3,420.00
359270 TERRACARE ASSOCIATES	MOWING SERVICE	273.20
359284 AT AND T MCI	PHONE	106.70
255 Park 1A Maintenance District Fund		
Park 1A Maintenance District		
359260 PACIFIC GAS AND ELECTRIC CO	ELECTRIC	187.50
359270 TERRACARE ASSOCIATES	MOWING SERVICE	355.16
359284 AT AND T MCI	PHONE	18.66
256 Citywide 2A Maintenance District Fund		
Citywide 2A Maintenance Zone 3		
359260 PACIFIC GAS AND ELECTRIC CO	ELECTRIC	80.33
359270 TERRACARE ASSOCIATES	MOWING SERVICE	5.46
Citywide 2A Maintenance Zone 4		
359260 PACIFIC GAS AND ELECTRIC CO	ELECTRIC	327.69
Citywide 2A Maintenance Zone 5		
359260 PACIFIC GAS AND ELECTRIC CO	ELECTRIC	523.89
Citywide 2A Maintenance Zone 6		
359260 PACIFIC GAS AND ELECTRIC CO	ELECTRIC	239.20
359270 TERRACARE ASSOCIATES	MOWING SERVICE	327.84
359353 SILVA LANDSCAPE	LANDSCAPE SERVICES	3,420.00
Citywide 2A Maintenance Zone 8		
359270 TERRACARE ASSOCIATES	MOWING SERVICE	27.32
Citywide 2A Maintenance Zone 9		
359260 PACIFIC GAS AND ELECTRIC CO	ELECTRIC	498.48
359270 TERRACARE ASSOCIATES	MOWING SERVICE	81.96
359284 AT AND T MCI	PHONE	73.48
Citywide 2A Maintenance Zone10		
359260 PACIFIC GAS AND ELECTRIC CO	ELECTRIC	133.21
359268 SILVA LANDSCAPE	LANDSCAPE SERVICES	2,052.00
257 SLLMD Administration Fund		
SLLMD Administration		
359221 EAST BAY MUNICIPAL UTILITY DISTRICT	LICENSE FEES	1,017.65
359270 TERRACARE ASSOCIATES	MOWING SERVICE	327.84
359329 M AND L OVERHEAD DOORS	DOOR INSTALLATION	3,500.00
925404 CRYSTAL CLEAR LOGOS INC	SUPPLIES	177.43
311 Capital Improvement Fund		
Streets		
359258 PACHECO BROTHERS GARDENING INC	TREE PLANTING	6,885.00
376 Lone Diamond Fund		
Assessment District		
359348 RMC WATER AND ENVIRONMENT	PROFESSIONAL SERVICES	9,448.60

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569 Vehicle Replacement Fund		
Equipment Maintenance		
359263 PURSUIT NORTH	SUPPLIES	3,944.52
570 Equipment Maintenance Fund		
Non Departmental		
359233 HUNT AND SONS INC	FUEL	7,717.75
359319 HUNT AND SONS INC	FUEL	20,165.05
Equipment Maintenance		
359196 ANTIOCH AUTO PARTS	WINDOW REGULATOR	1,393.47
359229 FRIGARD CHIROPRACTIC	DMV PHYSICAL	75.00
359260 PACIFIC GAS AND ELECTRIC CO	ELECTRIC	732.92
359263 PURSUIT NORTH	CABLES/ANTENNAS	186.08
359271 TRED SHED, THE	TIRES	5,137.36
359274 WALNUT CREEK FORD	BRAKE PARTS STOCK	541.58
359280 ANTIOCH GLASS	WINDOW	100.00
359304 EAST BAY TIRE CO	TIRE MOUNTING	130.38
359311 FAST UNDERCAR	BRAKE PADS	68.35
359316 EMPLOYEE	LICENSE FEE REIMBURSEMENT	71.00
359350 SGS TESTCOM	SMOG CONTRACT	6.50
925404 CRYSTAL CLEAR LOGOS INC	SUPPLIES	177.44
573 Information Services Fund		
Information Services		
359272 VERIZON WIRELESS	AIR CARD	220.61
359284 AT AND T MCI	PHONE	66.06
925417 COMPUTERLAND	COMPUTER EQUIPMENT	59.68
Network Support & PCs		
359209 COMCAST	INTERNET SERVICE	172.78
359284 AT AND T MCI	PHONE	453.68
359293 COMCAST	INTERNET SERVICE	130.33
925405 DIGITAL SERVICES	WEBSITE MAINTENANCE	3,020.00
Telephone System		
359282 AT AND T MCI	PHONE	32.15
359284 AT AND T MCI	PHONE	2,409.65
611 Water Fund		
Non Departmental		
359192 ALL PRO PRINTING SOLUTIONS	ENVELOPES	3,923.43
359196 ANTIOCH AUTO PARTS	SUPPLIES	1,305.39
925404 CRYSTAL CLEAR LOGOS INC	SUPPLIES	1,536.12
925418 GRAINGER INC	SUPPLIES	891.76
925419 HAMMONS SUPPLY COMPANY	SUPPLIES	332.89
Water Supervision		
359195 AMERICAN WATER WORKS ASSOCIATION	ANNUAL MEMBER DUES	1,000.00
359255 NGUYEN, HIEU V	CHECK REPLACEMENT	126.80
Water Production		
359190 ACE HARDWARE, ANTIOCH	CABLE	245.81
359196 ANTIOCH AUTO PARTS	TEST KIT	163.44

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359202 BANK OF AMERICA	SEAL KITS	627.29
359208 BORGES AND MAHONEY	SUPPLIES	51.51
359215 CONTRA COSTA WATER DISTRICT	RAW WATER	1,048,370.98
359226 ENVIRONMENTAL RESOURCE ASSOC INC	PROFICIENCY STUDY	1,291.63
359228 FERGUSON ENTERPRISES INC	CLAMPS	171.61
359241 LAW OFFICE OF MATTHEW EMRICK	LEGAL SERVICES	3,382.50
359247 LOWES COMPANIES INC	SUPPLIES	286.16
359260 PACIFIC GAS AND ELECTRIC CO	ELECTRIC	131,006.61
359265 REINHOLDT ENGINEERING CONSTR	FUEL TANK TESTING	1,873.36
359284 AT AND T MCI	PHONE	851.84
359286 BAY AREA BARRICADE	SUPPLIES	39.13
359317 GAUNT MACHINE AND IRON WORKS INC	CRANE SERVICES	1,712.00
359328 LONE TREE TRUCKING INC	SAND	260.40
359346 POLYDYNE INC	CENTRIFUGE POLYMER	5,060.00
359363 WALTER BISHOP CONSULTING	CONSULTING SERVICES	3,082.17
925402 CHEMTRADE CHEMICALS US LLC	ALUM	10,821.52
925406 EVOQUA WATER TECHNOLOGIES LLC	SERVICE DI H2O SYSTEM	490.00
925407 GRAINGER INC	COUPLING	225.38
925408 ICR ELECTRICAL CONTRACTORS	ELECTRICAL SERVICES	220.14
925410 LEES BUILDING MAINTENANCE	JANITORIAL SERVICES	306.60
925414 AIRGAS SPECIALTY PRODUCTS	AMMONIA	3,488.72
925418 GRAINGER INC	TEST KIT	337.55
Water Distribution		
359190 ACE HARDWARE, ANTIOCH	SUPPLIES	83.53
359196 ANTIOCH AUTO PARTS	TARP	11.51
359197 ANTIOCH BUILDING MATERIALS	ASPHALT	2,719.38
359202 BANK OF AMERICA	TRAINING	1,246.78
359217 COUNTY ASPHALT	ASPHALT	487.44
359229 FRIGARD CHIROPRACTIC	DMV PHYSICAL	75.00
359235 INFOSEND INC	POSTAGE COSTS TO MAIL BILLS	2,969.05
359247 LOWES COMPANIES INC	SUPPLIES	244.55
359250 MT DIABLO LANDSCAPE CENTERS INC	CONCRETE MIX	103.17
359284 AT AND T MCI	PHONE	18.37
359299 DELTA DIABLO	RECYCLED WATER	9,449.93
359321 INFOSEND INC	POSTAGE COSTS TO MAIL BILLS	2,511.97
925404 CRYSTAL CLEAR LOGOS INC	SUPPLIES	177.42
Water Meter Reading		
359336 NATIONAL METER & AUTOMATION INC	TRANSPONDERS	10,150.21
Public Buildings & Facilities		
359289 BURLINGAME ENGINEERS INC	CHEMICAL STORAGE TANK	24,456.55
359291 CDM SMITH INC	CONSULTING SERVICES	31,474.24
Warehouse & Central Stores		
359202 BANK OF AMERICA	KEYS	28.52
359355 STATE FIRE MARSHAL	FIRE EXT LICENSE RENEWAL	325.00
359359 UNITED PARCEL SERVICE	WEEKLY PRINTER SERVICE FEE	2.00

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612 Water System Improvement Fund

Water Systems

359287 BAY AREA NEWS GROUP	LEGAL AD	383.40
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621 Sewer Fund

Sewer-Wastewater Collection

359197 ANTIOCH BUILDING MATERIALS	ASPHALT	2,719.35
359202 BANK OF AMERICA	TRAINING	1,316.78
359217 COUNTY ASPHALT	ASPHALT	487.43
359229 FRIGARD CHIROPRACTIC	DMV PHYSICAL	75.00
359235 INFOSEND INC	POSTAGE COSTS TO MAIL BILLS	2,969.04
359239 KEN KELLER SALES	ASPHALT	477.40
359247 LOWES COMPANIES INC	SUPPLIES	597.27
359267 SHEPPARD, MARILYN	TRAINING-ORTEGA/JEFFERSON	1,900.00
359284 AT AND T MCI	PHONE	71.36
359306 EAST BAY WELDING SUPPLY	WELDING SUPPLIES	38.56
359312 FASTENAL CO	ANCHOR BOLTS	16.73
359321 INFOSEND INC	POSTAGE COSTS TO MAIL BILLS	2,511.95
359338 NOR CAL PIPELINE SERVICES	EQUIPMENT RENTAL	6,755.00
359339 NOR CAL PIPELINE SERVICES	EQUIPMENT RENTAL	41,474.50
359352 SIGN A RAMA INC	SIGNS	398.95
359362 WABASH VALLEY	BENCHES	992.02

631 Marina Fund

Non Departmental

359205 BAUER, JONATHAN	BERTH DEPOSIT REFUND	439.00
359308 EHRlich, RUSTY	BERTH DEPOSIT REFUND	161.00
359310 FALLTRICK, DEAN	BERTH DEPOSIT REFUND	120.48
359344 PEARCE, ROBERT	BERTH DEPOSIT REFUND	290.00

Marina Administration

359260 PACIFIC GAS AND ELECTRIC CO	ELECTRIC	3,773.70
359284 AT AND T MCI	PHONE	96.51

Marina Maintenance

359247 LOWES COMPANIES INC	SUPPLIES	278.51
925410 LEES BUILDING MAINTENANCE	JANITORIAL SERVICES	1,260.00
925421 ICR ELECTRICAL CONTRACTORS	ELECTRICAL SERVICES	2,462.31

641 Prewett Water Park Fund

Non Departmental

359232 HUB INTERNATIONAL OF CA INSURANCE	FACILITY INSURANCE	551.31
359238 JUAREZ, ERICA	DEPOSIT REFUND	1,000.00
359248 MATTHEWS, CAROLYN	DEPOSIT REFUND	500.00
359257 OROZCO, ARCI	DEPOSIT REFUND	1,000.00
359269 STATE BOARD OF EQUALIZATION	SALES TAX REMITTANCE	3,033.23

Recreation Water Park

359204 BANK OF AMERICA	SUPPLIES	1,040.02
359207 BAY BUILDING MAINTENANCE INC	JANITORIAL SERVICES	990.00
359212 CONTRA COSTA COUNTY	INSPECTION SERVICES	522.00
359230 GARDA CL WEST INC	ARMORED CAR PICK UP	64.95

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359244 LINCOLN EQUIPMENT INC	SUPPLIES	852.54
359247 LOWES COMPANIES INC	SUPPLIES	333.91
359251 MUIR, ROXANNE	CONTRACTOR PAYMENT	140.00
359254 EMPLOYEE	TRAINING REIMBURSEMENT	475.00
359260 PACIFIC GAS AND ELECTRIC CO	ELECTRIC	12,194.49
359284 AT AND T MCI	PHONE	52.61
359342 PACHECO BROTHERS GARDENING INC	LANDSCAPE SERVICES	2,545.25
925403 CONSOLIDATED ELECTRICAL DIST INC	CIRCUIT BREAKER	34.11
Rec Prewett Concessions		
359284 AT AND T MCI	PHONE	52.70
721 Employee Benefits Fund		
Non Departmental		
359191 AFLAC	PAYROLL DEDUCTIONS	7,360.02
359218 DELTA DENTAL	PAYROLL DEDUCTIONS	32,602.67
359246 EMPLOYEE	DEDUCTION CORRECTION	557.20
359295 CONTRA COSTA COUNTY	PAYROLL DEDUCTIONS	400.00
359296 CONTRA COSTA COUNTY	PAYROLL DEDUCTIONS	233.51
359300 DELTA PARK ATHLETIC CLUB	PAYROLL DEDUCTIONS	37.00
359301 DELTA VALLEY ATHLETIC CLUB	PAYROLL DEDUCTIONS	54.00
359302 DIAMOND HILLS SPORT CLUB	PAYROLL DEDUCTIONS	59.00
359313 FITNESS EVOLUTION	PAYROLL DEDUCTIONS	19.99
359320 IN SHAPE HEALTH CLUBS	PAYROLL DEDUCTIONS	638.00
359322 INTERNAL REVENUE SERVICE	PAYROLL DEDUCTIONS	60.00
359326 LINA	PAYROLL DEDUCTIONS	5,430.60
359335 MUNICIPAL POOLING AUTHORITY	PAYROLL DEDUCTIONS	2,861.23
359340 OPERATING ENGINEERS LOCAL NO 3	PAYROLL DEDUCTIONS	2,640.00
359341 OPERATING ENGINEERS TRUST FUND	PAYROLL DEDUCTIONS	9,630.00
359343 PARS	PAYROLL DEDUCTIONS	3,216.01
359347 PERS	PAYROLL DEDUCTIONS	2,615.63
359354 STANDARD LIFE INSURANCE	PAYROLL DEDUCTIONS	877.00
359358 RECIPIENT	PAYROLL DEDUCTIONS	112.15
925415 ANTIOCH PD SWORN MGMT ASSOC	PAYROLL DEDUCTIONS	535.50
925416 APOA	PAYROLL DEDUCTIONS	12,288.29
925423 NATIONWIDE RETIREMENT SOLUTIONS	PAYROLL DEDUCTIONS	50,619.33
925424 VANTAGEPOINT TRANSFER AGENTS	PAYROLL DEDUCTIONS	7,245.57



STAFF REPORT TO THE CITY COUNCIL

DATE: Regular Meeting of November 10, 2015

TO: Honorable Mayor and Members of the City Council

SUBMITTED BY: William R. Galstan, Interim Assistant City Attorney *William R. Galstan*

SUBJECT: **Rejection of Claim: Robert Vaughn**


RECOMMENDED ACTION

It is recommended that the City Council reject the claim of Robert Vaughn that was received on July 16, 2015.

Should the City Council desire to discuss this matter, it would be scheduled for a future closed session.



STAFF REPORT TO THE CITY COUNCIL
FOR CONSIDERATION AT THE COUNCIL MEETING OF NOVEMBER 10, 2015

SUBMITTED BY: Donna Conley, City Treasurer 

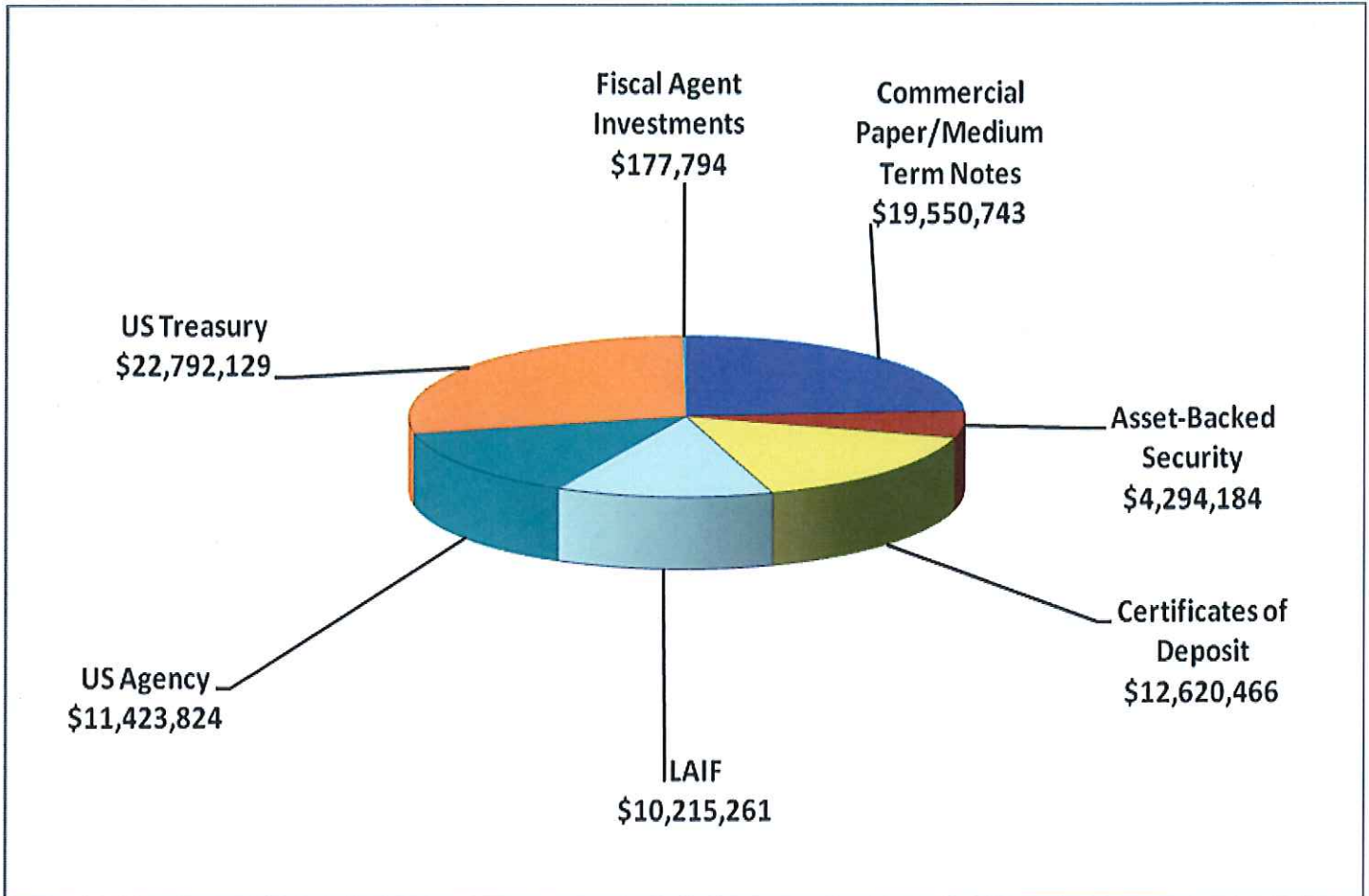
DATE November 4, 2015

SUBJECT: Treasurer's Report – SEPTEMBER 2015

RECOMMENDATION: Review and file.


CITY OF ANTIOCH
SUMMARY REPORT ON THE CITY'S INVESTMENTS

SEPTEMBER 30, 2015



Total of City and Fiscal Agent Investments = \$81,074,401

All City investments are shown above and conform to the City Investment Policy. All investment transactions during this period are included in this report. As Treasurer of the City of Antioch and Finance Director of the City of Antioch, we hereby certify that sufficient investment liquidity and anticipated revenue are available to meet the next six (6) months' estimated expenditures.


Donna Conley
Treasurer


Dawn Merchant
Finance Director

**Summary of Fiscal Agent Balances by
Debt Issue**

	<u>Amount</u>
Antioch Public Financing Authority 2015 Bonds	31,710
Antioch Development Agency 2000 Tax Allocation Bonds	6
Antioch Development Agency 2009 Tax Allocation Bonds	146,079
	<u><u>\$177,794</u></u>



Managed Account Issuer Summary

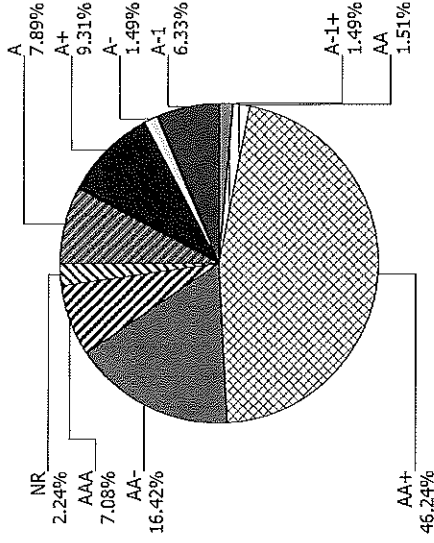
For the Month Ending September 30, 2015

CITY OF ANTIOCH, CA - 04380500

Issuer Summary

Issuer	Market Value of Holdings	Percent
AMERICAN EXPRESS CO	371,024.53	0.53
AMERICAN HONDA FINANCE	1,335,665.36	1.89
APPLE INC	1,706,548.40	2.42
BANK OF NEW YORK CO INC	1,397,218.20	1.98
BANK OF NOVA SCOTIA	1,349,716.50	1.91
BERKSHIRE HATHAWAY INC	932,932.29	1.32
CA EARTHQUAKE AUTH TXBL REV BOND	376,441.50	0.53
CA ST DEPT OF WATER REV BONDS	500,285.00	0.71
CANADIAN IMPERIAL BANK OF COMMERCE	1,398,334.00	1.98
CATERPILLAR INC	771,516.90	1.09
CISCO SYSTEMS INC	1,213,778.43	1.72
CITIBANK CREDIT CARD ISSUANCE TRUST	525,538.13	0.74
CONOCOPHILLIPS	239,778.48	0.34
DEERE & COMPANY	1,064,415.32	1.51
EXXON MOBIL CORP	1,403,304.00	1.99
FANNIE MAE	2,591,142.97	3.67
FEDERAL HOME LOAN BANKS	3,281,560.74	4.66
FORD CREDIT AUTO OWNER TRUST	1,165,915.36	1.65
FREDDIE MAC	2,189,711.70	3.10
GLAXOSMITHKLINE PLC	582,171.45	0.82
GOLDMAN SACHS GROUP INC	1,375,852.50	1.95
HONDA AUTO RECEIVABLES	794,597.51	1.13
HSBC HOLDINGS PLC	1,615,204.45	2.29
IBM CORP	1,745,765.00	2.47
JP MORGAN CHASE & CO	1,651,449.50	2.34
MCDONALD'S CORPORATION	680,990.63	0.96
NISSAN AUTO RECEIVABLES	855,899.13	1.21
NORDEA BANK AB	1,397,032.00	1.98
ORANGE COUNTY, CA	876,548.75	1.24
PEPSICO, INC	1,278,776.53	1.81
RABOBANK NEDERLAND	1,696,906.00	2.40
STATE OF CALIFORNIA	1,505,048.50	2.13

Credit Quality (S&P Ratings)



PFM Asset Management LLC



For the Month Ending September 30, 2015

Managed Account Issuer Summary

CITY OF ANTIOCH, CA - 04380500

Issuer	Market Value of Holdings	Percent
TEXAS INSTRUMENTS INCORPORATED	880,332.82	1.25
TORONTO-DOMINION BANK	1,401,834.00	1.99
TOYOTA AUTO RECEIVABLES	955,773.90	1.35
TOYOTA MOTOR CORP	728,301.65	1.03
UNITED STATES TREASURY	22,869,671.15	32.41
UNIVERSITY OF CALIFORNIA	135,409.05	0.19
US BANCORP	1,373,040.63	1.94
WELLS FARGO & COMPANY	1,029,411.60	1.46
WESTPAC BANKING CORP NY	1,350,526.50	1.91
Total	\$70,595,371.06	100.00%



PFM Asset Management LLC



Managed Account Detail of Securities Held

For the Month Ending September 30, 2015

CITY OF ANTIOCH, CA - 04380500

Security Type/Description	Dated Date/Coupon/Maturity	CUSIP	S&P Rating	Moody's Rating	Par	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
U.S. Treasury Bond / Note												
US TREASURY NOTES	DTD 08/31/2011 1.000% 08/31/2016	912828RF9	AA+	Aaa	485,000.00	02/27/14	03/03/14	491,119.33	0.49	413.05	487,255.08	487,709.21
US TREASURY NOTES	DTD 11/30/2011 0.875% 11/30/2016	912828RU6	AA+	Aaa	1,385,000.00	10/31/13	11/01/13	1,395,712.11	0.62	4,072.69	1,389,073.06	1,392,015.03
US TREASURY NOTES	DTD 11/30/2011 0.875% 11/30/2016	912828RU6	AA+	Aaa	2,635,000.00	11/27/13	12/03/13	2,657,644.53	0.58	7,748.41	2,643,855.71	2,648,346.28
US TREASURY NOTES	DTD 01/03/2012 0.875% 12/31/2016	912828RX0	AA+	Aaa	1,650,000.00	12/05/14	12/09/14	1,656,187.50	0.69	3,648.61	1,653,757.43	1,658,271.45
US TREASURY NOTES	DTD 05/31/2012 0.625% 05/31/2017	912828SY7	AA+	Aaa	1,120,000.00	06/02/14	06/03/14	1,113,787.50	0.81	2,352.46	1,116,526.76	1,120,831.04
US TREASURY NOTES	DTD 07/02/2012 0.750% 06/30/2017	912828TB6	AA+	Aaa	1,775,000.00	10/30/14	11/03/14	1,773,197.27	0.79	3,364.30	1,773,812.56	1,779,875.93
US TREASURY NOTES	DTD 07/31/2012 0.500% 07/31/2017	912828TGS	AA+	Aaa	285,000.00	07/01/14	07/07/14	281,047.85	0.96	240.08	282,625.87	284,473.04
US TREASURY NOTES	DTD 07/31/2012 0.500% 07/31/2017	912828TGS	AA+	Aaa	2,035,000.00	02/06/15	02/10/15	2,017,988.67	0.84	1,714.27	2,022,366.25	2,031,237.29
US TREASURY NOTES	DTD 07/31/2012 0.500% 07/31/2017	912828TGS	AA+	Aaa	2,350,000.00	02/02/15	02/04/15	2,342,564.45	0.63	1,979.62	2,344,517.87	2,345,654.85
US TREASURY NOTES	DTD 09/30/2010 1.875% 09/30/2017	912828PA2	AA+	Aaa	960,000.00	09/02/14	09/04/14	984,075.00	1.04	49.18	975,746.44	983,225.28
US TREASURY NOTES	DTD 04/01/2013 0.750% 03/31/2018	912828UU2	AA+	Aaa	1,325,000.00	03/25/15	03/26/15	1,316,667.00	0.96	27.15	1,316,078.25	1,323,102.60
US TREASURY NOTES	DTD 04/01/2013 0.750% 03/31/2018	912828UU2	AA+	Aaa	1,325,000.00	03/26/15	03/27/15	1,315,424.80	0.99	27.15	1,317,038.55	1,323,102.60
US TREASURY NOTES	DTD 04/01/2013 0.750% 03/31/2018	912828UU2	AA+	Aaa	2,250,000.00	03/26/15	03/27/15	2,233,652.34	1.00	46.11	2,236,407.44	2,246,778.00
US TREASURY NOTES	DTD 04/30/2013 0.625% 04/30/2018	912828UZ1	AA+	Aaa	1,250,000.00	04/28/15	04/30/15	1,239,941.41	0.90	3,269.36	1,241,328.85	1,243,587.50



PFM Asset Management LLC



Managed Account Detail of Securities Held

For the Month Ending September 30, 2015

CITY OF ANTIOCH, CA - 04380500

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
U.S. Treasury Bond / Note										
US TREASURY NOTES DTD 07/31/2013 1.375% 07/31/2018	912828V00	AA+	Aaa	07/01/15	07/01/15	252,080.08	1.10	578.14	251,913.51	253,349.50
US TREASURY NOTES DTD 07/31/2013 1.375% 07/31/2018	912828V00	AA+	Aaa	07/01/15	07/06/15	1,738,880.86	1.11	3,996.09	1,737,825.46	1,748,111.55
Security Type Sub-Total	22,805,000.00					22,809,970.70	0.82	33,527.67	22,792,129.09	22,869,671.15
Municipal Bond / Note										
CA ST DEPT OF WATER TXBL REV BONDS DTD 09/27/2012 0.650% 12/01/2015	130666X87	AAA	Aa1	09/19/12	09/27/12	500,000.00	0.65	1,083.33	500,000.00	500,285.00
CA ST TXBL GO BONDS DTD 03/27/2013 1.050% 02/01/2016	130638N73	AA-	Aa3	03/13/13	03/27/13	551,859.00	0.93	962.50	550,220.06	551,144.00
ORANGE CNTY, CA TXBL REV PO BONDS DTD 01/13/2015 0.780% 05/02/2016	68428LDJ0	AA-	NR	01/09/15	01/13/15	875,000.00	0.78	1,099.58	875,000.00	876,548.75
UNIV OF CAL TXBL REV BONDS DTD 10/02/2013 0.907% 05/15/2016	91412GSX4	AA	Aa2	09/26/13	10/02/13	135,000.00	0.91	462.57	135,000.00	135,409.05
CA EARTHQUAKE AUTH TXBL REV BONDS DTD 11/06/2014 1.194% 07/01/2016	13017HACO	NR	A3	10/29/14	11/06/14	225,000.00	1.19	671.63	225,000.00	225,531.00
CA ST TAXABLE GO BONDS DTD 11/05/2013 1.250% 11/01/2016	13063CFD7	AA-	Aa3	10/22/13	11/05/13	954,455.50	1.09	4,947.92	951,631.25	953,904.50
CA EARTHQUAKE AUTH TXBL REV BONDS DTD 11/06/2014 1.824% 07/01/2017	13017HAD8	NR	A3	10/29/14	11/06/14	150,000.00	1.82	684.00	150,000.00	150,910.50
Security Type Sub-Total	3,385,000.00					3,391,314.50	0.95	9,911.53	3,386,851.31	3,393,732.80
Federal Agency Collateralized Mortgage Obligation										
FNMA SERIES 2015-M1 ASQ2 DTD 01/15/2015 1.626% 02/01/2018	3136AMKW8	AA+	Aaa	01/15/15	01/30/15	383,797.15	1.26	514.90	382,815.65	384,145.04
FNMA SERIES 2015-M7 ASQ2 DTD 04/01/2015 1.550% 04/01/2018	3136ANUY4	AA+	Aaa	04/15/15	04/30/15	328,248.83	0.83	419.79	327,709.87	327,727.73



PFM Asset Management LLC



Managed Account Detail of Securities Held

For the Month Ending September 30, 2015

CITY OF ANTIOCH, CA - 04380500

Security Type/Description	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Federal Agency Collateralized Mortgage Obligation									
FNMA SERIES 2015-M3 FA	AA+	Aaa	02/12/15	02/27/15	241,336.72	0.39	85.53	241,336.72	241,258.82
DTD 02/01/2015 0.424% 06/01/2018									
Security Type Sub-Total	946,399.80				953,382.70	0.89	1,020.22	951,862.24	953,131.59
Federal Agency Bond / Note									
FNMA NOTES	AA+	Aaa	10/01/13	10/03/13	664,674.35	0.75	68.23	658,236.78	660,244.59
DTD 08/19/2011 1.250% 09/28/2016									
FNMA NOTES	AA+	Aaa	10/01/13	10/03/13	984,555.92	0.74	101.04	974,869.64	977,766.79
DTD 08/19/2011 1.250% 09/28/2016									
FHLB NOTES	AA+	Aaa	08/06/14	08/07/14	1,855,815.00	0.61	77.50	1,858,054.81	1,861,417.32
DTD 08/07/2014 0.500% 09/28/2016									
FHLB GLOBAL NOTES	AA+	Aaa	05/14/15	05/15/15	1,418,821.40	0.67	2,982.99	1,419,037.32	1,420,143.42
DTD 05/15/2015 0.625% 05/30/2017									
FREDDIE MAC GLOBAL NOTES	AA+	Aaa	08/12/14	08/14/14	2,174,854.27	1.00	3,806.25	2,174,910.89	2,189,711.70
DTD 06/25/2012 1.000% 07/28/2017									
Security Type Sub-Total	7,080,000.00				7,098,720.94	0.77	7,036.01	7,085,110.04	7,109,283.82
Corporate Note									
JPMORGAN CHASE & CO GLOBAL NOTES	A	A3	10/15/12	10/18/12	649,733.50	1.11	3,296.94	649,996.48	650,149.50
DTD 10/18/2012 1.100% 10/15/2015									
WELLS FARGO & COMPANY	A+	A2	07/22/13	07/29/13	1,024,016.00	1.28	2,526.91	1,024,730.64	1,029,411.60
DTD 07/29/2013 1.250% 07/20/2016									
BERKSHIRE HATHAWAY FIN GLOBAL NOTES	AA	Aa2	08/06/13	08/15/13	929,507.10	0.97	1,128.92	929,855.25	932,932.29
DTD 08/15/2013 0.950% 08/15/2016									
AMERICAN HONDA FINANCE GLOBAL NOTES	A+	A1	10/03/13	10/10/13	582,964.20	1.24	3,180.94	584,299.66	586,967.36
DTD 10/10/2013 1.125% 10/07/2016									
JPMORGAN CHASE & CO	A	A3	02/12/14	02/18/14	999,500.00	1.37	1,725.00	999,768.01	1,001,300.00
DTD 02/18/2014 1.350% 02/15/2017									



PFM Asset Management LLC



Managed Account Detail of Securities Held

For the Month Ending September 30, 2015

CITY OF ANTIOCH, CA - 04380500

Security Type/Description	Dated Date/Coupon/Maturity	CUSIP	S&P Rating	Moody's Rating	Par	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate Note												
APPLE INC CORP NOTE	037833AM2	037833AM2	AA+	Aa1	1,700,000.00	04/29/14	05/06/14	1,699,099.00	1.07	7,189.58	1,699,517.23	1,706,548.40
DTD 05/06/2014 1.050% 05/05/2017												
JOHN DEERE CAPITAL CORP NOTES	24422ESN0	24422ESN0	A	A2	1,065,000.00	06/09/14	06/12/14	1,064,499.45	1.14	3,627.66	1,064,714.78	1,064,415.32
DTD 06/12/2014 1.125% 06/12/2017												
HSBC USA INC	40434CAA3	40434CAA3	A	A2	565,000.00	06/16/14	06/23/14	564,141.20	1.35	1,999.47	564,501.28	564,016.90
DTD 06/23/2014 1.300% 06/23/2017												
PEPSICO, INC	713448CW6	713448CW6	A	A1	1,000,000.00	07/14/15	07/17/15	999,680.00	1.14	2,312.50	999,712.61	1,004,010.00
DTD 07/17/2015 1.125% 07/17/2017												
CATERPILLAR FINANCIAL SE	14912L6D8	14912L6D8	A	A2	770,000.00	08/13/14	08/20/14	769,615.00	1.27	1,149.65	769,756.45	771,516.90
DTD 08/20/2014 1.250% 08/18/2017												
AMERICAN EXPRESS CREDIT CORP NOTES	0258MDR7	0258MDR7	A-	A2	370,000.00	09/18/14	09/23/14	369,504.20	1.60	143.38	369,670.62	371,024.53
DTD 09/23/2014 1.350% 09/22/2017												
IBM CORP NOTES	459200HZ7	459200HZ7	AA-	Aa3	1,750,000.00	02/03/15	02/06/15	1,744,662.50	1.23	3,007.81	1,745,807.84	1,745,765.00
DTD 02/06/2015 1.125% 02/06/2018												
MCDONALDS CORP NOTES	58013MEE0	58013MEE0	A-	A3	625,000.00	04/01/15	04/07/15	697,331.25	1.27	2,786.46	685,461.65	680,990.63
DTD 02/29/2008 5.350% 03/01/2018												
EXXON MOBIL CORP NOTES	30231GAL6	30231GAL6	AAA	Aaa	1,400,000.00	03/04/15	03/06/15	1,400,000.00	1.31	1,268.75	1,400,000.00	1,403,304.00
DTD 03/06/2015 1.305% 03/06/2018												
AMERICAN HONDA FINANCE CORP NOTES	02665WAT8	02665WAT8	A+	A1	750,000.00	03/10/15	03/13/15	748,995.00	1.55	562.50	749,175.85	748,698.00
DTD 03/13/2015 1.500% 03/13/2018												
PEPSICO, INC CORP NOTES	713448CR7	713448CR7	A	A1	275,000.00	04/27/15	04/30/15	274,967.00	1.25	1,441.84	274,971.54	274,766.53
DTD 04/30/2015 1.250% 04/30/2018												
TEXAS INSTRUMENTS CORP NOTE	882508AV6	882508AV6	A+	A1	890,000.00	04/02/15	04/08/15	885,202.90	1.18	3,708.33	885,945.47	880,332.82
DTD 05/08/2013 1.000% 05/01/2018												
CONOCOPHILLIPS COMPANY CORP NOTE	20826FAL0	20826FAL0	A	A2	240,000.00	05/13/15	05/18/15	239,971.20	1.50	1,330.00	239,974.62	239,778.48
DTD 05/18/2015 1.500% 05/15/2018												
GLAXOSMITHKLINE CAP INC NOTES	377372AD9	377372AD9	A+	A2	525,000.00	04/01/15	04/07/15	594,368.25	1.30	1,120.83	583,754.18	582,171.45
DTD 05/13/2008 5.650% 05/15/2018												



PFM Asset Management LLC



Managed Account Detail of Securities Held

For the Month Ending September 30, 2015

CITY OF ANTIOCH, CA - 04380500

Security Type / Description	Dated Date / Coupon / Maturity	CUSIP	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value	
Corporate Note												
BANK OF NEW YORK MELLON CORP	06406HDB2	06406HDB2	A+	A1	05/22/15	05/29/15	1,399,874.00	1.60	7,591.11	1,399,887.06	1,397,218.20	
DTD 05/29/2015	1.600%	05/22/2018										
CISCO SYSTEMS INC CORP NOTE	17275RAU6	17275RAU6	AA-	A1	06/10/15	06/17/15	1,204,795.15	1.66	5,743.83	1,204,814.29	1,213,778.43	
DTD 06/17/2015	1.650%	06/15/2018										
TOYOTA MOTOR CREDIT CORP	89236TCP8	89236TCP8	AA-	Aa3	07/08/15	07/13/15	724,383.75	1.58	2,434.79	724,427.39	728,301.65	
DTD 07/13/2015	1.550%	07/13/2018										
Security Type Sub-Total							19,566,810.65	1.30	69,362.20	19,550,742.90	19,577,397.99	
Certificate of Deposit												
WESTPAC BANKING CORP NY LT FLOAT CD	96121TWF1	96121TWF1	AA-	Aa2	04/16/14	04/17/14	1,350,000.00	0.41	1,371.24	1,350,000.00	1,350,526.50	
DTD 04/17/2014	0.469%	04/15/2016										
BANK OF NOVA SCOTIA HOUS CD FLOAT	06417HMU7	06417HMU7	A+	Aa2	06/11/14	06/13/14	1,349,184.60	0.28	403.20	1,349,716.62	1,349,716.50	
DTD 06/13/2014	0.512%	06/10/2016										
GOLDMAN SACHS BANK USA CD	38147ZL5	38147ZL5	A-1	P-1	08/14/14	08/19/14	1,375,000.00	0.90	1,457.88	1,375,000.00	1,375,852.50	
DTD 08/19/2014	0.900%	08/12/2016										
HSBC BANK USA NA CD	40428AC54	40428AC54	A-1+	P-1	02/11/15	02/13/15	1,050,000.00	0.88	1,155.00	1,050,000.00	1,051,187.55	
DTD 02/13/2015	0.880%	08/15/2016										
CANADIAN IMPERIAL BANK NY YCD	13606JYY9	13606JYY9	A-1	P-1	04/06/15	04/10/15	1,400,000.00	1.01	6,716.50	1,400,000.00	1,398,334.00	
DTD 04/10/2015	1.010%	04/06/2017										
RABOBANK NEDERLAND NV CERT DEPOS	21684BXH2	21684BXH2	A-1	P-1	04/22/15	04/27/15	1,700,000.00	1.07	7,781.28	1,700,000.00	1,696,906.00	
DTD 04/27/2015	1.070%	04/21/2017										
NORDEA BANK FINLAND NY CD	65558LFA5	65558LFA5	AA-	Aa3	05/27/15	05/29/15	1,400,000.00	1.15	5,590.28	1,400,000.00	1,397,032.00	
DTD 05/29/2015	1.150%	05/26/2017										
TORONTO DOMINION BANK NY YCD	89113ESN7	89113ESN7	AA-	Aa1	06/16/15	06/19/15	1,400,000.00	1.25	4,966.89	1,400,000.00	1,401,834.00	
DTD 06/19/2015	1.240%	06/16/2017										
US BANK NA CINCINNATI (CALLABLE) CD	90333VPF1	90333VPF1	AA-	A1	09/09/14	09/11/14	1,372,786.25	1.41	1,050.35	1,373,563.90	1,373,040.63	
DTD 09/11/2014	1.375%	09/11/2017										
Security Type Sub-Total							12,400,000.00	0.94	30,492.62	12,398,280.52	12,394,429.68	



PFM Asset Management LLC



Managed Account Detail of Securities Held

For the Month Ending September 30, 2015

CITY OF ANTIOCH, CA - 04380500

Security Type/Description	Dated Date/Coupon/Maturity	CUSIP	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Asset-Backed Security / Collateralized Mortgage Obligation											
HONDA ABS 2015-1 A2	06/15/2017	43814KAB7	AAA	Aaa	01/21/15	01/28/15	299,984.34	0.70	93.33	299,989.45	299,964.30
DTD 01/28/2015 0.700%											
TOYOTA ABS 2015-A A2	07/15/2017	89236WAB4	AAA	Aaa	02/24/15	03/04/15	274,997.39	0.71	86.78	274,998.14	275,005.50
DTD 03/04/2015 0.710%											
FORD ABS 2014-C A2	08/15/2017	34530PAC6	AAA	NR	11/18/14	11/25/14	455,155.62	0.61	123.40	455,160.99	455,145.88
DTD 11/25/2014 0.610%											
HONDA ABS 2015-2 A3	02/21/2019	43813NACO	AAA	NR	05/13/15	05/20/15	494,924.02	1.05	143.00	494,932.75	494,633.21
DTD 05/20/2015 1.040%											
CITIBANK ABS 2014-A2 A2	02/22/2019	17305EFN0	AAA	Aaa	03/17/15	03/20/15	524,282.23	1.08	580.13	524,357.27	525,538.13
DTD 03/05/2014 1.020%											
TOYOTA ABS 2015-B A3	05/15/2019	89237CAD3	AAA	Aaa	06/10/15	06/17/15	679,963.21	1.27	383.82	679,966.54	680,768.40
DTD 06/17/2015 1.270%											
NISSAN ABS 2015-A A3	10/15/2019	65477UAC4	NR	Aaa	04/07/15	04/14/15	514,891.75	1.06	240.33	514,904.32	514,317.11
DTD 04/14/2015 1.050%											
FORD ABS 2015-B A3	11/15/2019	34530VAD1	NR	Aaa	05/19/15	05/26/15	349,967.63	1.16	180.44	349,970.38	349,780.20
DTD 05/26/2015 1.160%											
FORD ABS 2015-C A3	02/15/2020	34530YAD5	AAA	Aaa	09/15/15	09/22/15	359,929.94	1.42	126.90	359,929.94	360,989.28
DTD 09/22/2015 1.410%											
NISSAN ABS 2015-B A3	03/15/2020	65475WAD0	NR	Aaa	07/15/15	07/22/15	339,972.97	1.34	202.49	339,974.30	341,582.02
DTD 07/22/2015 1.340%											
Security Type Sub-Total							4,294,069.10	1.06	2,160.62	4,294,184.08	4,297,724.03
Managed Account Sub-Total							70,511,239.44	0.99	153,510.87	70,459,160.18	70,595,371.06
Securities Sub-Total							\$70,511,239.44	0.99%	\$153,510.87	\$70,459,160.18	\$70,595,371.06
Accrued Interest											\$153,510.87
Total Investments											\$70,748,881.93



PFM Asset Management LLC



Managed Account Security Transactions & Interest

For the Month Ending September 30, 2015

CITY OF ANTIOCH, CA - 04380500

Transaction Type	Trade	Settle	Security Description	CUSIP	Par	Principal Proceeds	Accrued Interest	Total	Realized G/L Cost	Realized G/L Amort Cost	Sale Method
BUY											
	09/15/15	09/22/15	FORD ABS 2015-C A3	34530YAD5	360,000.00	(359,929.94)	0.00	(359,929.94)			
			DTD 09/22/2015 1.410% 02/15/2020								
Transaction Type Sub-Total											
					360,000.00	(359,929.94)	0.00	(359,929.94)			
INTEREST											
	09/01/15	09/01/15	MCDONALDS CORP NOTES	58013MEED	625,000.00	0.00	16,718.75	16,718.75			
			DTD 02/29/2008 5.350% 03/01/2018								
	09/01/15	09/25/15	FNMA SERIES 2015-M7 ASQ2	3136ANUY4	325,000.00	0.00	419.79	419.79			
			DTD 04/01/2015 1.550% 04/01/2018								
	09/01/15	09/25/15	FNMA SERIES 2015-M3 FA	3136AMMCO	241,661.43	0.00	87.33	87.33			
			DTD 02/01/2015 0.424% 06/01/2018								
	09/01/15	09/25/15	FNMA SERIES 2015-M1 ASQ2	3136ANIKW8	380,000.00	0.00	514.90	514.90			
			DTD 01/15/2015 1.626% 02/01/2018								
	09/06/15	09/06/15	EXXON MOBIL CORP NOTES	30231GAL6	1,400,000.00	0.00	9,135.00	9,135.00			
			DTD 03/06/2015 1.305% 03/06/2018								
	09/10/15	09/10/15	BANK OF NOVA SCOTIA HOUS CD	06417HMU7	1,350,000.00	0.00	1,594.59	1,594.59			
			FLOAT								
			DTD 06/13/2014 0.512% 06/10/2016								
	09/11/15	09/11/15	US BANK NA CINCINNATI (CALLABLE)	90333VPF1	1,375,000.00	0.00	9,453.13	9,453.13			
			CD								
			DTD 09/11/2014 1.375% 09/11/2017								
	09/13/15	09/13/15	AMERICAN HONDA FINANCE CORP	02665WAT8	750,000.00	0.00	5,625.00	5,625.00			
			NOTES								
			DTD 03/13/2015 1.500% 03/13/2018								
	09/15/15	09/15/15	NISSAN ABS 2015-B A3	65475WAD0	340,000.00	0.00	379.67	379.67			
			DTD 07/22/2015 1.340% 03/15/2020								
	09/15/15	09/15/15	TOYOTA ABS 2015-B A3	89237CAD3	680,000.00	0.00	719.67	719.67			
			DTD 06/17/2015 1.270% 05/15/2019								
	09/15/15	09/15/15	TOYOTA ABS 2015-A A2	89236WAB4	275,000.00	0.00	162.71	162.71			
			DTD 03/04/2015 0.710% 07/15/2017								
	09/15/15	09/15/15	FORD ABS 2015-B A3	34530VAD1	350,000.00	0.00	338.33	338.33			
			DTD 05/26/2015 1.160% 11/15/2019								
	09/15/15	09/15/15	FORD ABS 2014-C A2	34530PAC6	516,519.69	0.00	262.56	262.56			
			DTD 11/25/2014 0.610% 08/15/2017								



PFM Asset Management LLC



Managed Account Security Transactions & Interest

For the Month Ending September 30, 2015

CITY OF ANTIOCH, CA - 04380500

Transaction Type	Trade	Settle	Security Description	CUSIP	Par	Principal Proceeds	Accrued Interest	Total	Realized G/L Cost	Realized G/L Amort Cost	Sale Method
INTEREST											
	09/15/15	09/15/15	HONDA ABS 2015-1 A2 DTD 01/28/2015 0.700% 06/15/2017	43814KAB7	300,000.00	0.00	175.00	175.00			
	09/15/15	09/15/15	NISSAN ABS 2015-A A3 DTD 04/14/2015 1.050% 10/15/2019	65477UAC4	515,000.00	0.00	450.63	450.63			
	09/21/15	09/21/15	HONDA ABS 2015-2 A3 DTD 05/20/2015 1.040% 02/21/2019	43813NAC0	495,000.00	0.00	429.00	429.00			
	09/22/15	09/22/15	AMERICAN EXPRESS CREDIT CORP NOTES DTD 09/23/2014 1.550% 09/22/2017	0258MODR7	370,000.00	0.00	2,867.50	2,867.50			
	09/28/15	09/28/15	FNMA NOTES DTD 08/19/2011 1.250% 09/28/2016	3135GOCM3	655,000.00	0.00	4,093.75	4,093.75			
	09/28/15	09/28/15	FNMA NOTES DTD 08/19/2011 1.250% 09/28/2016	3135GOCM3	970,000.00	0.00	6,062.50	6,062.50			
	09/28/15	09/28/15	FHLB NOTES DTD 08/07/2014 0.500% 09/28/2016	3130A2T97	1,860,000.00	0.00	4,650.00	4,650.00			
	09/30/15	09/30/15	US TREASURY NOTES DTD 04/01/2013 0.750% 03/31/2018	912828U02	1,325,000.00	0.00	4,968.75	4,968.75			
	09/30/15	09/30/15	US TREASURY NOTES DTD 09/30/2010 1.875% 09/30/2017	912828PA2	960,000.00	0.00	9,000.00	9,000.00			
	09/30/15	09/30/15	US TREASURY NOTES DTD 04/01/2013 0.750% 03/31/2018	912828U02	2,250,000.00	0.00	8,437.50	8,437.50			
	09/30/15	09/30/15	US TREASURY NOTES DTD 04/01/2013 0.750% 03/31/2018	912828U02	1,325,000.00	0.00	4,968.75	4,968.75			
Transaction Type Sub-Total					19,633,181.12	0.00	91,514.81	91,514.81			
PAYDOWNS											
	09/01/15	09/25/15	FNMA SERIES 2015-M3 FA DTD 02/01/2015 0.424% 06/01/2018	3136AMMCD	261.63	261.63	0.00	261.63	0.07	0.00	
	09/15/15	09/15/15	FORD ABS 2014-C A2 DTD 11/25/2014 0.610% 08/15/2017	34530PAC6	61,348.78	61,348.78	0.00	61,348.78	2.06	0.00	
Transaction Type Sub-Total					61,610.41	61,610.41	0.00	61,610.41	2.13	0.00	
SELL											



PFM Asset Management LLC



Managed Account Security Transactions & Interest

For the Month Ending September 30, 2015

CITY OF ANTIOCH, CA - 04380500

Transaction Type	Trade	Settle	Security Description	CUSIP	Par	Principal Proceeds	Accrued Interest	Total	Realized G/L Cost	Realized G/L Amort Cost	Sale Method
	09/15/15	09/22/15	US TREASURY NOTES DTD 08/31/2011 1.000% 08/31/2016	912828RF9	360,000.00	361,645.31	217.58	361,862.89	(2,896.88)	(73.74)	SPEC LOT
SELL											
Transaction Type Sub-Total											
					360,000.00	361,645.31	217.58	361,862.89	(2,896.88)	(73.74)	
Managed Account Sub-Total											
						63,325.78	91,732.39	155,058.17	(2,894.75)	(73.74)	
Total Security Transactions											
						\$63,325.78	\$91,732.39	\$155,058.17	(\$2,894.75)	(\$73.74)	



PFM Asset Management LLC



STAFF REPORT TO THE CITY COUNCIL

DATE: Regular Meeting of November 10, 2015
TO: Honorable Mayor and Members of the City Council
SUBMITTED BY: Michelle Fitzer, Administrative Services Director *M. Fitzer*
SUBJECT: Approval of an Amendment to the Consulting Services Agreement with Peckham and McKenney for the City Attorney Recruitment, and Authorizing the City Manager to Execute the Amendment

RECOMMENDED ACTION

It is recommended that the City Council adopt a motion approving an amendment to the Consulting Services Agreement with the recruiting firm of Peckham and McKenney in an amount not to exceed \$6,500 for reimbursable expenses for a second recruitment for the City Attorney position, and authorize the City Manager to execute it.

STRATEGIC PURPOSE

Strategy L-8: Effective and efficient management of all aspects of Human Resource Management, including Employer/Employee Relations, labor negotiations, classification and compensation, recruitment and selection, benefits administration, and staff development.

FISCAL IMPACT

There will be additional reimbursable expenses in an amount not to exceed \$6,500. This is a General Fund expense.

DISCUSSION

At the April 28, 2015, meeting Council authorized the City Manager to execute a Consulting Services Agreement with Peckham and McKenney to conduct a City Attorney recruitment. Unfortunately, the initial recruitment was not successful in placing a candidate. In accordance with the original Agreement, Peckham and McKenney will conduct another recruitment process for no additional professional services fee. However, the City is required to pay for reimbursable expenses, such as advertising, background investigation, and the like. The \$6,500 amount matches the anticipated reimbursable expenses amount from the original recruitment process. The actual expenses came in slightly less than anticipated, but these expenses may vary so it is best to plan for the full cost for the second process as well.

Although this amount remains within the City Manager's signing authority, staff wanted to bring the amendment to the Council for approval.

ATTACHMENTS

- A. Amendment to the Consulting Services Agreement with Peckham & McKenney for City Attorney Recruitment Services

AMENDMENT TO THE
CONSULTING SERVICES AGREEMENT BETWEEN
THE CITY OF ANTIOCH AND
PECKHAM & MCKENNEY

THE AGREEMENT for consulting services by and between the City of Antioch ("City") and Peckham & McKenney ("Consultant") dated April 29, 2015, is amended as follows:

Section 1.1 **Term of Services.** The term of this Agreement shall be extended through June 30, 2016.

Section 2. **COMPENSATION.** City hereby agrees to pay Consultant for additional reimbursable expenses for a second recruitment process in an amount not to exceed Six Thousand Five Hundred Dollars (\$6,500). In accordance with the original Agreement, no additional professional services fees shall be due or paid.

All other terms and conditions outlined in the original Agreement of April 29, 2015, shall remain unchanged and in full force and effect.

CITY OF ANTIOCH

PECKHAM & MCKENNEY

Steve Duran, City Manager

Phil McKenney, Chief Operating Officer

Approved as to Form:

City Attorney



STAFF REPORT TO THE CITY COUNCIL

DATE: Regular Meeting of November 10, 2015

TO: Honorable Mayor and Members of the City Council

SUBMITTED BY: Ahmed Abu-Aly, Associate Engineer, Capital Improvements Division *AA*

APPROVED BY: Ron Bernal, Public Works Director/City Engineer *RBF*

SUBJECT: Final Acceptance of 2015 Pavement Maintenance, Rubberized Cape Seal Project, P.W. 328-8

RECOMMENDED ACTION

It is recommended that the City Council adopt a resolution authorizing the Director of Finance to amend the 2015-2016 Capital Improvement Budget to increase Gas Tax funding for the 2015 Pavement Maintenance, Rubberized Cape Seal project in the amount of \$128,000 and increase the existing contract with American Pavement Systems, Inc. for this project in the amount of \$128,351.33 for a total of \$1,993,922.58, accepting work and authorizing the Public Works Director/City Engineer to File a Notice of Completion.

STRATEGIC PURPOSE

This item supports Strategy K-1 in the Strategic Plan by ensuring well maintained public facilities and continuing to comply with regulatory requirements of state and federal agencies.

FISCAL IMPACT

This action increases the contract amount by \$128,351.33, from \$1,865,571.25 to \$1,993,922.58, which is the final construction contract price for this project. The attached resolution includes action to increase the budget allocation by \$128,000 funded through the Gas Tax Fund.

DISCUSSION

On February 10, 2015, the City Council awarded a contract to American Pavement Systems, Inc. in the amount of \$1,865,571.25. The work was completed on September 9, 2015, and included resurfacing and restriping approximately 26 miles of travel lanes of the roads listed on the Notice of Completion (Exhibit 'A'). The work involved applying a rubberized chip seal with a Type 2 slurry seal over existing pavement. The increase in the final construction cost was due to expansion of the limits of work to include Walton Lane which serve as a maintenance access to the City water reservoir, extension of the limits on East 18th Street under Highway 160 to coincide with work being done in the City of Oakley and due to modifications to the existing striping on Wilbur Avenue to improve safety for cyclists.

ATTACHMENTS

- A: Resolution Accepting Work
- B: Notice of Completion, including List of Streets (Exhibit 'A')

ATTACHMENT "A"

RESOLUTION NO. 2015/
RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ANTIOCH
ACCEPTING WORK AND DIRECTING
THE PUBLIC WORKS DIRECTOR/CITY ENGINEER
TO FILE A NOTICE OF COMPLETION AND AUTHORIZING FINAL
PAYMENT TO AMERICAN PAVEMENT SYSTEMS, INC. FOR THE
2015 PAVEMENT MAINTENANCE, RUBBERIZED CAPE SEAL PROJECT
P.W. 328-8**

WHEREAS, the Public Works Director/City Engineer, has certified the completion of all work provided to be done under and pursuant to the contract between the City of Antioch and American Pavement Systems, Inc. and;

WHEREAS, it appears to the satisfaction of this City Council that said work under said contract has been fully completed and done as provided in said contract and the plans and specifications therein referred to;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Antioch, that:

1. The above-described work is hereby accepted.
2. The Public Works Director/City Engineer is directed to execute and file for record with the County Recorder, County of Contra Costa, a Notice of Completion thereof.
3. The Director of Finance is hereby directed to amend the 2015-2016 Capital Improvement Budget by \$128,000 to increase Gas Tax funding.
4. The Director of Finance is hereby directed to increase the contract with American Pavement Systems, Inc. by \$128,351.33 to \$1,993,922.58.

* * * * *

I HEREBY CERTIFY that the foregoing resolution was passed and adopted by the City Council of the City of Antioch at a regular meeting thereof held on the 10th day of November, 2015 by the following vote:

AYES:

NOES:

ABSENT:

**ARNE SIMONSEN
CITY CLERK OF THE CITY OF ANTIOCH**

ATTACHMENT "B"

Recorded at the request
of and for the benefit
of the City of Antioch

When recorded, return
to City of Antioch
Capital Improvements Department
P.O. Box 5007
Antioch, CA 94531-5007

NOTICE OF COMPLETION

FOR

**2015 PAVEMENT MAINTENANCE, RUBBERIZED CAPE SEAL PROJECT
IN THE CITY OF ANTIOCH
(P.W. 328-8)**

NOTICE IS HEREBY GIVEN that the work and improvements hereinafter described, the contract for which was entered into by and between the City of Antioch and American Pavement Systems, Inc. was completed on September 9, 2015.

The surety for said project was The Guarantee Company of North America USA.

The subject project consisted of rubberized cape seal at the locations listed in Exhibit 'A' in Antioch, California.

**THE UNDERSIGNED STATES UNDER PENALTY OF
PERJURY THAT THE ABOVE IS TRUE AND CORRECT**

Date

RON BERNAL, P.E.
Public Works Director/City Engineer

B1

EXHIBIT "A"

RUBBERIZED CAPE SEAL LIST OF STREETS, P.W. 328-8

STREET	BOUNDARIES
Bluerock Drive	Lone Tree Way to Deer Valley Road
Granite Circle	Granite Circle / Court
Bluerock Court	Bluerock Court
Jade Court	Jade Court
"G" Street	North of Newbury Avenue to Longview Road
Whitehaven Court	All
Ravenwood Court	All
Donham Court	All
Bourton Court	All
Gloucester Court	All
Deerfield Drive	Hillcrest Avenue to Country Hills Road
4th Street	"L" Street to "G" Street
"G" Street	4th Street to 10th Street
10th Street	"A" Street to "O" Street
"A" Street	8th Street to Beede Way
Wilbur Avenue	"A" Street to Cavallo Road
E 18th Street	"A" Street to Hwy 4 - City limit
E Tregallas Road	Hillcrest Avenue to Garrow Drive
Deer Valley Road	Hillcrest Avenue to Lone Tree Way
W Tregallas Road	Lone Tree Way to El Rey St
Verne Roberts Circle	W 10th St to 2508 Verne Roberts Cr
Costco Way	Auto Center Drive to Verne Roberts Circle
Walton Lane	All



STAFF REPORT TO THE CITY COUNCIL

DATE: Regular Meeting of November 10, 2015

TO: Honorable Mayor and Members of the City Council

SUBMITTED BY: Scott Buenting, Associate Engineer, Capital Improvements Division *SB*

APPROVED BY: Ron Bernal, Public Works Director/City Engineer *RB*

SUBJECT: Consultant Service Agreement for the Cathodic Protection Assessment (P.W. 321-1)

RECOMMENDED ACTION

It is recommended that the City Council approve the proposal and authorize the City Manager to sign an agreement with JDH Corrosion Consultants, Inc. for consulting services related to the Cathodic Protection Assessment project, in the amount of \$84,290.

STRATEGIC PURPOSE

This item supports Strategy K-1 in the Strategic Plan by ensuring well maintained public facilities and Strategy K-2 by delivering high quality water to our customers. The assessment of the City's pipeline cathodic protection is an important part of maintaining a highly functioning and reliable water system.

FISCAL IMPACT

The 2015-16 Capital Improvement Budget includes \$200,000 in Water Enterprise Funds for assessing the cathodic protection facilities of the City's water distribution system.

DISCUSSION

The City's existing cathodic protection facilities consists of three rectifiers and numerous sacrificial anode type cathodic protection systems protecting approximately eleven miles of domestic water pipelines throughout the City. The majority of these facilities were installed in the late 1980's to early 1990's and may be approaching the end of their service life.

On August 5, 2015, staff mailed letters to four (4) engineering firms requesting proposals for conducting a thorough assessment of all cathodic protection systems within the City. This work includes field testing the individual systems and mapping their physical locations. A comprehensive report summarizing all findings will be developed and remediation recommendations will be provided to the City. Improvement plans and specifications suitable for public bidding shall be developed to remediate the necessary deficiencies.

On September 10, 2015, proposals were received from Corrpro Companies, Inc. of Hayward, JDH Corrosion Consultants, Inc. of Concord and V&A Engineering

Consultants, Inc. of Oakland. Based on the content of the proposals, JDH Corrosion Consultants, Inc. was selected as the most qualified firm to provide the services required for this project. Staff has subsequently met with representatives from JDH Corrosion Consultants, Inc. to develop the scope of work and cost proposal included in the attached Consultant Service Agreement.

ATTACHMENTS

A: Consultant Service Agreement

ATTACHMENT "A"

CONSULTING SERVICES AGREEMENT BETWEEN THE CITY OF ANTIOCH AND JDH CORROSION CONSULTANTS, INC. FOR THE CATHODIC PROTECTION ASSESSMENT (P.W. 321-1)

THIS AGREEMENT for consulting services is made by and between the City of Antioch ("City") and JDH Corrosion Consultants, Inc. ("Consultant") as of November 11, 2015.

Section 1. SERVICES. Subject to the terms and conditions set forth in this Agreement, Consultant shall furnish all technical and professional services including labor, material, equipment, transportation, supervision and expertise to provide to City the services described in the Scope of Work attached as Exhibit A at the time and place and in the manner specified therein. In the event of a conflict in or inconsistency between the terms of this Agreement and Exhibit A, the Agreement shall prevail.

- 1.1 **Term of Services.** The term of this Agreement shall begin on the date first noted above and shall end on December 31, 2017, and Consultant shall complete the work described in Exhibit A prior to that date, unless the term of the Agreement is otherwise terminated or extended, as provided for in Section 8. The time provided to Consultant to complete the services required by this Agreement shall not affect the City' right to terminate the Agreement, as provided for in Section 8.
- 1.2 **Standard of Performance.** Consultant represents that it is experienced in providing these services to public clients and is familiar with the plans and needs of City. Consultant shall perform all services required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the profession in which Consultant is engaged in the geographical area in which Consultant practices its profession.
- 1.3 **Assignment of Personnel.** Consultant shall assign only competent personnel to perform services pursuant to this Agreement. In the event that City, in its sole discretion, at any time during the term of this Agreement, desires the reassignment of any such persons, Consultant shall, immediately upon receiving notice from City of such desire of City, reassign such person or persons.
- 1.4 **Time.** Consultant shall devote such time to the performance of services pursuant to this Agreement as may be reasonably necessary to meet the standard of performance provided in Section 1.1 above and to satisfy Consultant's obligations hereunder.

Section 2. COMPENSATION. City hereby agree to pay Consultant a sum not to exceed Eighty-four thousand, two hundred ninety dollars (\$84,290.00), notwithstanding any contrary indications that may be contained in Consultant's proposal, for services to be performed and reimbursable costs incurred under this Agreement. In the event of a conflict between this Agreement and Consultant's proposal, attached as Exhibit A, regarding the amount of compensation, the Agreement shall prevail. City shall pay Consultant for services rendered pursuant to this Agreement at the time and in the manner set forth below. The payments specified below shall be the only payments from City to Consultant for services rendered pursuant to this Agreement. Except as specifically authorized by City, Consultant shall not bill City for duplicate services performed by more than one person.

Consultant and City acknowledge and agree that compensation paid by City to Consultant under this Agreement is based upon Consultant's estimated costs of providing the services required hereunder, including salaries and benefits of employees and subcontractors of Consultant. Consequently, the parties further agree that compensation hereunder is intended to include the costs of contributions to any pensions and/or annuities to which Consultant and its employees, agents, and subcontractors may be eligible. City therefore has no responsibility for such contributions beyond compensation required under this Agreement.

2.1 Invoices. Consultant shall submit invoices, not more often than once a month during the term of this Agreement, based on the cost for services performed and reimbursable costs incurred prior to the invoice date. Invoices shall contain the following information:

- Serial identifications of progress bills; i.e., Progress Bill No. 1 for the first invoice, etc.;
- The beginning and ending dates of the billing period;
- A Task Summary containing the original contract amount, the amount of prior billings, the total due this period, the balance available under the Agreement, and the percentage of completion;
- At City' option, for each work item in each task, a copy of the applicable time entries or time sheets shall be submitted showing the name of the person doing the work, the hours spent by each person, a brief description of the work, and each reimbursable expense;
- The total number of hours of work performed under the Agreement by Consultant and each employee, agent, and subcontractor of Consultant performing services.
- The Consultant's signature.

2.2 Payment Schedule.

2.2.1 City shall make incremental payments, based on invoices received for services satisfactorily performed, and for authorized reimbursable costs incurred. City shall have 30 days from the receipt of an invoice that complies with all of the requirements of Section 2.1 to pay Consultant.

2.3 Total Payment. City shall pay for the services to be rendered by Consultant pursuant to this Agreement. City shall not pay any additional sum for any expense or cost whatsoever incurred by Consultant in rendering services pursuant to this Agreement.

In no event shall Consultant submit any invoice for an amount in excess of the maximum amount of compensation provided above either for a task or for the entire Agreement, unless the Agreement is modified prior to the submission of such an invoice by a properly executed change order or amendment.

2.4 Hourly Fees. Fees for work performed by Consultant on an hourly basis shall not exceed the amounts shown on the following fee schedule: See Exhibit "B".

2.5 Payment of Taxes. Consultant is solely responsible for the payment of employment taxes incurred under this Agreement and any similar federal or state taxes.

2.6 **Authorization to Perform Services.** The Consultant is not authorized to perform any services or incur any costs whatsoever under the terms of this Agreement until receipt of authorization from the Contract Administrator.

Section 3. FACILITIES AND EQUIPMENT. Except as set forth herein, Consultant shall, at its sole cost and expense, provide all facilities and equipment that may be necessary to perform the services required by this Agreement. City shall make available to Consultant only the facilities and equipment listed in this section, and only under the terms and conditions set forth herein.

City shall furnish physical facilities such as desks, filing cabinets, and conference space, as may be reasonably necessary for Consultant's use while consulting with City employees and reviewing records and the information in possession of the City. The location, quantity, and time of furnishing those facilities shall be in the sole discretion of City. In no event shall City be obligated to furnish any facility that may involve incurring any direct expense, including but not limited to computer, long-distance telephone or other communication charges, vehicles, and reproduction facilities.

Section 4. INSURANCE REQUIREMENTS. Before beginning any work under this Agreement, Consultant, at its own cost and expense, shall procure insurance against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work by the Consultant and its agents, representatives, employees, and subcontractors. Consultant shall provide proof satisfactory to City of such insurance that meets the requirements of this section and under forms of insurance satisfactory in all respects to the City. Consultant shall maintain the insurance policies required by this section throughout the term of this Agreement. The cost of such insurance shall be included in the Consultant's proposal. Consultant shall not allow any subcontractor to commence work on any subcontract until Consultant has obtained all insurance required herein for the subcontractor(s) and provided evidence thereof to City. Verification of the required insurance shall be submitted and made part of this Agreement prior to execution. Insurers shall have an A.M. Best's rating of no less than A:VII unless otherwise accepted by the City in writing:

4.1. **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **\$1,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit. If Consultant's services include work within 50 feet of a railroad right of way, the Contractor shall have removed any exclusion on their liability policy limiting coverage for work near a railroad, or shall provide a Railroad Protective Liability policy in favor of the City. Limits for such coverage shall be no less than \$5,000,000.

4.2. **Automobile Liability Insurance.** ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than **\$1,000,000** per accident for bodily injury and property damage.

4.3. **Workers' Compensation Insurance.** As required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease.

4.4. Professional Liability (Errors and Omissions): Insurance appropriate to the Contractor's profession, with limit no less than \$1,000,000 per occurrence or claim, \$2,000,000 aggregate.

4.5. Other Insurance Provisions. The insurance policies are to contain, or be endorsed to contain, the following provisions:

4.5.1 Additional Insured Status. The City, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10 and CG 20 37 if a later edition is used).

4.5.2 Primary Coverage. For any claims related to this contract, the Contractor's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

4.5.3 Notice of Cancellation. Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the City.

4.5.4 Waiver of Subrogation. Contractor hereby grants to City a waiver of any right to subrogation which any insurer of said Contractor may acquire against the City by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.

4.5.5 Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by the City. The City may require the Contractor to purchase coverage with a lower deductible or retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

4.5.6 Claims made policies. If any of the required policies provide claims-made coverage:

4.5.6.1 The Retroactive Date must be shown, and must be before the date of the contract or the beginning of contract work.

4.5.6.2 Insurance must be maintained and evidence of insurance must be provided **for at least five (5) years after completion of the contract of work.**

4.5.6.3 If coverage is canceled or non-renewed, and not replaced **with another claims-made policy form with a Retroactive Date prior to the contract effective date**, the Contractor must purchase "extended reporting" coverage for a minimum of **five (5) years** after completion of contract work.

4.6. Certificate of Insurance and Endorsements. Contractor shall furnish the City with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the City before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

4.7. Subcontractors. Contractor shall include all subcontractors as insured under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated in this Agreement, including but not limited to naming additional insureds.

4.8. Higher limits. If the contractor maintains higher limits than the minimums shown above, the City requires and shall be entitled to coverage for the higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

4.9 Special Risks or Circumstances. City reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage or other special circumstances.

4.10 Remedies. In addition to any other remedies City may have if Consultant fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, City may, at its sole option exercise any of the following remedies, which are alternatives to other remedies City may have and are not the exclusive remedy for Consultant's breach:

- Obtain such insurance and deduct and retain the amount of the premiums for such insurance from any sums due under the Agreement;
- Order Consultant to stop work under this Agreement or withhold any payment that becomes due to Consultant hereunder, or both stop work and withhold any payment, until Consultant demonstrates compliance with the requirements hereof; and/or
- Terminate this Agreement.

Section 5. INDEMNIFICATION AND CONSULTANT'S RESPONSIBILITIES

5.1. CONSULTANT shall, to the fullest extent permitted by law, indemnify, defend (with counsel acceptable to the CITY) and hold harmless CITY, and its employees, officials, volunteers and agents ("Indemnified Parties") from and against any and all losses, claims, damages, costs and liability arising out of any personal injury, loss of life, damage to property, or any violation of any federal, state, or municipal law or ordinance, arising out of or resulting from the performance of this Agreement by CONSULTANT, its officers, employees, agents, volunteers, subcontractors or sub-consultants, excepting only liability arising from the sole negligence, active negligence or intentional misconduct of CITY.

5.2. In the event that Consultant or any employee, agent, sub-consultant or subcontractor of Consultant providing services under this Agreement is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for PERS benefits on behalf of Consultant or its employees, agents, sub-consultants or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

5.3. Acceptance by City of insurance certificates and endorsements required under this Agreement does not relieve Consultant from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply to any damages or claims for damages whether or not such insurance policies shall have been determined to apply.

5.4. By execution of this Agreement, Consultant acknowledges and agrees to the provisions of this Section and that it is a material element of consideration, and that these provisions survive the termination of this Agreement.

Section 6. STATUS OF CONSULTANT.

6.1 **Independent Contractor.** At all times during the term of this Agreement, Consultant shall be an independent contractor and shall not be an employee of City. City shall have the right to control Consultant only insofar as the results of Consultant's services rendered pursuant to this Agreement and assignment of personnel pursuant to Subparagraph 1.3; however, otherwise City shall not have the right to control the means by which Consultant accomplishes services rendered pursuant to this Agreement. Notwithstanding any other City, state, or federal policy, rule, regulation, law, or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing services under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any and all claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in the California Public Employees Retirement System (PERS) as an employee of City and entitlement to any contribution to be paid by City for employer contributions and/or employee contributions for PERS benefits.

6.2 **Consultant No Agent.** Except as City may specify in writing, Consultant shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent. Consultant shall have no authority, express or implied, pursuant to this Agreement to bind City to any obligation whatsoever.

Section 7. LEGAL REQUIREMENTS.

7.1 **Governing Law.** The laws of the State of California shall govern this Agreement.

7.2 **Compliance with Applicable Laws.** Consultant and any subcontractors shall comply with all laws applicable to the performance of the work hereunder.

7.3 **Other Governmental Regulations.** To the extent that this Agreement may be funded by fiscal assistance from another governmental entity, Consultant and any subcontractors

shall comply with all applicable rules and regulations to which City is bound by the terms of such fiscal assistance program.

7.4 **Licenses and Permits.** Consultant represents and warrants to City that Consultant and its employees, agents, and any subcontractors have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required to practice their respective professions. Consultant represents and warrants to City that Consultant and its employees, agents, any subcontractors shall, at their sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required to practice their respective professions. In addition to the foregoing, Consultant and any subcontractors shall obtain and maintain during the term of this Agreement valid Business Licenses from City.

7.5 **Nondiscrimination and Equal Opportunity.** Consultant shall not discriminate, on the basis of a person's race, religion, color, national origin, age, physical or mental handicap or disability, medical condition, marital status, sex, sexual orientation or any other legally protected status, against any employee, applicant for employment, subcontractor, bidder for a subcontract, or participant in, recipient of, or applicant for any services or programs provided by Consultant under this Agreement. Consultant shall comply with all applicable federal, state, and local laws, policies, rules, and requirements related to equal opportunity and nondiscrimination in employment, contracting, and the provision of any services that are the subject of this Agreement, including but not limited to the satisfaction of any positive obligations required of Consultant thereby.

Consultant shall include the provisions of this Subsection in any subcontract approved by the Contract Administrator or this Agreement.

7.6 **Prevailing Wages.** Should the scope of work fall under the requirements of the California Labor Code and implementing regulations for the payment of prevailing wages, then Consultant shall comply and pay prevailing wages.

Section 8. TERMINATION AND MODIFICATION.

8.1 **Termination.** City may cancel this Agreement at any time and without cause upon written notification to Consultant.

Consultant may cancel this Agreement upon 30 days' written notice to City and shall include in such notice the reasons for cancellation.

In the event of termination, Consultant shall be entitled to compensation for services performed to the effective date of termination; City, however, may condition payment of such compensation upon Consultant delivering to City any or all documents, photographs, computer software, video and audio tapes, and other materials provided to Consultant or prepared by or for Consultant or the City in connection with this Agreement.

8.2 **Extension.** City may, in their sole and exclusive discretion, extend the end date of this Agreement beyond that provided for in Subsection 1.1. Any such extension shall require a

written amendment to this Agreement, as provided for herein. Consultant understands and agrees that, if City grants such an extension, City shall have no obligation to provide Consultant with compensation beyond the maximum amount provided for in this Agreement. Similarly, unless authorized by the Contract Administrator, City shall have no obligation to reimburse Consultant for any otherwise reimbursable expenses incurred during the extension period.

8.3 Amendments. The parties may amend this Agreement only by a writing signed by all the parties.

8.4 Assignment and Subcontracting. City and Consultant recognize and agree that this Agreement contemplates personal performance by Consultant and is based upon a determination of Consultant's unique personal competence, experience, and specialized personal knowledge. Moreover, a substantial inducement to City for entering into this Agreement was and is the professional reputation and competence of Consultant. Consultant may not assign this Agreement or any interest therein without the prior written approval of the Contract Administrator. Consultant shall not subcontract any portion of the performance contemplated and provided for herein, other than to the subcontractors noted in the proposal, without prior written approval of the Contract Administrator.

8.5 Survival. All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating liability between City and Consultant shall survive the termination of this Agreement.

8.6 Options upon Breach by Consultant. If Consultant materially breaches any of the terms of this Agreement, City' remedies shall include, but not be limited to, the following:

8.6.1 Immediately terminate the Agreement;

8.6.2 Retain the plans, specifications, drawings, reports, design documents, and any other work product prepared by Consultant pursuant to this Agreement; and/or

8.6.3 Retain a different consultant to complete the work described in Exhibit A not finished by Consultant in which case the City may charge Consultant the difference between the cost to have a different consultant complete the work described in Exhibit A that is unfinished at the time of breach and the amount that City would have paid Consultant pursuant to Section 2 if Consultant had completed the work.

Section 9. KEEPING AND STATUS OF RECORDS.

9.1 Records Created as Part of Consultant's Performance. All reports, data, maps, models, charts, studies, surveys, photographs, memoranda, plans, studies, specifications, records, files, or any other documents or materials, in electronic or any other form, that Consultant prepares or obtains pursuant to this Agreement and that relate to the matters covered hereunder shall be the property of the City. Consultant hereby agrees to deliver those documents to the City upon termination of the Agreement. It is understood and

agreed that the documents and other materials, including but not limited to those described above, prepared pursuant to this Agreement are prepared specifically for the City and are not necessarily suitable for any future or other use.

- 9.2 **Confidentiality.** All reports, data, maps, models, charts, studies, surveys, photographs, memoranda, plans, studies, specifications, records, files, or any other documents or materials, in electronic or any other form, that Consultant prepares or obtains pursuant to this Agreement and that relate to the matters covered hereunder shall be kept confidential by Consultant. Such materials shall not, without the prior written permission of City, be used by Consultant for any purpose other than the performance of this Agreement nor shall such materials be disclosed publicly. Nothing furnished to Consultant which is otherwise known to Consultant or is generally known, shall be deemed confidential. Consultant shall not use the City's name or logo or photographs pertaining to the services under this Agreement in any publication without the prior written consent of the City.
- 9.3 **Consultant's Books and Records.** Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to the City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to the Consultant to this Agreement.
- 9.4 **Inspection and Audit of Records.** Any records or documents that Section 9.2 of this Agreement requires Consultant to maintain shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of the City. Under California Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds TEN THOUSAND DOLLARS (\$10,000.00), the Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or as part of any audit of City, for a period of three (3) years after final payment under the Agreement.
- 9.5 **Intellectual Property.** The City shall have and retain all right, title and interest, including copyright, patent, trade secret or other proprietary rights in all plans, specifications, studies, drawings, estimates, materials, data, computer programs or software and source code, enhancements, documents and any other works of authorship fixed in any tangible medium or expression, including but not limited to physical drawings or other data magnetically or otherwise recorded on computer media ("Intellectual Property") prepared or developed by or on behalf of Consultant under this Agreement. Consultant further grants to City a non-exclusive and perpetual license to copy, use, modify or sub-license any and all Intellectual Property otherwise owned by Consultant which is the basis or foundation for any derivative, collective, insurrectional or supplemental work created under this Agreement.

Section 10 MISCELLANEOUS PROVISIONS.

- 10.1 **Venue.** In the event that either party brings any action against the other under this Agreement, the parties agree that trial of such action shall be vested exclusively in the

state courts of California in the County of Contra Costa or in the United States District Court for the Northern District of California.

- 10.2 **Severability.** If a court of competent jurisdiction finds or rules that any provision of this Agreement is invalid, void, or unenforceable, the provisions of this Agreement not so adjudged shall remain in full force and effect. The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision of this Agreement.
- 10.3 **No Implied Waiver of Breach.** The waiver of any breach of a specific provision of this Agreement does not constitute a waiver of any other breach of that term or any other term of this Agreement.
- 10.4 **Successors and Assigns.** The provisions of this Agreement shall inure to the benefit of and shall apply to and bind the successors and assigns of the parties.
- 10.5 **Use of Recycled Products.** Consultant shall prepare and submit all reports, written studies and other printed material on recycled paper to the extent it is available at equal or less cost than virgin paper.
- 10.6 **Conflict of Interest.** Consultant may serve other clients, but none whose activities within the corporate limits of City or whose business, regardless of location, would place Consultant in a "conflict of interest," as that term is defined in the Political Reform Act, codified at California Government Code Section 81000 *et seq.*

Consultant shall not employ any official of City in the work performed pursuant to this Agreement. No officer or employee of City shall have any financial interest in this Agreement that would violate California Government Code Sections 1090 *et seq.*

Consultant hereby warrants that it is not now, nor has it been in the previous twelve (12) months, an employee, agent, appointee, or official of the City. If Consultant was an employee, agent, appointee, or official of City in the previous twelve months, Consultant warrants that it did not participate in any manner in the forming of this Agreement. Consultant understands that, if this Agreement is made in violation of Government Code §1090 *et seq.*, the entire Agreement is void and Consultant will not be entitled to any compensation for services performed pursuant to this Agreement, including reimbursement of expenses, and Consultant will be required to reimburse the City for any sums paid to the Consultant. Consultant understands that, in addition to the foregoing, it may be subject to criminal prosecution for a violation of Government Code § 1090 and, if applicable, will be disqualified from holding public office in the State of California.

- 10.7 **Inconsistent Terms.** If the terms or provisions of this Agreement conflict with or are inconsistent with any term or provision of any attachment or Exhibit attached hereto, then the terms and provisions of this Agreement shall prevail.
- 10.8 **Solicitation.** Consultant agrees not to solicit business at any meeting, focus group, or interview related to this Agreement, either orally or through any written materials.

10.9 Contract Administration. This Agreement shall be administered by Scott Buenting ("Contract Administrator"). All correspondence shall be directed to or through the Contract Administrator or his or her designee.

10.10 Notices. Any written notice to Consultant shall be sent to:

J. Darby Howard, Jr., P.E.
JDH Corrosion Consultants, Inc.
1100 Willow Pass Court
Concord, CA 94520

Any written notice to City shall be sent to:

City Manager
City of Antioch
P. O. Box 5007
Antioch, CA 94531-5007

10.11 Integration. This Agreement, including the scope of work attached hereto and incorporated herein as Exhibit A, and all other attachments, represents the entire and integrated agreement between City and Consultant and supersedes all prior negotiations, representations, or agreements, either written or oral.

CITY:

CITY OF ANTIOCH

Steven Duran, City Manager

Attest:

Arne Simonsen, City Clerk of City of Antioch

Approved as to Form:

City Attorney

CONSULTANT:

JDH CORROSION CONSULTANTS, INC.

By: _____

Name: _____

Title: _____

By: _____

Name: _____

Title: _____

[Two signatures are required for a corporation or one signature with the corporate bylaws indicating that one person can sign on behalf of the corporation]

A11

EXHIBIT "A"



*Protecting the infrastructure
through innovative
Corrosion Engineering Solutions*

October 9, 2015

City of Antioch
200 'H' Street
Antioch, CA 94531-5007

Attention: **Scott Buenting**
Associate Engineer, Capital Improvements Division

Subject: **Scope of Work and Cost Proposal for CATHODIC PROTECTION ASSESSMENT (P.W. 321-1)**

Scott,

We are pleased to submit this scope of work and cost estimate for the above referenced project in response to your request. The enclosed information demonstrates our firm's understanding and expertise in providing the corrosion engineering services that you are requesting.

JDH Corrosion Consultants, Inc. is an independent specialty corrosion engineering consulting firm headquartered in Concord, California (15 minutes from your office) and we have the manpower and experience to execute the requested corrosion engineering services in a timely and professional manner.

Our principal engineer, J. Darby Howard, Jr., P.E. has worked on many projects for the City of Antioch through the years. He started working on City of Antioch projects in 1987 and personally designed the impressed current systems that are still in use and many of the galvanic cathodic protection systems that are protecting transmission and distribution pipelines throughout the City. This knowledge will be invaluable in locating cathodic protection test stations throughout the City of Antioch that have been forgotten for the past 20-25 years.

In summary, we feel that our project team is uniquely qualified to provide the corrosion engineering consulting services described in your RFP and we are prepared to dedicate the resources of our firm to the successful execution of this contract. If you have any questions concerning the information presented in this proposal or if we can provide any additional information, please contact us at (925) 927-6630.

Respectfully submitted,

J. Darby Howard, Jr., P.E.



dhoward@jdhcorrosion.com
JDH CORROSION CONSULTANTS, INC.
Principal

Scope of Services

City of Antioch Project Objectives

The City of Antioch seeks to retain the services of a qualified Corrosion Engineering Consulting Firm to evaluate the effectiveness of the impressed current and galvanic cathodic protection systems protecting approximately two (2) miles of 24"/30" diameter concrete mortar lined and coated steel pipe and nine (9) miles of ductile iron pipe ranging in size from 10" to 20" in diameter. In addition, the project goal is to adjust these systems as necessary to ensure that adequate levels of protection are being afforded to the subject pipelines and if they cannot be adequately adjusted what measures are needed to upgrade the systems to ensure adequate levels of protection.

General

All field work will be performed by NACE International Cathodic Protection certified personnel under the supervision of a California Registered Professional Engineer and a NACE certified Cathodic Protection Specialist.

Based on the survey that was conducted by Corpro in 2009 the following test stations and rectifiers were located and surveyed and will be included in this survey:

(2) miles of 24"/30" diameter concrete mortar lined and coated steel pipe

- Three impressed current systems with 8V/8A rectifiers
- Unknown number of test stations associated with this impressed current system
- Unknown number of insulating flanges associated with this impressed current system
- Unknown number of casing test stations associated with this system

(9) miles of ductile iron pipe ranging in size from 10" to 20" in diameter

- 24 ATS test stations
- 6 IJTS insulating joints test stations
- 4 CATS casing test stations with anodes

We know from our work with the City of Antioch dating back to 1987 that there are many more anode test stations than the ones surveyed in 2009 that are owned by the City of Antioch. For instance it is our recollection that there are anode test stations along the following roads and facilities:

- Prewitt Ranch Road
- Deer Valley Road
- Hillcrest Avenue
- The neighborhoods between Deer Valley High School and Kaiser Hospital
- 22 Test stations on the Antioch Raw Water Pipeline
- Kaiser Hospital
- Deer Valley High School
- Various Commercial/Retail Centers off of Lone Tree Way
- Williamson Ranch Plaza
- Prewett Park
- Plus many more locations

Detailed Scope of Services

Document Search & Review of Record Drawings

Before we start in the field it will be essential to determine where test stations were installed by reviewing the record drawings for the housing tracts and commercial and retail business developed adjacent to Lone Tree Way. There were also pipelines and anode test stations that were installed for Deer Valley High School and for the Kaiser Hospital on Deer Valley Road. There are also many test stations associated with fittings and valve clusters in the neighborhoods that developed south of Lone Tree Way during the 1980's and 1990's. We will want to produce a tally of these test stations prior to beginning the field survey work.

Locating Test Stations

We will utilize measuring wheels, metal detectors, a pipe locator, shovels and foot stationing from drawings in order to locate test stations that were installed some 20 to 25 years ago. Many of these test stations were located in median strips and in landscaping along the roads so they are very likely buried several inches deep. Therefore they could take considerable time to locate. Fortunately the below grade test stations are equipped with cast iron lids so they can be located using a metal detector as long as we are in close proximity. Test stations that are located in roads can be easily located at times, however, if they have been paved over they can be very difficult to locate. If we locate test stations in roads that have been paved over, we will mark the location and relay this information to City Staff to uncover and lift the test stations.

General

JDH will conduct an interrupted survey of the afore-mentioned impressed current cathodic protection systems. In addition we will survey the galvanic systems. Any repairs that can be accomplished by our field personnel will be accomplished in the field. The repairs that may need excavation, major rectifier repairs or other construction work will be referred to the City. Our field personnel will assist the City personnel to complete the repairs wherever feasible.

Our test procedures will be as follows:

- Since the systems have not been surveyed since 2009, it is possible that one or more of the rectifiers may not be operating properly. We will visit each rectifier unit; make sure it is operating correctly, if necessary conduct minor repairs such as replacing fuses and adjusting the rectifier to the same setting as it was left during the survey of 2009. Once all the rectifiers are operational, we will let the system polarize for a period of 7 days. After the systems have polarized we will conduct a survey of the system utilizing synchronized interrupters or other means of determining "IR" free potentials, as necessary. Based on the NACE criterion (SP-0169-2013) we will adjust all rectifiers to obtain a minimum polarization of 100 millivolts. Pipe-to-soil potentials will be obtained at all accessible test stations.
- Please note that if a rectifier is found to be non-operational (and cannot be readily repaired) and if test stations are not accessible, covers ceased shut or wires broken, we will report this to the City. Repairs of such defective components and re-survey of the system after such repairs are conducted will be beyond the scope of this proposal.
- We have reviewed the survey report of the system dated April 13, 2009 and noted that the criterion for protection utilized was -850 mV Off (SP-0169 – 2013 Para 6.2.1.3) or 100 mV of polarization (SP-0169 – 2013, Para 6.2.1.2). At the time of the last survey the rectifiers were operating properly.

- We would like to mention that we maintain two very large impressed current systems in the Bay Area for San Francisco Public Utilities Commission and Santa Clara Valley Water District with over several hundred miles of cement mortar coated pipelines. We have determined that major savings are achieved by utilizing the 100 mV polarization criteria and our plan is to implement the same criteria for the subject system.
- For the galvanic anodes we will obtain pipe-to-soil potentials as well as anode current outputs.
- We will also obtain sub-meter GPS coordinates of all system components including insulating flanges, rectifiers and test stations for ease of locating the components in future years.
- A cathodic protection map will be created that will show all of the cathodic protection test stations located during this survey and it will be submitted in .mdx format.

Survey Reports

At the completion of each survey an engineering report will be prepared which will contain a complete listing of all field data collected as well as an analysis of this data. All deficiencies will be listed along with recommendations for any remedial measures and associated cost estimates.

Preparing Bid Documents

All cathodic protection remedial designs shall be in accordance with the requirements of NACE Standard RP0169-2013.

1. Detailed Design

Assume a 30-year minimum design life. Prepare detailed installation drawings and technical specifications for corrosion control including appropriate stray current corrosion control where needed suitable for bidding purposes.

Design drawings and specifications will be prepared in accordance with NACE Standard RP0169-2013. Design details will be prepared in Auto Cad Release 2014 format and electronically transmitted to the City of Antioch for review. Specifications will be prepared in Word format.

60% bid documents will be prepared and submitted for review along with 100% and final bid documents.

2. Design Review Meetings

Attend design review meetings with the City of Antioch's Staff as requested.

3. Detailed Design Estimate

Prepare a detailed engineering cost estimate for supply of materials and installation of the proposed cathodic protection system remedial designs.

Design Support Services during Construction & System Checkout (optional)

1. Review and approve material submittals.
2. We will provide assistance with RFI's, design modifications and change orders as the project progresses.

3. Provide on-site installation assistance during construction to ensure that the specified systems are installed correctly.
4. Perform a system checkout following installation of the corrosion control system and prepare a checkout report that contains the base line potentials for the subject buried pipeline as well as "on" and "off" potential measurements. Provide a letter of Certification following the final system checkout certifying that the subject corrosion control systems have been designed and installed in accordance with **NACE Standards**. This letter will be signed and stamped by a licensed Corrosion Engineer.
5. Provide on Operation and Maintenance Manual for the completed cathodic protection system and training to the City of Antioch's Staff in the operation and maintenance of this system.

Project Strategy & Approach to Finding Lost Test Stations

Document Search & Review of Record Drawings

Before we start in the field it will be essential to determine where test stations were installed by reviewing the record drawings for the housing tracts and commercial and retail business developed adjacent to Lone Tree Way. There were also pipelines and anode test stations that were installed for Deer Valley High School and for the Kaiser Hospital on Deer Valley Road. There are also many test stations associated with fittings and valve clusters in the neighborhoods that developed south of Lone Tree Way during the 1980's and 1990's. We will want to produce a tally of these test stations prior to beginning the field survey work.

Locating Test Stations

We will utilize measuring wheels, metal detectors, pipe locators, shovels and foot stationing from drawings in order to locate test stations that were installed some 20 to 25 years ago. Many of these test stations were located in median strips and in landscaping along the roads so they are very likely buried several inches deep. Therefore they could take considerable time to locate. Fortunately the below grade test stations are equipped with cast iron lids so they can be located using a metal detector as long as we are in close proximity.

Fortunately, J. Darby Howard, Jr., P.E. and Mohammed Ali have both worked on many of these test station designs and remember somewhat where the test stations are located. Our firm at the time, CERCO (Corrosion Engineering & Research, Co.) was responsible for conducting the post installation testing when these test stations were originally installed so we also have a recollection of test station placement based on these post installation surveys.

The City of Antioch should have copies of these designs and of the post installation testing results as they were provided to the design engineers for distribution to the City. Hopefully we will be able to locate some of these documents during the document search mentioned above.



City of Antioch
RFP Cathodic Protection Assessment (P.W. 321-1)

MANPOWER COST PROPOSAL
Rev. 10/21/15

Task	Principal \$	Sr. Corrosion Engineer	Corrosion Design Specialist	Project Engineer	Corrosion Technician	Field Technician	Total
Hourly Rate	\$ 220.00	\$ 205.00	\$ 185.00	\$ 165.00	\$ 135.00	\$ 115.00	Expenses
2009 Survey Pipelines Plus Other Misc- Transmission and Distribution Pipelines							
1. Review all available documents and plan/coordinate field survey	10	12		20		16	\$ 9,800.00
2. Search for test stations, pipe-to-soil potentials and GPS coordinates	4	8		80		80	\$ 24,920.00
2. Conduct interrupted survey ('on' and 'off') with 3 rectifiers		8		8		8	\$ 3,880.00
3. Structure-to-soil potential survey of all ATS, IJTS and CATS		2		24		24	\$ 7,130.00
4. Troubleshooting and system adjustment		4		8		8	\$ 2,140.00
3. Prepare google map with test station locations		4		16		8	\$ 4,380.00
5. Prepare survey report complete with Maps and recommendations	8	8		24		16	\$ 9,200.00
Sub-Total	22	46	0	180	0	152	\$ 61,450.00
Prepare Plans, Specifications, Bid Forms and Estimates							
1. Prepare 60% Bid Documents	4	8		8			\$ 9,760.00
2. Prepare 100% Bid Documents	4	8		4			\$ 6,140.00
3. Prepare Final Bid Documents	4	4		4			\$ 3,840.00
4. Attend various pre-bid meetings	4	4		4			\$ 3,100.00
Sub-Total	16	24	60	20	0	0	\$ 22,840.00
Total							\$ 84,290.00

EXHIBIT "B"



*Protecting the infrastructure
through innovative
Corrosion Engineering Solutions*

CORROSION ENGINEERING SERVICES

2015 Fee Schedule

<u>Personnel Charges</u>	<u>Rate Per Hour</u>
Principal Corrosion Engineer	\$220.00
Senior Corrosion Engineer	\$205.00
Corrosion Design Specialist	\$185.00
Corrosion Project Supervisor	\$175.00
Project Engineer	\$165.00
Corrosion Technician	\$135.00
Field Technician	\$115.00
Drafting/AutoCad	\$ 88.00
Word Processing/Computer	\$ 70.00

Litigation

Depositions & Mediations (4 hour min. charge)	\$330.00
Court Appearance (4 hour min. charge)	\$395.00

Expenses

Subsistence (Room and Meals)	Cost
Mileage	Current IRS Standard Mileage Rate
Travel (Airfare, etc.)	Cost
Reproduction, Outside Testing & Consulting Services	Cost + 5%

Notes:

1. Effective Date: Jan, 1, 2015 thru Dec. 31, 2015
2. Payment Terms: Net 30 days

Office Address:
1100 Willow Pass Court, Concord, CA 94520
Tel. No.: 925.927.6630 Fax No.: 925.927.6634

A18



STAFF REPORT TO THE CITY COUNCIL

DATE: November 10, 2015

TO: Honorable Mayor and Members of the City Council

SUBMITTED BY: Paul Junker, Project Planner

APPROVED BY: Forrest Ebbs, Community Development Director *FE*

SUBJECT: Black Diamond Ranch Unit 4 - Preliminary Development Plan

RECOMMENDED ACTION

It is recommended that the City Council provide feedback to the applicant, Discovery Builders, and staff regarding the proposal for Black Diamond Ranch Unit 4 and provide direction to the applicant for the Final Development Plan submittal.

STRATEGIC PURPOSE

The feedback provided to the applicant will guide the further refinement of the project and will ensure that the final project is consistent with multiple applicable elements of the Strategic Plan. These may include Strategy F-3: Grow Antioch's economy through additional annexation, as well as residential and commercial development.

FISCAL IMPACT

The process of a Preliminary Development Plan (PDP) is for information gathering and review propose. The applicant has paid all fees required to address the fiscal impacts of staff time and application processing.

DISCUSSION

The Analysis of the PDP application has been broken down into five main issues: Consistency with the General Plan and Zoning Ordinance; Site Plan; Infrastructure and Off-Site Improvements; Architecture, Landscaping and Walls; and, Other Comments. The final section of this report identifies additional materials and preliminary comments that would be addressed in a Final Development Plan application.

Proposed Project

The applicant is requesting PDP review of a proposal for a 17 single family unit residential subdivision on 20.98 acres. The project site is generally located west of the intersection of Somersville Road and James Donlon Boulevard (APN 089-160-010) (Attachment "A").

Black Diamond Ranch Approval

The current project site was part of the Black Diamond Ranch subdivision that received final approvals from the City Council on July 8, 2003. Council actions on Black Diamond Ranch included designation of the property as Low Density Residential (LDR) under the General Plan, zoning of the property as Hillside Planned Development and approval of the Black Diamond Ranch Tentative Subdivision Map. The current project site was designated "Open Space" on the Black Diamond Ranch Tentative Subdivision Map

Within the original project approvals, a condition was applied to the Black Diamond Ranch Tentative Subdivision Map that required the dedication of the hillside property as open space. In 2005, the applicant requested the opportunity to develop "executive/estate" housing on the hillside property and, in November 2005, the City Council amended the original conditions of approval to allow the developer to retain the hillside property as "Owner/Developer Remainder Parcel" on the assumption that development of the property was going to occur in the near term.

Previously Reviewed Project – The Pointe

A PDP application for a project referred to as The Pointe was submitted to the City in 2006. This project was located on the same land as the current Black Diamond Ranch Unit 4 project. The Pointe proposed 60 single family one-story and two-story homes and required extensive grading to the hillside that was not consistent with the City's General Plan or Zoning Ordinance. In January of 2014, the City Council completed its review of The Pointe with denials of the requested project entitlements. See City Council staff report and attachments for January 28, 2014 and meeting minutes at:

<http://www.ci.antioch.ca.us/CityGov/agendas/CityCouncil/2014/agendas/012814/012814.pdf>

<http://www.ci.antioch.ca.us/CityGov/agendas/CityCouncil/2014/minutes/012814.pdf>

Black Diamond Ranch Unit 4 Application

In May 2014 the City received a new application for the Black Diamond Ranch Unit 4 project that is the subject of this review. This proposal consists of 17 single family homes on approximately 20.98 acres (Attachment "B"). Nine of the homes (lots 2 to 10) would be accessed from existing streets within the Black Diamond Ranch project and the eight remaining homes would be accessed from a private road that would be extended off of Torgensen Court.

The nine proposed homes that would be incorporated into Black Diamond Ranch would have lot sizes similar to the surrounding development. The lot sizes range from 7,060 square feet to 14,430 square feet. The homes located off of the private drive tend to be larger lots, except for lot 1, ranging from 12,762 square feet to 7.03 acres. Lots 1 to 10

would accommodate homes likely up to 3,500 square feet, similar to the existing homes in Black Diamond Ranch. Due to the topography, lots 11-17 would be more of a custom design.

The original Black Diamond Ranch project was approved as a Hillside Planned Development (HPD) District. HPD Districts are established for specific units of land and it is appropriate to apply unique development standards to an individual project site based on the unique assets and constraints of the subject property. While the original Black Diamond Ranch HPD District did include the hillside area now referred to as Black Diamond Ranch Unit 4, the hillside area is fundamentally different from the balance of the project. Therefore, staff would anticipate a new HPD District would be required to establish appropriate regulations to guide development of this unique property.

Should the Black Diamond Ranch Unit 4 project move forward, staff would expect a detailed submittal from the applicant that would address details such as how homes would be sited on the hilltop, guidelines and regulations for minimizing the visual impacts of hilltop homes, regulations for the use of hillsides below the hilltop homes and other key issues. Such issues would be resolved within a project Master Development Plan, project conditions of approval and the Use Permit required to establish the Black Diamond Ranch Unit 4 HPD District. As such, the current application represents a new project that would be reviewed upon its merits and its consistency with City goals, policies and development standards.

Planning Commission Review of Black Diamond Ranch Unit 4 PDP

On December 17, 2014 the Planning Commission conducted a public hearing to consider the Black Diamond Ranch Unit 4 PDP application. Public input and Commissioner comments are summarized below. The Planning Commission minutes are provided as Attachment "F".

Public Comments

- Generally, members of the public were concerned about the project and were opposed to the project.
- Several comments that hillside was to be preserved when existing homes were sold and that open space should be maintained.
- Some speakers noted the current proposal is a substantial improvement over the previous project that was denied by the City Council.
- Specific concerns noted regarding accessing hillside homes from Torgensen Court (through traffic on what had been a cul-de-sac) and construction related impacts (noise/construction traffic) on existing homeowners.

Members of the Planning Commission provided the following comments and observations:

- No specific recommendation to either approve or deny the project was provided.
- Acknowledged the applicant and staff have made good progress, but general concerns remain regarding the project and why the hillside is not being retained as open space.
- If project proceeds, consider how pedestrian and bicycle access could be incorporated into the project.
- Access to the project (Torgensen entry) needs to be carefully considered.
- Graphic representations (three dimensional renderings) and specific proposals for design of homes on hillside are required to fully understand how the project will affect the visual character of the hillside and the neighborhood.
- Expect project to adhere to the intent of the Hillside Planned Development regulations.
- Concerned about visual and aesthetic impact of the proposed development on the north facing slope as viewed from James Donlon.
- Lots 11, 12 and 13 have greatest visual impacts, lots 14, 15, 16 and 17 present some concern, and lots 1 through 10 have the least visual impact.
- Encouraged the use of stepped foundations to minimize visual impacts of hillside homes.
- Commission encourages continued outreach and involvement of the community as the project progresses.

Analysis

Issue #1: Consistency with the General Plan and Zoning Ordinance

General Plan Consistency

Development Density

The General Plan designation for the project site is Low Density Residential, which is characterized by single family homes in traditional subdivisions. The maximum allowable density within the Low Density Residential designation is four dwelling units per gross developable acre (4.0 units per acres) and no minimum density is established. The project has a proposed density of 1.23 units per acre and therefore is consistent with the General Plan's allowed development density.

General Plan Hillside Policies

The Community Image and Design Element of the General Plan includes section 5.4.14 Hillside Design Policies. Policies within this section address the design of development in hillside environments and provide specific guidance that would be applied to a development project review. As a Preliminary Development Plan (PDP) review, the project has not provided the detailed information to determine consistency with all General Plan policies.

The project has been configured to minimize the need for grading and to maintain the overall form of the existing hillside. The General Plan provides specific guidance on grading expectation for various slope categories (5.4.14.b), and these standards would be applied in the review of a detailed development application.

The project has sought to minimize ridgeline grading consistent, but does not fully comply with intent to preserve unobstructed ridgeline views where feasible (5.4.14.e). The hilltop portion of this project can minimize ridgeline visual impacts through sensitive design, but strict compliance with this policy would make development of lots 11 through 16 infeasible.

The project does comply with the General Plans requirement for clustering of development upon more level portions of a project site and allowing steeper portions of sites to be preserved in a natural state (5.4.14.i).

Police Staffing

Due to the City budgetary issues and the lack of police staffing to meet General Plan standards, residential projects have been conditioned to participate in a Community Facilities District (CFD) or other funding mechanism deemed acceptable by the City to fund police services. The project would be required to mitigate its impact on police services due to its resulting increase in demand for police services, which is based on the number of individuals who are expected to reside in the new project. The General Plan identifies a performance ratio of 1.2 to 1.5 police officers per 1,000 individuals.

Currently, no CFD or other funding mechanism has been formed. Staff is recommending that the Black Diamond Ranch Unit 4 project be conditioned to establish, if necessary, and participate in a CFD or other mechanism to provide funding for police services.

Zoning Ordinance Consistency

The zoning designation for the site is Hillside Planned Development (HPD), a designation that applies to the overall Black Diamond project. The proposed project would create an independent HPD that would specifically address the Black Diamond Unit 4 project and the specific circumstances that apply to this property.

The purpose of the HPD zoning district is to promote a harmonious visual and functional relationship between natural and built environments, and Article 24 of the Antioch Zoning Ordinance (Attachment "C") identifies the specific development parameters governing hillside development.

In general, the HPD regulations promote sensitive design, clustering of development and minimization of grading operations in order to preserve significant hillside areas and the natural character of existing terrain. The PDP review allows the City Council to

provide initial feedback regarding the appropriateness of the development based on its ability to meet the purpose of the Hillside Planned Development regulations.

The criteria for consideration of a HPD District include: the project's relationship to the natural topography, the degree of grading, the stability of the soil, the preservation of natural features such as rock outcroppings, the effect on native vegetation, vehicular accessibility, the functionality of parking areas, how the units relate to recreational and natural areas, individual privacy, and the project's relation to the surrounding developments.

In order to ensure conformance with the HPD District requirements, a Final Development Plan submittal is required that would include substantially more detail regarding the project than is currently available. Additional information to be provided in the Final Development Plan review is identified below and in following sections of this report.

Issue #2: Site Plan

The proposed project site encompasses approximately 21 acres of land. The lower portions of the site range in elevation from about 230 feet on the northeastern periphery of the site to 335 feet on the southern periphery. The peak elevation is southwest of the approximate center at 440 feet. The site is steeply sloped, with over 78 percent of the site having a gradient in excess of 25 percent, and only about 6 percent of the property having a gradient of less than 10 percent.

The applicant is proposing to grade the top of the hillside to create level pads as well as grading the western side of the property to conform to the grading of Sky Ranch, the adjacent housing development in the City of Pittsburg. The pad elevations for the homes on top of the hill range from 415 to 424 feet. Lots 8, 9 and 10 also have slopes in excess of 25%, which will require extensive grading in order for the lots to have flat buildable pads and usable yard areas.

Setbacks

The applicant has provided limited details regarding setback information, but has provided a non-dimensioned typical lot detail for lots 1 to 7 and 17, which shows a flat building area with front and rear yards with a 2:1 slope. Staff recommends the setbacks for lots 2-10 match the setbacks of the existing Black Diamond Ranch project, which are:

“Front setbacks shall be a minimum of 20 feet from the right of way to the face of a garage door, or 15 feet to a side entry garage (e.g. accessed by a swing driveway). Rear yard setbacks shall be a minimum of 20 feet. Approved architectural elements may project up to two feet into front or rear yard setbacks. Where practical, the front yard dimensions shall be varied by increasing the front yard setback to up to 25 feet and staggering the varied setbacks.”

For the remainder of the lots, the applicant will be required to propose setbacks as part of the Final Development Plan for the semi-custom homes. The setbacks are flexible per the zoning designation and staff recommends that standards allow homes to be designed in a manner that is appropriate for the topography, is functional for future residents and minimizes visual impacts.

The parcel lines for lot 1 cross the private drive to the west creating a parcel that is bifurcated by the roadway. Staff is recommending that lot 1 be entirely located on the east side of the private drive to avoid a divided parcel and the potential for maintenance and ownership challenges.

Parking

Per City Code, the parking requirements for a single family home are a two car garage and one guest parking space on the street within close proximity to the unit served. The ordinance doesn't specify the placement of the guest spaces, but small lot subdivisions are typically conditioned to provide a guest parking space within 150-200' of the unit served. Staff does not have concerns regarding the guest parking for lots 3-10 as these units will be incorporated into the existing subdivision. Staff does have concerns for lots 1, 2, and 11-17. The applicant has included parking within the cul-de-sac at the end of the private drive, which provides parking for four of the units around the cul-de-sac (lots 11-16). The private drive is proposed at 25 feet wide, which is not wide enough to have parking on either side of the street. Lots 1, 2, and 17 do not have guest parking readily available as a City standard cul-de-sac bulb is not currently present at the end of Torgensen Court. The applicant must provide a parking plan showing the guest parking locations for all 17 lots.

The Zoning Ordinance also requires unrestricted access to the rear yard for recreational vehicles for 25% of single family lots. Out of the 17 units, the applicant would have to provide five lots with access for recreational vehicles. This should be taken into consideration with the grading plan and setbacks for the Final Development Plan.

Issue #3: Infrastructure and Off-Site Improvements

Utilities

The developer is required to provide all infrastructure necessary to serve the site. This includes utility tie-ins such as water, streets, sanitary sewer and storm drainage systems. The eight lots that are being incorporated into the existing Black Diamond Ranch project will easily be able to install laterals and connect to the existing utilities. The other lots located on the private drive will require the installation of utilities, with a public easement under the private drive. The project will also be required to annex into the Street Light and Landscape District.

Circulation

The proposed project is a 17 lot subdivision with nine of the lots being incorporated into the existing Black Diamond Ranch subdivision interspersed on Country Side Way and Torgensen Court. The remaining eight lots would be accessed via a new private drive extending from Torgensen Court.

Since the access road is proposed as private, the City can choose not to apply its typical standards for street roadway width and slope, thereby creating a more rural roadway feel as outlined in the policies of the City's General Plan. However, the private drive has a 20% slope, which is the maximum slope the Fire District allows and any drives over 16% require grooved concrete. The private drive will also be required to have access easements for all of the property owners located on the hillside.

The City requires a traffic study for any project that generates 50 peak hour trips at any intersection. The proposed 17 homes of Black Diamond Ranch Unit 4 would not generate this level of traffic and therefore no traffic study is required.

Drainage

The applicant has not indicated how stormwater will be treated; therefore direction has been provided that the applicant shall submit a stormwater control plan and drainage study with their Final Development Plan, Tentative Map, and Use Permit submittal.

The proposed plan shows a concrete V-ditch at the bottom of the hillside that enters into the City of Pittsburg and then loops around to reenter into the City of Antioch. This drainage needs to be clarified and all drainage must remain within Antioch and not cross into the City of Pittsburg. Lot lines are also crossing the V-ditch and issues of ditch ownership, drainage easements and ditch maintenance would be addressed in the Final Development Plan review.

Garbage Collection

Republic Services had indicated that they will be able to serve the project, including the individual houses atop the hill.

Issue #4: Architecture, Landscaping and Walls

The applicant has not provided details for architecture, landscaping, fences or walls within the current application; therefore a design discussion is absent from this staff report. Staff is recommending that such details be required within the Final Development Plan in order to address the unique characteristics of this site.

Architecture

The Final Development Plan and project architecture would be reviewed for compliance with the General Plan, Zoning Ordinance, and City Design Guidelines. These existing policies and regulations adequately address development of lots 2 – 10. Due to visibility, topography and proximity to existing homes, staff recommends additional design details be provided for consideration in the Final Development Plan for lots 1, 2 and 11 – 17.

Open Space/Rear Yards

As currently proposed, lots 11 – 16 are depicted as having a pad for home construction and additional hillside slope areas. The hillside slopes of lots 11 through 14 are highly visible and the natural character of these slopes should be maintained. Staff proposes that these areas be retained in their natural condition, that no landscape or property improvement, and no fence lines be extended down these slopes. Additionally, staff recommends that an open space designation be established to ensure these areas remain undeveloped and an open space management plan, funded by the project HOA, be established to ensure these open space areas are properly maintained.

Retaining Walls

The proposed plan currently does not show the location of retaining walls or the slopes between the majority of the lots. All retaining walls shall be reduced to the maximum extent practical and should not be located within the public right of way.

Issue #5: Other Issues

Outside Agency Comments –Two comment letters were received from outside agencies (provided as Attachment “E”) in response to the Black Diamond Ranch Unit 4 project routing. These comments would be addressed in the review of the Final Development Plan of the project.

Contra Costa County Fire Protection District, September 11, 2014

The District identified concerns generally associated with access to the property (specifically the proposed private drive), provision of adequate water supply for fire suppression and residential fire sprinklers. Drive access issues would be addressed in the Final Development Plan review, adequate water supply would be assured through the preparation and review of project improvement plans and fire sprinklers would be addressed in review of building plans.

City of Pittsburg, June 5, 2014

The City of Pittsburg noted concerns over the potential for drainage from the project to be directed toward the City of Pittsburg and encouraged coordination between the project and the adjacent Sky Ranch II project in Pittsburg. Project improvement plans

would assure drainage is retained in the City of Antioch and coordination with Sky Ranch II would be on-going as project plans are refined.

COMMENTS

Below is a consolidated list of comments developed over the process of the PDP and noted under the preceding report sections. These comments and alternatives have been developed on the information gathered through the process to date and may be modified as more information is gathered.

1. Where practical, the developer shall stagger the front yard setbacks of adjacent lots to provide for a varied streetscape.
2. Each home shall include at least a 20 foot deep driveway apron, which shall be at a right angle to the street. The driveways shall also be at least 18 feet in width.
3. A HOA shall be established for the project and will be responsible for maintaining any areas designated to handle stormwater, landscape and open space portions of the site, and the private drive that accesses lots 1, and 11 to 17.
4. The project shall provide guest parking spaces within 150' – 200' of the unit each space serves. The applicant shall submit a parking plan with the Final Development Plan submittal that numbers each unit and its corresponding parking space in order to verify the distance from each unit.
5. The project shall provide at least 25% of the lots with recreational vehicle parking.
6. The developer shall design and construct storm drain facilities to adequately collect and convey storm water entering or originating within the development to the nearest adequate man-made drainage facility or natural watercourse, without diversion of the watershed, per Title 9 of the County Code.
7. The applicant shall submit a detailed grading plan showing the cut and fill areas; the manufactured slopes are landform graded; and the pad elevations for all lots.
8. The applicant shall submit a slope analysis further refining slope designations of slopes over 25% into the following categories: 1) 25% to 35%, 2) 35% to 50%, and 3) greater than 50%.
9. The applicant shall submit a stormwater control plan. Any bioretention areas shall be landscaped.

10. The applicant shall submit a utility plan showing the location of all required infrastructure to serve the project. The plan shall show a public utility easement within the private drive.
11. A pedestrian pathway shall be provided adjacent to the private drive, which shall be shown on the plans submitted for the Final Development Plan.
12. A street lighting plan for the private drive shall be submitted as part of the Final Development Plan application.
13. The project shall be annexed into the Streetlight and Landscape District.
14. The project shall establish, if necessary, and participate in the Community Facilities District or other mechanism deemed acceptable by the City for financing police operations.
15. Reduce retaining walls to the maximum extent practical and eliminate retaining walls within the public right-of-way.
16. The project's architecture and design shall comply with the City's General Plan, Zoning Ordinance, and Residential Design Guidelines.
17. For lots 2 to 10, front setbacks shall be a minimum of 20 feet from the right of way to the face of a garage door, or 15 feet to a side entry garage (e.g. accessed by a swing driveway). Rear yard setbacks shall be a minimum of 20 feet. Approved architectural elements may project up to two feet into front or rear yard setbacks. Where practical, the front yard dimensions shall be varied by increasing the front yard setback to up to 25 feet and staggering the varied setbacks. For lots 1, 11 to 17, the applicant shall propose setbacks and home design that is appropriate for the property topography.
18. All requirements of the Contra Costa County Fire Protection District shall be met.
19. All stormwater drainage shall be contained within the City of Antioch. Lot lines shall not cross over concrete V-ditches.
20. Due to the proposed slope of the private drive (in excess of 16% grade), the drive must be constructed to Fire District requirements of a grooved, concrete surface.
21. The Final Development Plan shall delineate areas for development and areas to be retained as open space for lots 11 – 16. Open space areas shall be preserved in a natural hillside condition and no landscaping, property improvements or fences shall extend into open space areas.
22. The Final Development Plan shall include development guidelines for construction of homes on lots 1, 2, and 11 – 17. Development guidelines shall minimize the visual impact of homes on these lots and should include, but not

be limited to, guidance on structure massing, maximum structure height above surrounding grade elevation, and materials/color selections to reduce the visual prominence of the homes.

23. The application for the Final Development Plan shall include graphic representations and visual simulations of the overall project (view of hillside) and proposed architecture to allow the Planning Commission and the City Council to properly evaluate the visual character of the project.

CEQA ANALYSIS

Preliminary Development Plan review is a non-entitlement review and does not require environmental review. The Final Development Plan will require compliance with the California Environmental Quality Act (CEQA).

ATTACHMENTS

- A. Aerial Photograph
- B. Applicant's Project Summary
- C. Hillside Planned Development District Ordinance
- D. General Plan Hillside Design Policies
- E. CCCFPD Letter and Email from the City of Pittsburg
- F. Planning Commission Minutes of December 17, 2014

ATTACHMENT "A"

Attachment "A" – Aerial Photo



ATTACHMENT "B"

BLACK DIAMOND RANCH UNIT #4
PROJECT CHARACTERISTICS
PRELIMINARY DEVELOPMENT PLAN

RECEIVED

APR 29 2011

CITY OF ANTIOCH
COMMUNITY DEVELOPMENT

The proposed Black Diamond Ranch Unit #4 Project consists of seventeen (17) single family residential lots on 20.98 acres. The proposal is to subdivide the owner/developer remainder parcel that was created with Black Diamond Ranch #3. Ten (10) of the lots will be incorporated into the existing Black Diamond Ranch Unit #2 and Unit #3 project, and will be similar in size to the existing. Seven (7) of the lots will be built on the knoll. The amount of grading and been minimized to the maximum extent practical while still providing an access road that meets fire district requirements. The homes on these lots would largely conform to the hillside with minimal grading adjacent to the access road. The access road would be private and maintained by the homeowners of Lots 11-17 and would extend from Torgenson Ct. in Black Diamond Ranch Unit #3. This project is located southeast of the Somersville and James Donlon Blvd. intersection within the existing Black Diamond Ranch project.

The proposed density of this project is about 1.23 units per acre with lots ranging from 7000 sq. ft. to over 7 acres. Lots 1-10 will accommodate homes sizes likely up to 3500 sq. ft., similar to the homes within Black Diamond Ranch, while the homes on lots 11-17 will be more custom in nature, designed for the specific lot.

The current General Plan for this parcel is Medium Low Density Residential. Due to the topography we understand that lots 11-17 will need to comply with the Hillside Planned Development District requirements of the municipal code, while lots 1-10 will just need to comply with the Planned Development District requirements. The layout and density we are proposing for these areas is consistent with the Municipal Code and the General Plan land use designation.

ATTACHMENT "C"

Hillside Planned Development District Ordinance

ARTICLE 24: HILLSIDE PLANNED DEVELOPMENT DISTRICT

§ 9-5.2401 PURPOSE.

(A) The Hillside Planned Development District (HPD) is intended to promote a more harmonious visual and functional relationship between the natural and built environments.

(B) The district shall provide for the following:

(1) The preservation of significant features of hillside areas, such as drainage swales, streams, steep slopes, ridgelines, rock outcroppings and native vegetation;

(2) The encouragement in hillside areas of an alternative and varied development approach that would provide the maximum in safety and human enjoyment while utilizing the opportunities presented by the natural terrain;

(3) The concentration of dwelling units and other structures through clustering so as to preserve the most sensitive terrain in its natural state;

(4) A mixture of housing stock so as to provide variation in appearance;

(5) Compliance with the land use densities specified in the General Plan with the understanding that in areas featuring steeper slopes, densities shall diminish as the slope of the terrain increases;

(6) Consistency with the Open Space Element of the General Plan and evidence that detailed and effective arrangements for the preservation, maintenance and control of open space and recreational lands are provided;

(7) The minimization of grading and cut and fill operations consistent with the retention of the natural character of the terrain; and

(8) The minimization of water runoff and soil erosion problems in the modification of the terrain to meet on-site and off-site development needs.

(Ord. 897-C-S, passed 10-25-94)

§ 9-5.2402 GENERAL PROVISIONS.

(A) This section shall apply to those hillside areas in which one or more of the following apply:

(1) A predominant portion of the area has slopes in excess of 10%;

(2) A significant area of slopes of 25% or greater are located in the area; or

(3) A significant ridgeline, hilltop, or exposed slope is located in the area.

(B) Applicability for a particular area shall be determined by the Zoning Administrator and may be appealed to the Planning Commission and City Council. The provisions of this section shall not apply to those parcels of record for which a tentative map or final development plan has been approved and for which a plan or map has not expired. All such parcels of record shall be permitted at least one dwelling unit unless such right is or has been previously waived by scenic easement, deed of development rights, or other device.

(Ord. 897-C-S, passed 10-25-94)

Hillside Planned Development District Ordinance

§ 9-5.2403 RELATIONSHIP TO LAND SUBDIVISION.

In situations where a subdivision of land (e.g., a tentative map) is undertaken in conjunction with the establishment or implementation of a P-D District, such subdivisions shall be processed concurrently and approved under the same resolution of approval.

(Ord. 897-C-S, passed 10-25-94)

§ 9-5.2404 USES PERMITTED.

An HPD District shall generally be reserved for residential uses; however, other uses may be permitted in accordance with the General Plan or any approved Specific Plan and provided such uses are shown on the approved final development plan for that district.

(Ord. 897-C-S, passed 10-25-94)

§ 9-5.2405 RELATIONSHIP TO EXISTING PLANS.

All standards, requirements, densities, land use designations and other contents of an approved final development plan shall be in substantial conformance with the General Plan and any applicable Specific Plan.

(Ord. 897-C-S, passed 10-25-94)

§ 9-5.2406 ESTABLISHMENT AND DEVELOPMENT.

(A) A Hillside Planned Development District may be established upon an application of the property owner or owners or upon the initiative of the city.

(B) Prior to the extensive preparation or submittal of detailed plans and information the applicant is required to submit a preliminary proposal to the Community Development Department so that the applicant may be informed of possible environmental concerns, General Plan and engineering requirements, circulation, siting and design criteria and other factors that may affect the proposal.

(C) A preliminary development plan for a proposed HPD District shall be submitted for Planning Commission approval. In considering the preliminary development plan at its public hearing, the Commission shall determine its appropriateness based on its ability to meet the purpose of this article. In no case shall approval of the preliminary development plan constitute an endorsement of the proposal's precise location, extent of uses, configuration of parcels or engineering feasibility.

(D) Once a preliminary development plan has been approved by the Planning Commission a final development plan may be submitted to the city. The review and approval procedure and findings for a final development plan for a HPD District shall be the same as that for a P-D District. If approved the property shall be rezoned as an HPD District and so indicated on the zoning map of the city.

(E) A use permit shall be required prior to the construction of any phase of an approved HPD District and shall follow the same review and approval procedure as outlined for P-D Districts.

(F) The required submittal materials for HPD District approval shall be as listed in the application package available from the Community Development Department.

Hillside Planned Development District Ordinance

(Ord. 897-C-S, passed 10-25-94)

§ 9-5.2407 DEVELOPMENT STANDARDS AND CRITERIA.

(A) The development standards and criteria set forth in this section are the minimum necessary to insure that the intent of this article is achieved. Such standards and criteria recognize the unique nature of hillside areas and are designed to provide greater flexibility so that more innovative development schemes are possible. Despite the intended flexibility, there may arise unique circumstances in which the development standards and criteria set forth in this section may result in severe hardship or produce results counter to the stated intent of this chapter. Where these circumstances are proven to exist, exceptions to such standards may be permitted coincidental with the approval of the Hillside Planned Development District.

(B) It is the expressed intent of this section that innovative development techniques be utilized in hillside areas, therefore flexible lot standards shall be allowed. To this end, minimum yard or lot areas, lot widths, lot depths, distances between buildings, maximum lot coverage and/or rear yard access requirements shall be specific for each HPD District and approved with the final development plan and use permit for each project. This provision shall be consistent with any and all fire, building or other safety codes.

(C) In approving an HPD, the degree to which the proposed lot specifics meet the intent of this chapter shall be evaluated based on the following:

- (1) The manner in which the proposal relates to the natural topography;
- (2) The degree to which grading and cut and fill operations are minimized;
- (3) The stability of the soil and underlying geology;
- (4) The degree to which unique natural features, such as rock outcroppings, ravines, creeks, and steep hill faces, are preserved;
- (5) The effect on native vegetation and the extent to which landscaping enhances the character-istics of the area;
- (6) The vehicular accessibility;
- (7) The extent to which parking areas are well-designed and functional;
- (8) The degree to which dwelling units relate to recreational and natural areas;
- (9) The degree to which individual privacy is provided for; and
- (10) The degree to which the project relates to adjacent existing and future developments.

(D) The design of building, fences, and other structures shall be in harmony with and enhance natural site characteristics in regard to height, massing, texture, color, reflective properties, roof characteristics, and setbacks. Fences shall not extend vertically into any areas where the visual quality of a hillside would be disrupted nor shall the roofing of any structure be situated so as to visually extend above any significant ridgeline when viewed from off-site.

(E) (1) Hillside streets should reflect a rural rather than an urban character. Curbs and gutters will be required, unless it can be shown that an alternative pavement treatment will permit adequate drainage and will not adversely impact the roadway base.

(2) Horizontal and vertical street align-ments should relate to the natural contours of the site. Proposed street designs shall minimize grading to the extent feasible and shall account for the following:

- (a) The steepness of the terrain;

Hillside Planned Development District Ordinance

(b) The depth of the cut, the amount of cut and fill required and the height and appearance of required retaining walls;

(c) The ability to grade required cut and fill areas to give the appearance of natural slopes;

(d) The provision of off-street parking to compensate for any inability to provide on-street parking;

(e) The provision of adequate turnouts;

(f) The adequacy of site distances provided;

(g) The safety of driveway entrances;

(h) The maximum number of dwelling units which can ultimately be served by the streets;

(i) The length of the street and its potential to become a through street; and

(j) The provision of access for emergency vehicles.

(3) To better match a project's streets with its natural setting, varied right-of-way widths, off-street rather than on-street parking, split level streets and a variety of street designs (e.g., cul-de-sac, hammerheads, short loop streets) may be considered. Private streets or lanes may be allowed where they will create a more desirable living environment and result in a more effective use of hillside amenities.

(4) Street lighting used in an HPD District shall be low profile, unobtrusive, and designed to enhance the rural character of the area while providing adequate safety and security.

(F) (1) A pedestrian circulation plan shall be provided to ensure adequate separation between vehicular and pedestrian traffic. The need for public sidewalks shall be determined by their expected levels of use and may be waived where appropriate. Private walkways/paths connecting dwelling units with each other and with various components of the HPD District may be utilized and shall be the responsibility of a homeowners' association or other maintenance mechanism.

(2) Bicycle and equestrian trails, if provided, shall be integrated into an overall plan for the HPD District and, where possible, provide linkage to a city-wide and/or regional trail system.

(G) (1) Where the General Plan and/or an adopted Specific Plan designates any portion of an area as open space, it shall be reflected in the proposed development plan. Any area not previously designated as open space but which lends itself to such use should be similarly identified on the development plan. Areas proposed as open space should include irreplaceable natural features such as stream beds, significant stands of trees, individual trees of significant size, age and/or appearance, exposed or steep slopes, significant ridgelines and rock outcroppings. Natural features of lesser significance which nonetheless are aesthetically important shall be preserved.

(2) Dedication of open space as a part of a public open space or park system may be required. Where such offer of dedication is not accepted, the development shall provide for the maintenance and preservation of such open space through covenants or other legal arrangements acceptable to the Council. Common private open space which is permanently maintained as a landscaped park or recreational area may be eligible for credit toward the development's park dedication requirements.

(H) All new utilities shall be installed under-ground and shall conform to the rules and regulations of the State Public Utilities Commission. Drainage and flood control devices shall be integrated into the landscape and, where feasible, natural-appearing drainage ways shall be used.

(I) A Stormwater Control Plan shall be prepared by an engineer, or equally qualified professional as determined by the City Engineer. The City Engineer may require that the

Hillside Planned Development District Ordinance

Stormwater Control Plan be prepared by a licensed civil engineer. All architectural, civil engineering, and landscape site plans shall be consistent with the storm water control plan. (Ord. 897-C-S, passed 10-25-94; Am. Ord. 1064-C-S, passed 12-13-05) Penalty, see § 9-5.2904

§ 9-5.2408 GRADING.

(A) Any parcel of land subject to this article shall not be graded unless such grading is specifically shown on an approved final development plan. Grading shall be planned so that it blends into the natural landscape of the site and lessens any associated negative visual impacts from such grading. The use of 2:1 slopes shall be avoided, as shall the use of benches. Where allowed, 2:1 slopes and benches shall be of limited height and designed so that they are situated and/or screened by structures to minimize visibility from public rights-of-way and off-site properties. While mass grading is generally prohibited, the grading of less significant land forms is allowable, as is the grading of more significant natural features, provided such modifications will result in an improvement of the overall project and are in keeping with the overall intent of this article.

(B) In steeper areas and areas of greater visibility, grading should generally be limited to that portion of the site required for the structure and limited associated outdoor area. The use of retaining walls, terracing, platform structures, and stepped or post and beam construction shall be used to minimize the impacts of grading on steeper slopes. In areas of lesser slopes, limited padding may be allowed where it could provide for the clustering of development and would otherwise promote the intent of this article.

(C) Grading plans shall be reviewed to ensure that any land form modifications will not adversely impact adjacent property owners and that proposed grading will be able to blend into any existing and future development on adjacent parcels. (Ord. 897-C-S, passed 10-25-94) Penalty, see § 9-5.2904

§ 9-5.2409 LAPSE OF APPROVAL.

A final development plan shall expire two years after date of approval or at an alternate date specified as a condition of approval, unless there has been any activity in that HPD District (e.g., a use permit has been approved or a building permit issued for any development phase of the HPD) or an extension has been granted. (Ord. 897-C-S, passed 10-25-94)

§ 9-5.2410 EXTENSION AND RENEWAL.

A final development plan approval may be extended by the Planning Commission for a two-year period without notice or public hearings, if the findings required remain valid. The Planning Commission may modify the final development plan and/or add conditions of approval at this time based on this review. (Ord. 897-C-S, passed 10-25-94)

Hillside Planned Development District Ordinance

§ 9-5.2411 CHANGED PLANS AND NEW APPLICATIONS.

(A) A request for modifications to the conditions of approval for a final development plan shall be treated as a new application, unless the Zoning Administrator finds that the changes proposed would be non-controversial, minor, do not involve substantial alterations or additions to the plan, and are consistent with the intent of the original approval.

(B) If an application for a final development plan is denied, no new application for the same, or substantially the same, final development plan shall be filed within one year of the date of last denial, unless the denial was made without prejudice.

(Ord. 897-C-S, passed 10-25-94)

§ 9-5.2412 HPD DISTRICTS APPROVED PRIOR TO ADOPTION.

Final development plans approved by the City Council prior to adoption of this chapter shall not be subject to these provisions.

(Ord. 897-C-S, passed 10-25-94)

ATTACHMENT "D"

clearly, and are to be integrated into the overall design of the project.

- g. Pole signs are not to be permitted. Signs are to be designed to reflect the general low-rise character of the City. Low monument-type signs are appropriate for identifying freestanding commercial uses, shopping centers, and business/office complexes. Where roof signs are permitted, they are to be architecturally integrated with the overall building design.
- h. Individual tenant signs within centers should be designed as part of an overall sign program, integrating all signs with the architectural design of the project.
- i. "Corporate" and "franchise" signage is discouraged, unless it is blended into the overall design theme of the center within the sign is located.
- j. Gas station canopies with corporate colors, logos, and signs are discouraged unless their design is blended into the overall design of the adjacent structure.

5.4.14 Hillside Design Policies

- a. Design hillside development to be sensitive to existing terrain, views, and significant natural landforms and features.
- b. Projects within hillside areas shall be designed to protect important natural features and to minimize the amount of grading. To this end, grading plans shall conform to the following guidelines.

- *Slopes less than 25%:*

Redistribution of earth over large areas may be permitted.

- *Slopes between 25% and 35%:*

Some grading may occur, but landforms need to retain their natural character. Split-level designs and clustering are encouraged as a means of avoiding the need for large padded building areas.

- *Slopes between 35% and 50%:*

Development and limited grading can occur only if it can be clearly

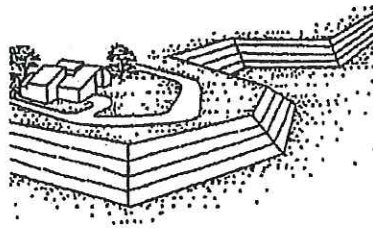
demonstrated that safety hazards, environmental degradation, and aesthetic impacts will be avoided. Structures shall blend with the natural environment through their shape, materials and colors. Impact of traffic and roadways is to be minimized by following natural contours or using grade separations. Encouraged is the use of larger lots, variable setbacks and variable building structural techniques such as stepped or post and beam foundations are required.

- *Slopes greater than 50%:*

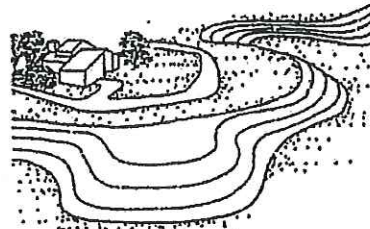
Except in small, isolated locations, development in areas with slopes greater than 50% should be avoided.

- c. Manufactured slopes in excess of five vertical feet (5') shall be landform graded. "Landform grading" is a contour grading method which creates artificial slopes with curves and varying slope ratios in the horizontal and vertical planes designed to simulate the appearance of surrounding natural terrain. Grading plans shall identify which slopes are to be landform graded and which are to be conventionally graded.
- d. The overall project design/layout of hillside development shall adapt to the natural hillside topography and maximize view opportunities to, as well as from the development.
- e. Grading of ridgelines is to be avoided wherever feasible, siting structures sufficiently below ridgelines so as to preserve unobstructed views of a natural skyline. In cases where application of this performance standard would prevent construction of any structures on a lot of record, obstruction of views of a natural skyline shall be minimized through construction techniques and design, and landscaping shall be provided to soften the impact of the new structure.
- f. Hillside site design should maintain an informal character with the prime determinant being the natural terrain. This can be accomplished by:

- utilizing variable setbacks and structure heights, innovative building techniques, and retaining walls to blend structures into the terrain, and
 - allowing for different lot shapes and sizes.
- g. Buildings should be located to preserve existing views and to allow new dwellings access to views similar to those enjoyed from existing dwellings.
- h. Streets should follow the natural contours of the hillside to minimize cut and fill, permitting streets to be split into two one-way streets in steeper areas to minimize grading and blend with the terrain. Cul-de-sacs or loop roads are encouraged where necessary to fit the terrain. On-street parking and sidewalks may be eliminated, subject to City approval, to reduce required grading.



Unacceptable



Acceptable

- i. Clustered development is encouraged as a means of preserving the natural appearance of the hillside and maximizing the amount of open space. Under this concept, dwelling units are grouped in the more level portions of the site, while steeper areas are preserved in a natural state.
- j. Project design should maximize public access to canyons, overlooks, and open space areas by:
- providing open space easements between lots or near the end of streets or cul-de-sacs; and
 - designating public pathways to scenic vistas.
- k. Permit the use of small retaining structures when such structures can reduce grading, provided that these structures are located and limited in height so as not to be a dominant visual feature of the parcel.
- Where retaining walls face public streets, they should be faced with materials that help blend the wall into the natural character of the terrain.
 - Large retaining walls in a uniform plane should be avoided. Break retaining walls into elements and terraces, and use landscaping to screen them from view.
- l. Lot lines shall be placed at the top of slopes to facilitate maintenance by the down slope owner, who has the greater "stake" in ensuring the continued integrity of the slope.
- m. The overall scale and massing of structures shall respect the natural surroundings and unique visual resources of the area by incorporating designs which minimize bulk and mass, follow natural topography, and minimize visual intrusion on the natural landscape.
- The overall height of a building is an important aspect of how well it fits into the existing character of the neighborhood and its hillside environment. Houses should not be excessively tall so as to dominate their

- surroundings or create a crowded appearance in areas of small lots. Structures should generally be stepped down hillsides and contained within a limited envelope parallel to the natural grade, rather than "jutting out" over natural slopes.
- Building forms should be scaled to the particular environmental setting so as to complement the hillside character and to avoid excessively massive forms that fail to enhance the hillside character.
 - Building facades should change plane or use overhangs as a means to create changing shadow lines to further break up massive forms.
 - Wall surfaces facing towards viewshed areas should be minimized through the use of single story elements, setbacks, roof pitches, and landscaping.
- n. Collective mass rooflines and elements should reflect the naturally occurring ridgeline silhouettes and topographical variation, or create an overall variety, that blends with the hillside.
- o. Based upon the graphic principle that dark colors recede and light colors project, medium to dark colors which blend with the surrounding environment should be used for building elevations and roof materials in view-sensitive areas.
- p. Architectural style, including materials and colors, should be compatible with the natural setting. The use of colors, textures, materials and forms that will attract attention by contrasting or clashing with other elements in the neighborhood is to be avoided. No one dwelling should stand out.
- q. The interface between development areas and open space is critical and shall be given special attention. Slope plantings should create a gradual transition from developed slope areas into natural areas. By extending fingers of planting into existing and sculptured slopes, the new landscape should blend in with the natural vegetation.
- r. Planting along the slope side of a development should be designed to allow controlled views out, yet partially screen and soften the architecture. In general, 50 percent screening with plant materials should be accomplished.
- Trees should be arranged in informal masses and be placed selectively to reduce the scale of long, steep slopes.
 - Shrubs should be randomly spaced in masses.
 - Skyline planting should be used along recontoured secondary ridgelines to recreate the linear silhouette and to act as a backdrop for structures. Trees should be planted to create a continuous linear silhouette since gaps in the planting will not give the desired effect.
 - Trees that grow close to the height of structures should be planted between buildings to eliminate the open gap and blend the roof lines into one continuous silhouette.
 - For fire prevention purposes, a fuel modification zone shall be provided between natural open space and development.
- s. New development within hillside areas shall be conditioned upon:
- the preparation and recordation of a declaration of covenants, conditions and restrictions providing for the development and maintenance of manufactured slopes;
 - in the case of a parcel map or subdivision, the subdivider's supplying a program and/or staff for preventive maintenance of major manufactured slope areas. Such program must be approved prior to approval of a final map, and shall include homeowner slope maintenance requirements and guidelines to be incorporated into the declaration of covenants, conditions, and restrictions.

5.4.15 Landscaping

- a. Landscape design should accent the overall design theme and help to reinforce the pedestrian scale of the project. This could be accomplished through the use of structures, arbors, and trellises that are appropriate to the particular architectural style of the project. Pedestrian amenities should be provided throughout the project including benches, trash receptacles, and lighting.
 - b. The use of water efficient landscape materials and the installation of appropriate irrigation systems are required. This does not mean that the landscape is brown, displays a "desert" theme, or is devoid of plants. However, it does mean that a well designed landscape shall be provided which produces the same lush appearance as other non-water efficient landscapes, but requires less water and maintenance. Where consistent with the site's design theme, native and naturalized species should be featured in the site's landscape design.
 - c. Whenever landscaping of the public parkway is required it should be designed in coordination with the project's on-site landscaping to provide an integrated design concept along street frontages.
 - d. Project entries should be designed as special statements reflective of the character of the project in order to establish identity for tenants, and visitors. Accent planting, specimen trees, enhanced paving, and project entry signs should be used to reinforce the entry statement.
 - e. Landscaping should be designed as an integral part of the overall site plan design. Landscaping and open spaces should not be relegated to pieces of the site left over after buildings, parking, and circulation have been laid out.
- activities to residents and visitors, including such activities as art shows, school competitions, public exhibitions, art in public places, musical performances, dance recitals, plays, film festivals, and artists in residence.
- b. Pursue the establishment of facilities for the arts, including a museum; gallery space; and outdoor amphitheater for community events, musical performances, and plays; storage space for local arts groups; an indoor performance facility in addition to the Antioch community Center; and work space for both professional and amateur artists.
 - c. Provide incentives to developments for the provision of outdoor art in public places in a variety of forms, such as stationary and kinetic sculptures, commemorative plaques, and murals. Such incentives could include, but are not necessarily limited to, credits for the provision of open space, density bonuses, or considerations in the City's residential development allocation system.

5.4.16 Civic Arts Policies

- a. Support the efforts of the Civic Arts Organization to provide cultural and civic

ATTACHMENT "E"

Contra Costa County



Fire Protection District

September 11, 2014

Ms. Mindy Gentry
City of Antioch
Community Development
P.O. Box 5007
Antioch, CA 94531-5007

Subject: Black Diamond Ranch Unit #4, Subdivision 9370
Countryside Way and Torgensen Court, Antioch
CCCFPD Project No.: P-2014-06924

Dear Ms. Gentry:

We have reviewed the preliminary development plan application to establish a 17-lot residential subdivision at the subject location. The following is required for Fire District approval in accordance with the 2013 California Fire Code (CFC), the 2013 California Residential Code (CRC), and adopted ordinances and standards:

1. Access roadways and turnarounds shall have a minimum outside turning radius of 45 feet, and must be capable of supporting the imposed fire apparatus loading of 37 tons. Access roadways shall not exceed 20% grade. **Grades exceeding 16% shall be constructed of grooved concrete per Fire District standard FPS-001-D3.** (503) CFC
2. Access roadways of **less than 28-feet** unobstructed width shall have signs posted or curbs painted red with the words **NO PARKING – FIRE LANE** clearly marked on both sides of the roadway. (22500.1) CVC, (503.3) CFC

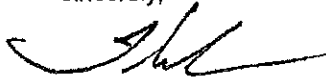
Access roadways of **28 feet or greater, but less than 36-feet** unobstructed width shall have **NO PARKING – FIRE LANE** signs posted, allowing for parking on one side only or curbs painted red with the words **NO PARKING – FIRE LANE** clearly marked. (22500.1) CVC, (503.3) CFC
3. The developer shall provide an adequate and reliable water supply for fire protection with a minimum fire flow of 1,000 GPM. Required flow must be delivered from not more than 1 hydrant flowing for a duration of 120 minutes while maintaining 20-pounds residual pressure in the main. (507.1), (B105) CFC
4. The developer shall provide hydrants such that all portions of property frontage are within 250 feet of a hydrant. (C103.1) CFC
5. The developer shall submit a minimum of two (2) copies of site improvement plans indicating all existing and proposed hydrant locations and fire apparatus access for review and approval prior to obtaining a building permit. (501.3) CFC
6. **Emergency apparatus access roadways and hydrants shall be installed, in service, and inspected by the Fire District prior to construction or combustible storage on site.** (501.4) CFC

7. All proposed homes shall be protected with an approved automatic fire sprinkler system complying with the 2013 edition of NFPA 13D or Section R313.3 of the 2013 California Residential Code. Submit a minimum of two (2) sets of plans to this office for review and approval prior to installation. (903.2) CFC, (R313.3) CRC
8. The developer shall submit three (3) copies of a 300-foot scale parcel map indicating approved fire hydrant locations, street names, and addresses to the Fire District for mapping purposes. These maps are required *prior to* Fire District signing for final improvement plans (Mylar).

Our preliminary review comments shall not be construed to encompass the complete project. Additional plans and specifications may be required after further review.

If you have any questions regarding this matter, please contact this office at (925) 941-3300.

Sincerely,



Ted Leach
Fire Inspector

c: Isakson & Associates
2255 Ygnacio Valley Road, Suite C
Walnut Creek, CA 94598

File:P-2014-06924.ltr

Gentry, Mindy

From: Kristin Pollot [KPollot@ci.pittsburg.ca.us]
Sent: Thursday, June 05, 2014 3:39 PM
To: Gentry, Mindy
Cc: Alfredo Hurtado
Subject: Project Referral - Black Diamond Unit 4

Hi Mindy,

Thank you for allowing the City of Pittsburg an opportunity to provide comments on this proposed project. I have had our City engineers review the proposal and have the following two comments to share:

1. Ensure that the drainage for lots 11 and 17 is directed towards the Antioch public facilities and not towards the future lots (Sky Ranch II) in the City of Pittsburg.
2. We'd like to encourage that you continue to work with the City of Pittsburg to ensure that there no other conflicts between the Black Diamond Unit 4 proposal and the approved vesting tentative map for the Sky Ranch II subdivision (let me know if you need a copy of the map and applicable conditions of approval).

Thank you,

Kristin Vahl Pollot, AICP
Associate Planner
City of Pittsburg, Planning Department
65 Civic Avenue
Pittsburg, CA 94565
(925) 252-6941

www.ci.pittsburg.ca.us

ATTACHMENT "F"

CITY OF ANTIOCH PLANNING COMMISSION MINUTES

Regular Meeting
6:30 p.m.

December 17, 2014
City Council Chambers

CALL TO ORDER

Chair Hinojosa called the meeting to order at 6:33 p.m. on Wednesday, December 17, 2014, in the City Council Chambers. She stated that all items that can be appealed under 9-5.2509 of the Antioch Municipal Code must be appealed within five (5) working days of the decision. The final appeal date of decisions made at this meeting is 5:00 p.m. on Tuesday, December 30, 2014.

ROLL CALL

Present: Commissioners Miller and Westerman
Chair Hinojosa and Vice Chair Motts
Absent: Commissioner Pinto
Staff: Senior Planner, Mindy Gentry
City Attorney, Lynn Tracy Nerland
Minutes Clerk, Cheryl Hammers

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

None.

CONSENT CALENDAR

1. Approval of Minutes: A. November 19, 2014
B. December 3, 2014

On motion by Commissioner Westerman, and seconded by Vice Chair Motts, the Planning Commission approved the Minutes of November 19, 2014 and December 3, 2014.

AYES: Hinojosa, Motts, Miller and Westerman
NOES: None
ABSTAIN: None
ABSENT: Pinto

END OF CONSENT CALENDAR

CONTINUED PUBLIC HEARING

2. **PDP-12-01 - Black Diamond Unit 4 Preliminary Development Plan** – Discovery Builders requests the review of a preliminary development plan, which is not an entitlement, for the development of 17 single family homes on approximately 20.98 acres. The project is generally located west of the intersection of Somersville Road and James Donlon Boulevard (**APN 089-160-010**).

Senior Planner Gentry provided a summary of the staff report dated December 11, 2014.

Vice Chair Motts clarified with staff that the language in the staff report “to rezone the property from Hillside Planned Development (HPD) to Hillside Planned Development (HPD)” was not a typo.

Chair Hinojosa requested the fellow Planning Commissioners’ input as to whether we should go forward with the item or continue it given the applicant’s absence to which Commissioner Miller stated that since there is an audience the project should not be continued.

In response to Chair Hinojosa, SP Gentry stated that this PDP is to get feedback and then the applicant can provide a final submittal, that applicant can be directed to provide further information, and that staff will provide a full analysis of proposed grading and whether it meets the City’s policies and zoning ordinance. She said that staff is looking for feedback on the location of the homes and if this is acceptable plotting given staff’s concerns with maximizing views to and from the project.

Chair Hinojosa said that she noticed that the resolution that was passed in 2005, 2005-133, was not included in this packet but was provided previously. Also, that under item 1 it says “that the applicant shall make an irrevocable offer of dedication to the City of Antioch of the owner/developer remainder parcel” and wondered why this resolution hasn’t been looked at again. She said that it seems that there is disregard to the original resolution and that she would like the question put forward to the City Council if we are within the guidelines to allow them to come back to propose another project and that this needs to be looked at in more detail.

SP Gentry responded that when the City Council denied the previous project, they did not provide information on whether another application could be considered and that the applicant went ahead and submitted and now staff is following the processes and procedures. She said that essentially the property lines go back to the existing homes on Countryside, that staff would want to reduce the downward slope so that the HOA has control over maintenance, and that the concern is an aesthetic impact. That access to the property would be provided to the HOA to maintain it.

In response to Vice Chair Motts, SP Gentry said that the grading is significantly reduced with the peak elevation 404 feet.

In response to Commissioner Miller, SP Gentry said that it is the intent of the Facilities District to offset police staffing. That whichever developer goes first would establish it and if already established, they would be required to participate.

OPENED PUBLIC HEARING

Applicant, Louis Parsons, said that they have reviewed the report and have spoken to Mindy. He said that the proposed concept now is to look at items identified with as minimal grading as possible, that the grading they are doing is at most 20 feet, that the proposed lots on the hill would be custom or split level built into the topography and that the grading is substantially less. He said that some of the lots will be integrated into the existing Black Diamond Ranch Subdivision. That he thinks there is a way to accommodate pedestrians, that he doesn't have an issue with the private road being maintained by the HOA, that he understands staff's comments, and that he is looking forward to getting feedback from the Planning Commission and the City Council and going from there to submit the actual final development plan.

Commissioner Westerman said that it would be very helpful if they had something to give us a better idea of where these houses are and what the whole thing looks like.

Chair Hinojosa agreed and said that it is really hard to provide feedback when they don't have anything fundamental to go on. She asked applicant to speak to building into the topography and whether they are proposing flat slabs or stepped pads.

Applicant said that they need to bring access up to the homes and that there is a requirement that the homes be built into the topography, such as lot 13 where the house would be built into a split level house which is consistent with that type of hillside development. He said that Lot 2 and Lots 3-7 are largely graded but are relatively flat pads. Also that they have not developed architecture yet. He said that the lots on the hill would be flat as there is basically limited areas for driveways and that the houses would have custom foundations using piers which is much more difficult. That each house is going to be unique for topography. Applicant said that the maximum pad elevations range from 415 at the top and that they are only taking down a maximum of twenty feet and in some cases only eight, ten or twelve feet.

Chair Hinojosa said that she did not see any proposal for a tot lot and asked applicant if they would be paying park mitigation fees to which applicant stated that they are not proposing any open space with this proposal as the slopes are pretty deep.

In response to Commissioner Miller, applicant said that they are looking for Community Facilities Districts that new project will pay into, that he is not exactly sure what the CFD is paying for whether it be police staffing, facilities or equipment but that any new residential project will have to facilitate forming the CFD or participate in the CFD.

SP Gentry said that the primary intent is for staffing.

Darcy Johnson read a letter stating that she is very interested in Discovery Homes' proposal, that she was opposed to their earlier proposal but finds this proposal more

acceptable. That she has a house next door and paid a premium for a lot on a cul de sac, not a through street, and that she is opposed to changing Torgenson Court to Torgenson Drive and making it the sole point of access for new homes to be built on the hill. She said that she does not believe there is sufficient available curb space for both a driveway and a private street originating on Torgensen Court. That she does not object to adding one or two homes to the end of Torgensen Court but is opposed to putting the only access to several additional homes higher on the hill on Torgensen Court and that access to those homes should be from Sky Ranch. She said that should the City ultimately approve some form of this development proposal, that she requests strict work rules that would ensure the quality of life for residents during a defined and limited construction period.

Michael Mikel spoke to say that he was here a year ago and that he spoke in opposition to the previous project. He mentioned that a large majority of the neighborhood opposed it and the City voted it down. He said that he thought that was the end of it, that the hillside was to revert back to open space and that he is at a loss how we are now talking about another development. That he is not speaking against this development, that it is a vast change from before and much better, but the bottom line is that when they purchased their property that hill was to be open space. He asked the Planning Commission to keep in mind that there are two entities, Antioch and the homeowners, and that the hill dominates the neighborhood. He said that the Developer has never contacted their neighborhood and he asked the Planning Commission to keep in mind that they are a major stakeholder that should be consulted and have a seat at the table.

Robert Williams said that this is the second or third time they are arbitrating on this mountain, that when he bought his home nothing was going on with the mountain, that he thought it was over and that they didn't plan to do this again. He questioned if they put a road and drainage in, what the cost will be and if applicant has a detailed plan on how much dirt they will be taking away. He said that he is strictly opposed to it and asked what effect this will have on their taxes as well as the whole community. Also, what will happen to the animals and insects if they tear the hill down. He asked the Planning Commission to vote against it.

Keith Johnson said that he had anticipated that it would be built on sooner or later but that he has two concerns: that the only reason for doing anything on the hill in Antioch is to complement the development in Pittsburg and that when this process begins that work rules Monday through Friday 9 to 5 are established addressing impacts to Torgensen Court.

Juan Pablo Galvan, representing Save Mount Diablo, opposed the project as this is promised open space. He said that the Hillside District should be adhered to and more slope analysis is needed. That looking at the PDP more information is needed and that he doesn't see any public benefit component. He commented that the last project for this site tried to get through a mitigated negative declaration and he thinks for this one an environmental impact report would be needed.

CLOSED PUBLIC HEARING

Chair Hinojosa mentioned that this is not an entitlement action at this point; that it is a Preliminary Development Plan which will go next to the City Council and then the applicant may submit a Final Development Plan.

Vice Chair Motts said that he thinks there were fundamental things raised, that he questions why this did not divert back to open space, and that there are other questions about entry. That maybe they can reach out to neighbors but that it doesn't seem that this is generating the same response as the previous proposal. That being said, he does think great effort has been made and staff has done a great job putting in conditions to conform to the Hillside Development. That it would really help if the Planning Commission had a 3D representation to see the elevations and pads. But thinks in general this does seem like something that could work. He said that there is a chance to widen the path and provide a meandering bike lane that would enhance the development.

Chair Hinojosa agreed with the trail connection which applicant should consider for community benefit.

Commissioner Westerman thanked the speakers and reiterated his previous comment that it is hard to visualize what this will look like. He said that he is concerned about when approaching this area from Somersville, you now see a hill and that if after this goes in what will you see. He said that he thought the idea of hillside grading was that basic site lines and view of the hillside should remain unchanged, that if we build houses on top that won't happen and that he is a little concerned about connection of the private drive and the court. That one of the solutions may be to build Lots 2-10 and leave the hill as is.

Commissioner Miller said that he appreciated the great comments but that he doesn't know what we are doing destroying this beautiful hill. That they keep hearing promises of open space and now we are building on it. He said that a lot of questions need to be answered and that he thinks we need more information as to what this will look like and why is it beneficial to the community.

Chair Hinojosa said that with the previous entitlement, they were asked to waive the Hillside Planned Development requirements, and she wants to make it clear that she will not support any waiver from those requirements if any entitlement was to be submitted. That with the provision that talks about hardships, she is open to entertaining a fair argument about what it would be but needs a more clear picture in accordance with the rules. That she thinks there is a concern with the aesthetic impact of the proposed development on the north facing slope going down James Donlon. That regarding slopes and grading, she thinks that we need to further explore the potential for landslides and flooding, and need to explore how those impacts are going to be avoided. She said that she wishes they could see a visualization of this moving forward. That she is less concerned about Lots 1-10, but that Lots 8, 9, and 10 would have issues with grading. For visual impacts, she is more concerned with Lots 11-13 than 14, 15, 16 and 17. That she is very happy to find out they are looking at stepped foundations and that she encourages staff to come up with a reasonable building

envelope on those parcels. That she encourages outreach to the community.

Vice Chair Motts asked for clarification on open space to which SP Gentry said that this is not necessarily public access but privately maintained and owned by the HOA.

City Attorney Nerland clarified with staff that applicant has agreed that this will go on to City Council, which is optional, sometime after the new year and that it will be noticed, placed on the agenda and on the City website.

ORAL COMMUNICATIONS

SP Gentry said that the City Council did appoint a new Planning Commissioner last night and that at the next hearing there will be a new commissioner and they have started advertising to fill Commissioner Bastrup's vacancy.

CA Nerland confirmed with staff that nothing is presently scheduled for the January 7th meeting. She confirmed with the Commissioners that all four of them could attend if a meeting was held on January 7th.

WRITTEN COMMUNICATIONS

None.

COMMITTEE REPORTS

Vice Chair Motts reported on the December 11th Transplan meeting.

ADJOURNMENT

Chair Hinojosa adjourned the Planning Commission at 7:40 p.m.


Respectfully Submitted,
Cheryl Hammers



STAFF REPORT TO THE CITY COUNCIL

DATE: Regular Meeting of November 10, 2015

TO: Honorable Mayor and Members of the City Council

SUBMITTED BY: Steve Duran, City Manager 

SUBJECT: Approval of a Trap Neuter Return (TNR) Program for Downtown Antioch

RECOMMENDED ACTION

It is recommended that the City Council adopt a resolution approving the Rivertown Community Cats Managed Colony Program Agreement (Agreement) with the Homeless Animal Response Program (HARP) for the purpose of implementing a Trap Neuter Return (TNR) Program for Downtown Antioch.

STRATEGIC PURPOSE

The proposed pilot TNR program is being designed to support the following strategies and objectives in the City's Strategic Plan:

Strategy B-1: Deploy limited resources effectively to provide animal control services.

Strategy B-2: Increase animal neutering and adoptions.

Short Term Objectives:

- Continue and increase outreach to rescue groups and adoption groups.
- Develop and implement a plan to increase neutering of feral cats and decrease this population.
- Increase public's awareness regarding spaying and neutering animals.

FISCAL IMPACT

The fiscal Impact of this action is estimated to be minimal. The proposed program will take staff time to manage; but would be implemented by volunteers.

DISCUSSION

The City Council directed staff to work with animal rescue groups to create a program that could provide an orderly and well managed TNR program and feeding of feral cats in the Rivertown area. Measures of success (from the Strategic Plan) would be:

- Increased spaying and neutering.
- Increased adoptions.

- Increased number of animals delivered to rescues.
- Decreased euthanasia.

In the last several months, staff has worked with various feral cat and TNR groups and a mediator to craft a pilot program to manage feral cats in Downtown Antioch and increase spaying and neutering of feral cats. The meetings have included Karen Kops of HARP, Lisa Kirk of Helping Animals Live Organization (HALO), Julie Linford of oucastcat.org, and Susan Smith, who has been managing the cat colonies downtown. Holly Cuciz assisted with mediation and facilitation of meetings with animal rescue groups. Homeless Animals Response Program (H.A.R.P.) has taken the lead as the rescue group that will help coordinate volunteers. Staff involved with the meetings has included the City Manager, Police Chief, Acting Captain Morefield, and Animal Services Supervisor Monika Helgemo.

Here is an outline of the program:

-The program will be monitored by Animal Control, and run by volunteers participating with an authorized rescue group.

-Volunteers will Trap/Neuter/Return (TNR) unadoptable cats. Volunteers will remove kittens and adoptable cats to animal rescue programs with openings.

-The Community Cat Manager can solicit the assistance of other animal rescue groups with TNR when necessary. The City recognizes the need for occasional mass trappings (when resources are available) to better control the cat population.

-Only assigned volunteers shall be allowed to feed on city property at 3 designated stations as part of the colony management program. Assigned volunteers will be provided with an ID badge. Volunteers will be recruited to regularly clean colony areas.

-Animal Control has conducted a walk-through with volunteers and determined the best areas for feeding stations on City property, as well as documenting issues and places that need improvement.

-Animal Control will continue to work with the authorized animal group(s) to respond to any complaints about cats in this colony.

-Animal Control will oversee the installation of signs that prohibit the public from abandoning animals per California Penal Code 597.1.

-Animal Control will notify the Community Cat Manager if a feral cat, ear-tipped cat or microchipped cat is impounded so it can be relinquished to the appropriate group.

-The authorized animal group shall provide an annual report on the colony to Animal Control. They should also report quarterly spay/neuter results.

-Animal Control will provide necessary documentation to authorized rescue group(s) and other volunteers helping with TNR, which would allow them to receive any public or private subsidies, grants, medical care or other forms of assistance for colonies in Antioch.

-Animal Control will work with rescue groups to obtain funds and other assistance for low-cost spay/neuter services.

ATTACHMENTS

Attachment A – Resolution

Attachment B – Agreement

RESOLUTION NO. 2015/**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ANTIOCH
APPROVING THE RIVERTOWN COMMUNITY CATS MANAGED COLONY
PROGRAM AGREEMENT (AGREEMENT) WITH THE HOMELESS ANIMAL
RESPONSE PROGRAM (HARP) FOR THE PURPOSE OF IMPLEMENTING A TRAP
NEUTER RETURN (TNR) PROGRAM FOR DOWNTOWN ANTIOCH**

WHEREAS, The City Council directed staff to work with animal rescue groups to create a program that could provide an orderly and well managed TNR program and feeding of feral cats in the Rivertown area; and

WHEREAS, In the last several months, staff has worked with various feral cat and TNR groups and a mediator to craft a pilot program to manage feral cats in Downtown Antioch and increase spaying and neutering of feral cats; and

WHEREAS, Staff is recommending an Agreement with Homeless Animal Response Program containing the provisions for a pilot program that will accomplish the direction received from the City Council;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Antioch, that:

1. The Rivertown Community Cats Managed Colony Program Agreement (Agreement) with the Homeless Animal Response Program (HARP) for the purpose of implementing a Trap Neuter Return (TNR) Program for Downtown Antioch is hereby approved; and
2. The City Manager is authorized to execute the Agreement, which is attached to this Resolution and accompanying staff report as "Exhibit 1".

* * * * *

I HEREBY CERTIFY that the foregoing resolution was passed and adopted by the City Council of the City of Antioch at a regular meeting thereof held on the 10th day of November, 2015 by the following vote:

AYES:

NOES:

ABSENT:

**ARNE SIMONSEN
CITY CLERK OF THE CITY OF ANTIOCH**

Rivertown Community Cats Managed Colony Program Agreement

The City Council directed staff to work with animal rescue groups to create a pilot program that would provide orderly and well managed TNR and feeding of the community cats in the "Rivertown" area on City property.

City staff worked with several animal rescue groups and Trap/Neuter/Return (TNR) groups to structure a pilot feral cat management program for Downtown Antioch, Rivertown. As a result several meetings, City staff and certain animal rescue and TNR groups and advocates settled on a framework for this program.

Antioch Animal Control shall authorize a local animal rescue group, Homeless Animals Response Program (HARP), to manage the Rivertown Community Cat Colony with a volunteer Community Cat Manager per the protocols listed below. For the purposes of this document, Rivertown will consist of the area from the waterfront to 2nd Street, between A and L Streets. At all other city owned properties, the Animal Feeding Ordinance shall be strictly enforced.

Managed Colony Protocols

-The program will be monitored by the Animal Control Supervisor (ACS) and run by a volunteer Community Cat Manager (CCM), as designated by the city.

-The CCM will ensure Trap/Neuter/Return (TNR) of unadoptable cats. The CCM will remove kittens and adoptable cats to animal rescue programs or surrender to Antioch Animal Control. Cats and/or kittens shall not be released by the CCM or HARP unless they are first neutered. Only healthy cats will be released.. The CCM will trap colony cats with injuries or medical issues and will provide veterinary care as appropriate. Cats with severe eye injuries, that only have one eye, or have other disabilities, will not be released. HARP will not be responsible for abandoned cats in Rivertown unless resources are available.

-, The CCM may solicit the assistance of other animal rescue groups for the purpose of TNR when necessary. The ACS will notify the CCM if Animal Services becomes aware of any areas that require trapping within the Rivertown area by text or email.

-Feeding: Before any volunteer is authorized to feed, they will need to meet with and be authorized by the ACS. The CCM shall email the names and phone numbers of potential volunteer feeders to the ACS. A license plate number should also be provided, if a vehicle is to be used by volunteers. Once a volunteer is authorized, a photo ID badge will be provided by the CCM. All authorized volunteer feeders are required to have the badge visible when feeding. All volunteers will also be required to sign an acknowledgement that they have read, received and agree to adhere to the Rivertown Community Cats, Managed Colony Program Agreement.

-The CCM shall provide the ACS with a feeding schedule noting the days of week with the assigned feeder(s).

-Once volunteer feeders are approved, they will report to the CCM.

-Feeding on public property shall take place only at city approved sites in the following locations:

1) Under the Antioch Marina Pier; 2.) At the natural space between the marina overflow lot & the Amtrak walking trail (the feeding station will be allowed at this site); 3.) And at the vacant lot at 2nd & I streets (southwest corner).

-Feeding stations, while accessible, shall not be obviously visible to the public. Feeding station receptacles and locations must be approved by the ACS.

Rivertown Community Cats Managed Colony Program Agreement

- All feeding shall take place between dawn and 2 hours before dusk. Only a sufficient amount of food shall be left for the number of cats in a colony area to consume within a 2 hour period as reasonably determined by the CCM. The water bowls should be located a few feet from the food bowls. Food shall not be put on the ground, sidewalks or other public areas. Food shall only be placed in bowls or receptacles in city approved areas. Cans and other food containers shall not be left out.
- The CCM shall ensure that the feeding sites and surrounding area are cleaned **daily** (removing cat feces and debris). This includes cleaning of food and water bowls.
- The feeding program and condition of the feeding sites will be monitored by Animal Services.

-Should any complaints arise regarding the cats, the CCM will follow city protocol as directed by the ACS in writing by email in responding to complaints.

-Animal Control will oversee the installation of signs. Signs should be posted that prohibit the public from abandoning animals per California Penal Code 597.1. Only city signage shall be allowed at feeding areas.

-Animal Control will notify the CCM if a feral cat, ear-tipped cat or microchipped cat is impounded so it can be relinquished to the appropriate group. Notification will be done by email in a timely manner. If AC becomes aware of any kittens they will notify the CCM by email in a timely manner.

-The CCM shall provide a report on the Rivertown colonies to the ACS every 6 months that will include the estimated number of cats in the Rivertown colony areas and spay/neuter results. Local animal rescue groups have reported that a majority of the Rivertown cats have already been altered, however, the CCM will provide maintenance and monitoring of the colony and conduct spay/neuter whenever unaltered cats and kittens are spotted. A report shall be provided at the beginning of the program and every 6 months thereafter for the duration of this pilot program.

-If the CCM and an authorized rescue group are working to obtain TNR or other spay/neuter funding, the CCM may request assistance from the ACS if any shelter or city documentation is needed to apply for public or private subsidies, grants, medical care or other forms of assistance for colonies in the Rivertown area.

Compliance

If the Community Cat Manager or any authorized caregiver/feeder fails to comply with the requirements of the Rivertown Cat Program, this shall be grounds for the city to revoke feeding permission and the entirety of the Rivertown Community Cat Program with the CCM, their authorized rescue group and other caretakers. However, a warning will allow a period of time to come into compliance. Failure to comply shall result in a violation of this agreement, which may result in the issuance of a citation and complete cancellation of the program. This cancellation can be appealed with a neutral party as determined by the city. During this appeal the city will recruit another rescue group. If not group is recruited, HARP will continue to manage the colonies during the appeal period.

“Hold Harmless” and Indemnity

HARP and their volunteers agree to indemnify, defend and hold harmless the City of Antioch, its agents, servants, representatives, volunteers, employees, attorneys, consultants and independent

Rivertown Community Cats Managed Colony Program Agreement

contractors, and to be solely and absolutely liable upon any and all claims, suits and judgments arising from acts or omissions by HARP or its volunteers, agents, consultants, independent contractors and employees, including but not limited to personal injuries, property damages, conversions and trespass.

This agreement will cover the period from _____, 2015 to _____, 2016.

Agreed:

Karen Kops, President, Homeless Animals Response Program

Dated: _____, 2015

Susan Smith, Director,; Volunteer Community Cat Manager,
Homeless Animals Response Program,

Dated: _____, 2015

Steve Duran, City Manager, City of Antioch

Dated: _____, 2015

Monika Helgemo, Animal Control Supervisor, City of Antioch


Dated: _____, 2015



STAFF REPORT TO THE CITY COUNCIL

DATE: Regular Meeting of November 10, 2015

TO: Honorable Mayor and Members of the City Council

SUBMITTED BY: Steve Duran, City Manager 

SUBJECT: Strategic Plan Update and Status Report

RECOMMENDED ACTION

It is recommended that the City Council review the attached Draft Strategic Plan Update and Status Report, discuss the Draft, and provide staff with a check list of possible changes to be brought back to the City Council for consideration.

STRATEGIC PURPOSE

The purpose of this Strategic Management Plan is to help the City realize its Vision and Mission. The Plan serves to guide the City Council and staff in the implementation of the City government's priorities. As such, it sets forth long term goals, strategies, short term objectives, and measures of success that support the Vision and Mission of the City. By providing direction and prioritizing goals, this Plan enables the staff to strategically direct resources in accordance with City Council policy and to measure success in a way that is transparent to the community.

The Strategic Plan Update and Status Report accomplished two things: (1) It updates the City Council and Community as to the current status of the goals and objectives set forth in the Plan; and (2) It updates the Plan to add or refine priorities and note the completion of some objectives.

This update effort is not intended to initiate a major re-write of the Plan, which was only approved in June of 2014 after a major community outreach. The intention is to inform the Council and the community and to fine tune the Plan.

FISCAL IMPACT

There is no direct fiscal impact to the recommended action. The Plan leads into the mid-term budget review process in which revenues and costs of all City operations are considered.

DISCUSSION

The City Council initiated a citywide Strategic Planning project in 2013. The Council and staff held five "Community Cafés" and three targeted focus groups, using a professional facilitator, to get input from the community to be used in the development of a strategic plan for the City. The focus groups were specific to the business

community, the Spanish speaking community, and our youth. Staff summarized the themes from each of the Café table discussions and staff has gathered additional input from the City Council, the Economic Development Commission, the Chamber of Commerce and a variety of individuals in the community.

Additionally, staff worked through the Economic Development section of the proposed Plan with the Economic Development Commission (EDC) Strategic Plan Sub-committee and representatives from the Chamber of Commerce. The EDC approved the Economic Development section of the Plan for recommendation to the City Council.

The Strategic Management Plan is a high level management tool. It is not designed to address routine activities. Our department heads, managers and staff are more than capable of managing day to day issues. The purpose of the Plan is to help the City realize its Vision and Mission, as noted in the Plan. By providing direction and prioritizing goals, the Plan enables staff to strategically direct resources in accordance with City Council policy and to measure success in a way that is transparent to the community. Thus the Plan is formatted to:

- Recognize the significant problems, challenges opportunities.
- Define long term goals and strategies to move the City forward.
- Identify short term objectives and measures of success to chart a course for each area of responsibility in the City.

Each Department head in the City provided draft goals, strategies, objectives and measures of success, all of which were been reviewed by me and all department heads to provide additional input. After receiving final input from the City Council, staff finalized the Plan, which the City Council approved on June 10, 2014.

With these principles in mind, the purpose of this City Council discussion on the attached Draft Strategic Plan Update and Status Report is for the staff to receive input from the Mayor and City Council Members. Staff will then create a check list of potential changes to the draft and bring the check list back to the Council for a vote on each item to ensure clear Council direction to staff.

ATTACHMENTS

Attachment A - Draft Strategic Plan Update and Status Report

- Addendum 1 – Status of Strategic Plan Goals & Objectives
- Addendum 2 – Strategic Management Plan of June 10, 2014

DRAFT

**Strategic Management Plan Update
and Status Report
City of Antioch, California**

November 10, 2015

**DRAFT Strategic Management Plan Update
and Status Report
City of Antioch, California
November 10, 2015**

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Strategic Management Plan Update and Status Report City of Antioch, California

PURPOSE

The purpose of this Strategic Management Plan Update and Status Report is to update the Strategic Plan approved by the City Council on June 10, 2014 and inform the Council of the status the Plan. The Status Report is Addendum 1 to this updated Plan and provides detail as to the status of each objective in the Plan. The Status Report was separated so that the updated Plan would be a more concise forward looking document.

The Plan is designed to help the City realize its Vision and Mission noted below. It is a business plan comprised of long term goals and strategies, and short term goals with the over-arching goal of making life better for the people of Antioch. It is not a General Plan that documents how the City is to be built out and what it will look like when it is. This Strategic Management Plan Update will serve to guide the City Council and staff in the implementation of the City government's priorities. By updating the status of the City's prioritized goals, this updated Plan will enable the staff to strategically direct resources in accordance with City Council policy and to continue to measure success in a way that is transparent to the community.

VISION

The vision statement for the City of Antioch is well stated on the banner hanging in the City Council Chamber:

"The City of Antioch:

- A community that is proud of it's heritage;
- A community that provides an opportunity to live, learn, work, worship, and play in a safe, stimulating and diverse community;
- A community that is a responsible steward of it's economic and natural resources;
- A community that recognizes its responsibility to the larger Delta Region, and will be a pro-active advocate and a leader in promoting regional cooperation."

MISSION

The City's mission is to lead and unify our diverse community and enhance the quality of life in Antioch by providing effective, efficient, and innovative municipal services with integrity.

STRATEGIC ANALYSIS – INTERNAL AND EXTERNAL ENVIRONMENT

In order to determine our goals and strategies, the City must understand and operate within an environment consisting of internal and external opportunities and constraints. An assessment of this environment is helpful in this effort. The Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis has been updated to reflect the current status.

Strengths

- Location of the City: Access to the San Joaquin River, rail transportation, State Highway 4, eBART, and proximity to major employments centers.
- Room to grow: With the annexation of over 500 acres in the northeast and undeveloped land to the south, Antioch has room for businesses and families to grow.
- Affordable real estate: Excellent quality and relatively affordable housing and land make Antioch an attractive alternative for growing businesses and families.
- Positive business environment: The City Council, staff, and the Economic Development Commission continue to work with the Chamber of Commerce and other stakeholders toward a more business friendly environment.
- Strong sense of community: Civic pride and sense of ownership are evident in the civic organizations and the enthusiastic volunteerism in Antioch.
- Excellent City employees: City staff is highly competent, hard-working and dedicated to serving the people of Antioch.
- Measure C and Measure O funding is enabling the City to enhance Police and Code Enforcement with additional staff and reduce the City's projected structural deficit. The passage of these measures demonstrates that the community appreciates the difficult financial position of the City.
- Community participation: The Community Cafés conducted to inform the June 10, 2015 Strategic Plan and the level of volunteer participation in City programs indicates a high level of community caring for the City.
- Water rights: The City's water rights to the San Joaquin River have the potential to contribute to various industrial and technological endeavors.
- Crime has declined over the last couple of years and the Police Department has Measure C funding to hire more officers.

Weaknesses

- The City's finances, while significantly improved, are still not adequate to provide high levels of service to the community and the City's general fund budget is still projected to go negative within a few years.
- The City's revenues are not sufficient to provide the level of services necessary to adequately maintain the City's infrastructure in the long run or to provide the level of responsiveness that all City departments would like to provide to the community.
- Economic development will not significantly increase revenues for at least a few more years.
- The golf course and recreation operations are running significant deficits and draining General Fund reserves.
- Antioch's reputation suffered in recent years due to crime and blighting conditions.
- The City's attributes are not widely known outside of east Contra Costa County.

Opportunities

- Business processes can and are being streamlined.
- The structural deficit can be eliminated through growth of the City's tax base and improved revenues from the golf course and recreation programs, especially the water park.
- Sale or privatization of the golf course, water park and marina could bring in revenue and/or reduce net costs.
- The widening of State Route 4 and the new BART station can be leveraged, along with the Northern Waterfront Economic Development Initiative, to attract residential and commercial development.
- Increases in City revenues can be enhanced by increasing economic development activities and encouraging a business friendly culture at City Hall.
- There is an opportunity to brand Antioch as business friendly and family friendly.
- Downtown "Rivertown" is a local branding opportunity.
- The City's downtown can be revitalized through transit-oriented development, which will bring customers for downtown businesses.
- Increased use of the San Joaquin passenger rail line and bringing ferry service downtown will further enhance downtown vibrancy.
- The City's water rights could be leveraged into economic development opportunities in desalinization, manufacturing, agriculture and/or bio-tech.
- Measure C and Measure O revenues will enhance police and code enforcement capabilities and reduce projected operating budget deficits.
- Improved use of volunteers can enhance blight eradication efforts.

Threats

- Failure to deal with the projected structural deficit in the short term will make things worse in the long term. Measure C will have to be extended in a few years or levels of services will have to be cut through layoffs and other measures.

- Inadequate funding for all community desires can lead to pressure to loosen fiscal restraint or to lose focus on top priorities for the overall community.
- Continued and increasing upstream diversions of water from the Delta are detrimental to the quality of water to which the City of Antioch has rights, adding costs to getting water suitable for drinking and other uses, and threatening our recreational resources and economy.
- Continuing issues with crime, blight, homelessness and feral cats can hinder the City's efforts to emerge from the recent recession as a vibrant and desirable community.

TOP PRIORITIES

The City Council initiated a citywide Strategic Planning project in 2013. The Council and staff held five "Community Cafés" and three targeted focus groups, using a professional facilitator, to get input from the community to be used in the development of a strategic plan for the City. Staff summarized the themes from each of the Café table discussions and staff has gathered additional input from the City Council, the Economic Development Commission, the Chamber of Commerce and a variety of individuals in the community.

The top priorities expressed by the City Council and supported by a consensus of the community were and still are:

- Reduce crime, especially violent crime, through enhanced police services.
- Eliminate blight through enhanced code enforcement activities.
- Improve the business climate and enhance revenues through economic development efforts.

Weaved throughout this Plan are strategies and actions designed to maximize the City's efforts in these areas, while not neglecting other important services.

IMMEDIATE CHALLENGES

- The biggest challenge that the City faces is its finances. Even with Measure C and Measure O funding, the General Fund is still projected to run a structural deficit in a few years and Measure C will expire in 2020, reducing projected General Fund revenues by about \$7 million. In addition, the City has significant unfunded liabilities and needs to start reducing these liabilities systematically over time. Without adequate funding, the City will struggle to effectively deal with other issues.
- The reduction of crime and blight in the short term is essential to the City's well being and image. Key to this includes working with the schools to reduce anti-social behavior, such as drug use, loitering, fighting, graffiti and tagging. There has been

progress in this area, but there is still work to do. Also important will be blight eradication efforts. Success in these areas will enhance economic development efforts and vitality in Antioch.

- The City, as a whole, must strive to be business-friendly which can be defined as follows:

“Explicit attempts to reduce the barriers, costs, risks and uncertainties of all forms of commercial activity to stimulate and support local business growth, local business retention, and the attraction of new business to the local area.” (*G. Clark and J. Huxley, Business Friendly Cities: City Government and the Local Business Growth and Investment Climate, September 2011.*)

The most significant challenge to creating a business-friendly Antioch is reduced staffing, which has created heavy workloads that can lead to process delays and reduce proactive actions by staff. Staff will continue to streamline processes where possible and to provide high quality service in the timeliest manner feasible. In addition, improved communications with the community and beyond can inform residents, businesses and visitors of Antioch’s resources and attributes.

LONG TERM GOALS, STRATEGIES, AND SHORT TERM OBJECTIVES

The following long-term goals, strategies, and short term objectives are not in a prioritized order, but rather start with functions that have the most direct impact on the community and flow to the essential support services that enable all City departments to function.

Based on input from the community gained through a community cafe process, as well as input from the City Council, staff, and community members, the long term goals for the City and the strategies and short term objectives to achieve them are as follows:

The attached Addendum A to this Strategic Plan Update is called “Status of Strategic Plan Goals & Objectives” and provides the status of the City’s efforts under the categories outlined below.

Long Term Goal A: Crime Reduction - Reduce crime and improve public safety throughout the City.

The primary function of the Antioch Police Department (APD) is to protect life and property in the City of Antioch. The APD, along with other City departments, had to do more with less in recent years due to reduced revenues to the City. Even with new funding for the APD through Measure C, APD will have to be as cost efficient as possible in order to maximize effectiveness.

In order for the City of Antioch to significantly improve its police services to the community, it must focus on recruiting/retention of Officers, creating specialized bureaus to proactively address community issues, filling vacant support staff positions, maintaining and increasing our partnership with the public, explore and implement technology when possible, and constantly evaluate the most efficient way to provide services to our community.

Strategy A-1: Rebuild police services. (The short term objectives remain the same and are all in progress)

Short Term Objectives:

- Continue to evaluate the current deployment model of staff.
- Hire, train and equip additional sworn and civilian police personnel.
- Maximize sworn Police Officers deployed in the field.
- Utilize Community Service Officers when possible.
- Continue succession planning based on projected vacancies.
- Recognize and acknowledge high performing staff.
- Adopt Lexipol standard policies.

Measures of Success:

- Reduced response times. (Ongoing)
- Improved customer service - reduced citizen complaints. (Ongoing)
- Reduced "forced" overtime. (Ongoing)
- Increased arrests. (Ongoing)

Strategy A-2: Strategically deploy police resources and implement community policing strategies.

- As staffing increases, deploy additional Officers to higher crime areas based on intelligence based policing.
- Create specialized staff teams that address community issues (Traffic, Gangs, Drugs, Schools, Violent Crime)
- Empower community policing staff to identify, analyze and implement solutions to address criminal behavior and improve quality of life.
- Expand Neighborhood Watch Programs throughout the city.

Measures of Success

- Reduced response times. (Ongoing)
- Reduced Part 1 Crime. (Ongoing)
- Increased traffic citations. (Ongoing)
- Increased drug and weapons seizures. (Ongoing)

- Increased arrests. (Ongoing)

Strategy A-3: Improve public safety using technology

Short Term Objectives:

- Add fingerprint readers to patrol cars. (Completed)
- Add more automated license plate reading (ALPR) cars to patrol fleet.
- Add community cameras to existing program.
- Update wireless technology in patrol vehicles.
- Upgrade 911 dispatch system.
- Continue to provide dispatch services to the City of Brentwood.
- Seek grant funding and, when budget allows, join East Bay Regional Communication System (EBRCS).

Measures of Success:

- Increased recovery of stolen vehicles by ALPR cars. (Ongoing)
- Increased Officer “in-service” time. (Ongoing)
- Increased clearance rates of crimes where cameras are present. (in Progress)
- Interoperability communication with allied police agencies. (Completed)
- Reduced hold time and busy signals for calls received to police dispatch. (Ongoing)

Long Term Goal B: (NEW) Emergency Operations. Ensure that City staff is trained and prepared to effectively manage and respond to disaster incidents in the City and the region.

Strategy B-1: Plan for emergencies, and conduct staff training and exercises to prepare for emergencies.

Short Term Objectives:

- Update the Emergency Operations Plan.
- Update Emergency Operations Center staffing matrix.
- Conduct annual training for all City staff.
- Conduct annual training for Emergency Operations Center staff to include one training session for each individual section, one table top exercise for each team (Primary/Secondary), an annual exercise for each team (Primary/Secondary) and a post annual exercise debriefing for each team (Primary/Secondary).

Long Term Goal C: Animal Control. Protect public health and safety, and animal welfare, through Animal Control Services.

Antioch Animal Control Services is part of the Police Department. Established by voter initiative, this unit is responsible for dealing with all laws, ordinances, safety and health issues related to animals in the City. Of particular concern recently is the proliferation of feral cats and dealing with potentially dangerous and vicious dogs.

Strategy C-1: Deploy limited resources effectively to provide animal control services.

Short Term Objectives:

- Fill all vacant/funded Animal Care Attendant positions
- Enforce applicable laws and ordinances.
- Manage animal control facility.
- Coordinate work with Police Officers, Public Works and Code Enforcement.

Measures of Success:

- Budgeted positions filled. (In Progress)
- Completed deferred maintenance projects on shelter.(In Progress)
- Improved inter-departmental coordination. (Ongoing)

Strategy C-2: Increase animal neutering and adoptions.

Short Term Objectives:

- Continue and increase outreach to rescue groups and adoption groups.
- Develop and implement a plan to increase neutering of feral cats and decrease this population.
- Increase public's awareness regarding spaying and neutering animals.

Measures of Success

- Increased spaying and neutering. (Ongoing)
- Increased adoptions. (Ongoing)
- Increased number of animals delivered to rescues. (Ongoing)
- Decreased euthanasia. (Ongoing)

Long Term Goal D: Blight Eradication. Eradicate blight through code enforcement and blight abatement.

Code Enforcement staff ensures compliance with local and State codes to ensure a safe, healthy, and attractive community through fair and efficient application of the codes. Partnering with the Police and Public Works staff, and with community volunteers, Code Enforcement is the City's key to blight eradication.

Strategy C-1: Improve existing community partnerships and realize new partnerships to help improve neighborhoods and reduce blight.

Short Term Objectives:

- Standardize the communication protocol for reporting violations or concerns to the City including improvements of internal information distribution and staff follow-up.
- Create partnerships with not-for-profit, community, business, and volunteer programs to identify resources to assist with the resolution of code violations.
- Establish and maintain working relationships with neighborhood and civic groups that perform clean ups and other proactive blight fighting activities.

Measures of Success:

- Creation of written and electronic reporting protocols. (In Progress)
- Increase number of groups partnered with the City and an outline of the partnership activities. (Ongoing)

Strategy C-2: Create a multifaceted team of resources that can assemble to address areas that habitually experience any combination of criminal, illegal, blighted, and nuisance activities and/or conditions.

Short Term Objectives:

- Identify geographical areas that have significant criminal, illegal, blighted, and nuisance activities and/or conditions.
- Identify internal resources to help.
- Identify local governmental resources to help.
- Identify non-profit, community groups, or volunteers to help.
- Bring all resources together as an effective working group.
- Create an education component for residential and commercial landlords and property managers.

Measures of Success:

- List of identified areas. (In Progress)
- Establishment of multifaceted team. (Completed)
- Reduction in police calls for service and code violations for a specific period of time measured before and after the area has been addressed. (Ongoing)

Strategy C-4: To grow the Code Enforcement staff in number and efficacy.

Short Term Objectives:

- Provide training and education opportunities for staff in technical aspects of Code Enforcement.
- Provide training in some less-traditional areas such as public relations, workgroup/volunteer management, outreach and trust building with diverse populations.

- Research and implement best practices and stay up to date on newest laws and trends as well as effective programs offered by other jurisdictions.

Measures of Success:

- A well trained staff that can complete technical duties and diplomatically deal sometimes difficult interpersonal encounters. (Ongoing)
- Code Enforcement creating partnerships and collaborations with diverse groups or populations with a common desire to resolve an issue. (In Progress)

Long Term Goal E: Building Safety. Provide uniform enforcement of the Building, Housing, Municipal codes and state laws in the City of Antioch with an emphasis on eliminating illegal or substandard housing conditions.

Strategy E-1: Improve detection of and outreach to problem properties in order to focus limited resources.

Short Term Objectives:

- Create and implement an outreach strategy to residents of illegal or substandard housing.
- Outreach to real estate professionals and property management professionals to educate them on identifying and reporting illegal or substandard housing conditions.
- Create and distribute information pertaining to illegal or sub standard housing in languages other than English to better reach our residents.
- Create partnerships with non-profits and other government agencies to assist residents often displaced by illegal or substandard housing conditions.

Measures of Success:

- Number of meetings and events with real estate and property managers. (In Progress)
- Creation of relevant print and electronic literature in languages other than English. (In Progress)
- Increase of resources and resource material to offer residents of substandard housing. (In Progress)
- Increase in number of cases reported by tenant, real estate professional or property manager. (Ongoing)

Long Term Goal F: Environmental Enhancement. Pollution prevention (NPDES), water conservation, energy and carbon conservation, and waste prevention.

Through Environmental Resources staff, develop and implement programs, policies, outreach and education to create a community of residents, businesses and organizations

that take actions to reduce their environmental impact while creating a vibrant and healthy climate in Antioch.

Strategy F-1: Exceed environmental regulation compliance in all resource areas.

Short Term Objectives:

- Focus limited staff on programs and resource areas where partnerships are available or programs are legislatively required.
- Reduce the incidents of illegal dumping and littering in the city.
- Create a water conservation outreach and education plan to encourage voluntary reductions in response to state-wide drought.
- Finalize the 2010 re-inventory of greenhouse gas emissions and approve the Energy Action Plan.
- Maintain existing programs at previous or higher participation levels.
- Increase commercial recycling participation.
- Install additional full trash capture devices in required areas and reassess trash management areas as necessary.
- Continue administering storm water permit requirements such as:
 - inspections of construction sites, maintenance yard, C.3 facilities, and identified priority businesses.
 - permit coverage of capital improvement projects, City maintenance yard, aquatic pesticide, and city-wide storm water system.
 - Review and inspect development projects subject to C.3 and hydrograph modification management.
 - Annual creek hot spot cleaning.
- Adopt and implement County integrated pest management policy.
 - Provide annual updates, including policies, procedures and best management practices, to City storm water staff.

Measures of Success:

- Increased number of outreach events attended and personal contacts made. (Ongoing)
- Increased number of residential garbage service accounts. (Ongoing)
- Increased commercial diversion rate for materials collected by Republic Services. (Ongoing)
- Increased number of participants in clean up events such as Keep Antioch Beautiful and Coastal Cleanup Days. (Ongoing)
- Decreased monthly water production totals. (Ongoing)
- Increased stormwater permit compliance. (Ongoing)
- Maintenance of good standing with regional Water Board. (Ongoing)
- Accurate tracking of type and volumes of trash collected in trash capture devices and hot spot cleaning. (Ongoing)
- Verification of construction and operation of C.3 facilities. (Ongoing)

Long Term Goal G: Economic Development. Grow the City out of Recession.

In order for the City of Antioch to significantly improve its financial strength, it must take advantage of the current economic upswing and other positive factors. The City must leverage the economic recovery, Highway 4 widening, BART and annexation to grow Antioch's economy in general in order to improve the quality of life in Antioch. The City must grow out of its financial difficulties in order to help local businesses prosper, create more local jobs and increase the City's revenues so that adequate municipal services can be provided on an ongoing basis.

Strategy G-1: Improve the City's Business Processes.

Short Term Objectives:

- Streamline Planning and Building processes.
- Improve customer services.
- Increase Planning/Building counter hours of service.
- Improve telephone and internet customer interfaces.

Measures of Success:

- Reduced number of days for permit processing. (Ongoing)
- Increased number of active business licenses. (Ongoing)
- Increased number of administrative approvals. (Ongoing)
- Reduced time needed for public to get basic information. (Ongoing)

Strategy G-2: Grow Antioch's Economy through Economic Development Activities.

Short Term Objectives:

- Create and implement a plan for outreach to existing business.
- Increase outreach to real estate brokers and developers.
- Increase regional outreach to retailers and other businesses most likely to prosper in Antioch.
- Design economic incentives and criteria for key business ventures on a case by case basis.

Measures of Success:

- Completed business outreach plan. (In Progress)
- Increased number of meetings with existing businesses. (Ongoing)
- Increased number of meetings and events with real estate brokers and developers. (Ongoing)
- Increased development applications and development. (Ongoing)
- Increased new business license applications. (Ongoing)

- Increased sales tax revenue. (Ongoing)
- Decreased commercial and retail vacancy rates. (Ongoing)

Strategy G-3: Grow Antioch's economy through additional annexation, as well as residential and commercial development.

Short Term Objectives:

- Begin work on General Plan Update.
- Determine feasibility for additional annexation.
- Work with developers to create more homes, jobs, stores, services and necessary infrastructure.

Measures of Success:

- Complete Housing Element. (Completed)
- Completion of Land Use Element. (In Progress)
- Completion of Downtown Specific Plan. (In Progress)

Strategy G-4: Determine and Prioritize Geographical Areas of Focus.

Short Term Objectives:

- Focus limited resources on Priority Development Areas and Somersville and L Street corridor areas.
- (New) Complete Downtown Specific Plan.

Measures of Success:

- Identification of key commercial development opportunities. (In Progress)
- Successful solicitation of developers and end users for key commercial opportunities. (Ongoing)
- Implementation of BART Priority Development Area Specific Plan. (Ongoing)
- Updating and implementation of the 2006 Downtown Plan. (In Progress)
- (New) Completion of Downtown Specific Plan.

Strategy G-5: Work with state and regional economic development partners to leverage strengths for the benefit of the City and region.

Short Term Objectives:

- Participate in regional knowledge sharing, strategies, branding and marketing with the East Bay Leadership Council, Contra Costa Economic Partnership, East Bay Economic Development Alliance, EC₂, and the Northern Waterfront Economic Development Initiative.
- Participate in regional requests for proposals for development opportunities.
- Work toward implementation of the "TriLink" State Route 239 project to connect State Route 4 to Interstate 580/205 as part of the "Diablo Loop."
- (New) Prioritize Antioch regional transportation priorities.

Measures of Success:

- Increased number of businesses and other resources moving to Antioch and the region. (Ongoing)
- Increased number of businesses and other resources expanding in Antioch and the region. (Ongoing)
- Prioritization of Antioch Transportation priorities. (Completed)

Strategy G-6: Create and Implement a Marketing Campaign for Antioch.

Short Term Objectives:

- Advertise in regional publications.
- Support Antioch Chamber's "Shop Local" campaign.
- Obtain Funding for Downtown Antioch events.

Measures of Success:

- Increased number of advertisements. (In Progress)
- Increased number of calls on advertisements. (Ongoing)
- Increased funding obtained for events. (Ongoing)

Long Term Goal H: Planning, Entitlements and Permitting. Provide consistent and efficient entitlement, permitting, and development services to the public.

Planning and Building staff guide the orderly development and economic revitalization of Antioch through the implementation of adopted codes, policies and plans in the most efficient manner possible. Staff is working toward improving customer service while moving projects forward.

Strategy H-1: Update long range planning documents.

Short Term Objectives:

- Update the Housing Element and complete implementation (state mandate).
- Update the Land Use Element of the General Plan.
- Update the Zoning ordinance to reflect Land Use Element updates.
- Explore feasibility of new annexations.

Measures of Success:

- State certified Housing Element. (Completed)
- Reduced number of General Plan and zoning amendment requests. (In Progress)
- Begin annexation process. (In Progress)

Strategy H-2: Support public/private partnership efforts to implement plans and policies pertaining to key development areas.

Short Term Objectives:

- Support build-out of the East Lone Tree Focus Area (north of Slatten Ranch).
- Support implementation of the Hillcrest Specific Plan and Priority Development Area (BART).
- Support implementation of Rivertown Priority Development Area.

Measures of Success:

- Permits issued for new development in the East Lone Tree Focus Area. (Ongoing)
- Identification of grant funding or approval/permitting of private catalyst project to jump start construction of infrastructure in Hillcrest Specific Plan area. (In Progress)
- Secure grant funding for a Rivertown specific plan. (Completed)
- Approval/permitting of Rivertown catalyst project. (In Progress)

Strategy H-3: Continue to focus on community enhancements, such as Downtown/Rivertown development, Hwy 4 expansion, BART Specific Plan implementation, and possible ferry service.

Short Term Objectives:

- Work with possible developers, particularly for the City/Successor Agency owned parcels downtown, once the Department of Finance approves the Long Range Property Management Plan for the Successor Agency parcels.
- Continue to work with BART, CalTRANS, and the Water Emergency Transportation Authority (WETA).

Measures of Success:

- Appropriate residential and commercial development occurs downtown. (In Progress)
- BART service begins and development in the surrounding area is generated, in accordance with the Hillcrest Station Area Specific Plan. In Progress)
- WETA deems a ferry terminal in Antioch a viable opportunity. (In Progress)

Strategy H-4: Streamline entitlement and permit processes.

Short Term Objectives:

- Update the Zoning ordinance to increase administrative permit authority.
- Transition to an on-line permit system as an optional service for customers.
- Increase staffing in order to increase front-desk hours of operation.
- Enhance internal and external communication efforts.

- Study entitlement fee structure with the goal of providing cost surety to developers and reducing staff time spent tracking and billing hours.
- Study ways to assist small businesses through the entitlement and permitting process.
- Import all resolutions, minutes, and other pertinent documents into Laser fiche data base, reducing time to pull documents from files and archives.

Measures of Success:

- Decreased time to entitle/permit projects. (Ongoing)
- Increased counter hours. (Ongoing)
- Updated and implemented final inspection procedures. (In Progress)
- Revised entitlement fee structure. (In Progress)
- Develop small business start-up checklist, brochure, or other outreach efforts. (Completed)

Long Term Goal I: Community Development Block Grants. Effective administration of Community Development Block Grant (CDBG) programs and funds.

City staff and consultants are charged with using allocated CDBG funds from the U.S. Department of Housing and Urban Development. The use of these funds is highly restricted to serve certain populations and geographical areas of the City.

Strategy I-1: Develop and fulfill 2015-20 CDBG Consolidated Plan.

Short Term Objectives:

- Update the Consolidated Plan.
- Create annual Action Plans for fiscal years 2015-16, 16-17, 17-18, 18-19, and 19-20 to meet objectives of the 5 year strategic Consolidated Plan.
- Create Consolidated Annual Performance Evaluation Reports (CAPERs), reporting on accomplishments.

Measures of Success:

- HUD approved Consolidated Plan. (Completed and Ongoing)
- HUD approved annual Action Plans and receipt of CDBG funding. (Completed and Ongoing)
- HUD approved annual Consolidated Annual Performance Evaluation Reports. (In Progress)

Long Term Goal J: Parks & Recreation. Provide outstanding parks and recreation facilities and programs for the community.

Parks and Recreation provides safe, quality parks and recreation services and well managed facilities. Staff is working toward these functions being financially sustainable, providing excellent customer service and meeting the needs of our patrons in order to support a healthy diverse community and strengthen Antioch's community image.

Strategy J-1: Increase the use of the City's recreation facilities and programs.

Short Term Objectives:

- Determine current customer base, participation and attendance levels, and existing barriers to program participation and facility rentals.
- Develop programs to increase participation in targeted areas: 11-16 year olds & 50+ age groups in fitness/wellness.
- Build awareness of programs, services and community events.
- Develop and execute a technology plan to enhance and support marketing, customer service and experience.
- Increase exposure with mobile apps and/or other social media.
- Use demographic and marketing tools of new ActiveNet registration software to grow repeat customers.

Measures of Success:

- Increased communication and collaboration with new and repeat customers. (Ongoing)
- Increased participant enrollment and facility rentals. (Ongoing)

Strategy J-2: Improve Aquatics Program Delivery

Short Term Objectives:

- Continue to make public and staff safety a top priority.
- Solicit alternative activities (e.g., water polo, synchronized swim) to reach a broader audience.
- Develop and implement strategies to deliver effective programs during periods of lower demands.
- Improve marketing of aquatics programs.

Measures of Success:

- Increased program participation. (Ongoing)
- New participants added who have not used City aquatics facilities in prior years. (Ongoing)
- Established year-around programming. (In Progress)
- Established a brand slogan that offers a concise advertising statement. (Completed)

Strategy J-3: Enhance and expand youth and adult athletic programs.

Short Term Objectives:

- Evaluate field allocation policies and other related policies and fees.
- Explore what other athletic programs are being offered by other agencies and are likely to be a draw for our residents.
- Develop and implement a plan to enhance and expand programs.
- Expand Police Activity League (PAL) activities for youth.

Measures of Success:

- Increased use of athletic fields and Antioch Community Center Gymnasium. (Ongoing)
- New and successful programs and sports opportunities. (In Progress)
- Increased participation in PAL. (Ongoing)

Strategy J-4: Use remaining Mello-Roos funds to expand and enhance Prewett Water Park with an all-abilities water attraction.

Short Term Objectives:

- Hire a construction manager to oversee the design and construction of the project.
- Create a preliminary project budget.
- Begin the design and engineering phase of the project.

Measures of Success:

- Contract in place for Construction Manager. (Completed)
- Completed preliminary project budget. (Completed)
- Contract in place with project architect and engineer. (Completed)
- Completed project. (In Progress)

Strategy J-5: Decrease General Fund subsidy to Recreation programs.

Short Term Objectives:

- Hire an experienced Parks & Recreation professional to develop a strategy to increase revenues.
- Analyze fee structure for recreation programs.
- Analyze recreation operations to increase efficiencies.

Measures of Success:

- Parks and Recreation Director hired. (Completed)
- Operational efficiencies are realized. (In Progress)
- Net revenues are increased. (In Progress)

Long Term Goal K: Public Works & Engineering. Designing, building, operating, maintaining, stewarding and enhancing Antioch's assets and resources in partnership with the community.

Together with other City departments and the community, the Department of Public Works will continue to create a safe, beautiful, highly functioning and desirable community. Responsiveness will be improved by incorporating technological advances to better communicate with our customers. Opportunities to increase the number of volunteers will be emphasized so that together, an expectation and culture of cleanliness will be realized. Emphasis on a well trained, safe and engaged workforce will foster increased productivity and reduced liability.

Strategy K-1: Ensure well maintained public facilities, rights-of-way and parks.

Short Term Objectives:

- Develop and implement a park equipment replacement priority plan.
- Develop and implement a more aggressive dead bush/tree identification and removal program.
- Expand program of hard pruning overgrown landscape vegetation.
- Reduce water usage.
- Improve ease of reporting and prompt response to requests for service, such as graffiti and dumping.
- Regularly inspect and service park equipment, restrooms and fields.

Measures of Success:

- Enhanced online applications to improve ease of reporting. (Completed)
- Improved "same or next day" removal of graffiti and illegal dumping. (In Progress)
- Increased use of low-flow water fixtures in all public areas. (In Progress)
- Increased use of stamped concrete in median landscaping. (Ongoing)
- Reduced use of water. (Ongoing)

Strategy K-2: Protect the City's water rights and deliver high quality water to our customers.

Short Term Objectives:

- Protect Antioch's water rights and water quality.
- Pursue industrial uses for Antioch water.
- Explore feasibility of desalinization.
- Continue collaboration with Lawrence Livermore National Lab and Delta Diablo.

Measures of Success:

- Comments are provided on the proposed Bay Delta Conservation Plan. (Ongoing)

- Companies needing a water source for industrial processes move to or expand in Antioch. (In Progress)
- A feasibility study on desalinization is completed. (In Progress)

Strategy K-3: Expand Public Works volunteer opportunities.

Short Term Objectives:

- Improve coordinating and utilizing volunteers to optimize our resources.
- Increase the number of volunteers by better communicating opportunities.
- Work more closely with community stakeholders to facilitate meaningful volunteer efforts.

Measures of Success:

- Create new links on the City website notifying the public of volunteer groups and opportunities. (In Progress)
- Prepare a list of a variety of projects that may be completed by volunteers. (In Progress)
- Maintain well stocked supplies and materials that may be used by volunteers to improve our community. (In Progress)

Strategy K-4: Prioritize infrastructure improvements to coincide with Economic Development goals.

Short Term Objectives:

- Focus resources on Priority Development Areas and key commercial development opportunities.
- Infrastructure improvements for the Northeast Annexation Area.

Measures of Success:

- Work with Economic Development staff to identify key commercial development opportunities. (In Progress)
- Prioritize projects to key development or redevelopment areas. (Ongoing)
- Develop a land based financing mechanism in the East Lone Tree Specific Plan Area to begin design and construction of Slatten Ranch Road. (In Progress)
- Develop and receive Council approval of an FUA 1 Precise Alignment for arterial roads. (In Progress)
- Pursue grant funding to improve infrastructure and traffic circulation. (Ongoing)
- Prioritize CDBG funding for street improvements near the Downtown area. (Completed)
- Develop an infrastructure and financing plan for the Northeast Annexation Area. (In Progress)

Strategy K-5: Reduce City liability from third party claims and workers compensation claims.

Short Term Objectives:

- Continue to comply with regulatory requirements, using best practices.
- Encourage and recognize safe behavior and practices through education, training and recognition.
- Increase and enhance ADA accessibility and reduce trip hazards.
- Expand innovative pavement repair and resurfacing program.

Measures of Success:

- Continue to extend the number of safe working days without a lost time injury. (Completed and Ongoing)
- Reduce number of Sanitary Sewer Overflow to below the three year average. (Ongoing)
- Implement a consistent hydrant flushing and valve turning program. (In Progress)
- Increase cape seal street resurfacing program area by 20%. (In Progress)
- Reduce number of potholes and pothole claims. (Ongoing)

Long Term Goal L: City Administration. Provide exemplary City administration.

City administration is a collaborative effort of several departments working in concert. The City Manager, City Attorney, City Clerk's Office are primarily focused on administering the City's policies and procedures, with Finance, Human Resources, and Information Systems supporting all City departments. These are the support services that are essential to the functionality of the City, including the City Council, various boards, commissions and committees. The goal is to improve communications, responsiveness, and administrative processes to enhance the quality of executive and administrative management.

The City conducted a series of Community Café's and Focus Groups over a number of months to get community input and prioritize the efforts of City government. What was evident throughout the Café's was that, in addition to effective administration, the City needs to improve communications with the community in order to build greater trust.

Strategy L-1: Improve community communications and trust in City government and keep the community well informed as to the activities of the City departments.

Short Term Objectives:

- Assemble and publish weekly and monthly reports to inform the community about the activities of City departments.
- Complete a strategic management plan setting forth the City's strategies, goals and objectives, to be updated annually.

- Make better use of technology to improve communications between the public and the City, including the use of social media, apps, e-mail, and phones.
- Develop a means of tracking public requests for City services and complaints.

Measures of Success:

- Consistent publishing of weekly and monthly reports. (Completed and Ongoing)
- City Council approval of the strategic management plan. (Completed)
- Implementation of various technologies and tracking systems. (In Progress)
- Number of communications transmitted to and from the City through various technological tools. (Ongoing)

Strategy L-2: Enhance Public Access to Documents.

Short Term Objectives:

- Streamline administrative/Council information access by making more documents available electronically. Documents include agendas, staff reports, resolutions, ordinances, and FPPC forms.
- Work with the IS Department to install an electronic kiosk allowing public access at City Hall to City documents, and informational How-To's like obtaining a business license, building permit, water service, etc.

Measures of Success:

- Increase in the number of City documents available to the public without requiring a Public Records Act request. (Completed and Ongoing)
- An electronic kiosk is operational and available to the public at City Hall. (No Progress)

Strategy L-3: Encourage and enhance a culture of cooperation and transparency at City Hall.

Short Term Objectives:

- Clarify staff reporting structures and responsibilities.
- Improve interdepartmental communication and cooperation by establishing working groups for endeavors that require input or actions by multiple departments.
- Streamline City processes and procedures to maximize staff efficiency and effectiveness.
- Reinforce customer service as a priority for every City employee.
- Continue to provide timely responses to Public Records Requests, Grand Jury Reports and other public or community inquiries.

Measures of Success:

- Publishing of a new organizational chart. (Completed)
- Establishment of annual goals and objectives for each City department. (Completed)

- Approval of updated City processes. (In Progress)

Strategy L-4: Implement City Council policies and direction.

Short Term Objectives:

- Review all City Council actions and direction with senior staff for follow through.
- Incorporate Council actions and direction into departmental goals.

Measures of Success:

- City Council policy decisions are implemented effectively. (Ongoing)
- The organization has a clear direction, focus and purposes. (Ongoing)

Strategy L-5: Effectively and efficiently manage City Council agenda preparation, noticing and records.

Short Term Objectives:

- Ensure the City Council agenda packets are prepared, noticed, and distributed in accordance with established timelines.
- Increase efficiencies and reduce costs by moving to primarily an electronic Council Meeting Agenda Packet.
- Ensure that all documents related to Council actions are executed, and distributed as necessary.
- Submit Annotated Agenda for publication on the City website within 24 hours after a City Council meeting.

Measures of Success:

- Reduction in the number of paper Council agenda packets generated. (Completed and Ongoing)
- All Council members using i-pads for Council agenda materials. (In Progress)
- 100% on-time agenda notice, preparation and distribution. (Ongoing)

Strategy L-6: Improve the City's Records Management.

Short Term Objectives:

- Complete computer database of all documents that have been checked out by City Staff from the Records Warehouse.
- Complete an inventory of all documents stored in the Records Warehouse and ensure all boxes are properly labeled at cataloged.
- Determine which documents should be reviewed by the City Attorney for destruction.
- Establish out-processing procedures with the HR Department for all departing City employees who have custody of files/documents from the Records Warehouse to facilitate their return or custody transfer to another City employee.

Measures of Success:

- Completed inventory of all documents at the Records Warehouse. (In Progress)
- Documented, marked and cataloged all files/documents. (In Progress)
- Completed database of documents/files checked out from the Records Warehouse. (In Progress)
- Identified documents for destruction and destroyed identified documents. (In Progress)
- Complete and establish procedures with Human Resources for departing employees. (Completed)

Strategy L-7: Manage the City's Component of Municipal Elections.**Short Term Objectives:**

- Timely and complete election form filings by candidates and committees.
- Coordination with the County Elections Office.
- Publish submitted FPPC & election forms on the City website.

Measures of Success:

- All candidate filings are received on time; and, if required, submitted to the County Elections Office in accordance with election requirements. (Completed and Ongoing)
- Election results certified without issue. (Completed and Ongoing)

Strategy L-8: Coordinate City Boards and Commissions administrative requirements.**Short Term Objectives:**

- Establish procedures for timely filing of FPPC Form 700 Statement of Economic Interests, and tracking of term expirations/vacancies.
- Update descriptions of the role/responsibilities of each Board/Commission.
- Utilize NEOGOV for all Board/Commission recruitment efforts.
- Develop a manual for managing the Board/Commission processes.
- Ensure compliance with the Maddy Act requirements.
- Continue to serve as Secretary to the Board of Administrative Appeals.
- Serve as the Secretary to the Sales Tax Citizens' Oversight Committee.

Measures of Success:

- Form 700 Statements of Economic Interests are submitted annually, and by those assuming or departing a Board/Commission, as required. (Ongoing)

Strategy L-9: Ensure proper filing and receipt of all original City contracts and agreements in the City Clerk's Office.

Short Term Objectives:

- Work with departments to route all executed original contracts/agreements to the City Clerk's Office, including exhibits and insurance documents.
- Scan contracts/agreements into Laserfiche.

Measures of Success:

- All original executed contracts and agreements, including exhibits, are housed in the City Clerk's Office and scanned into Laserfiche. (Ongoing)

Strategy L-10 Effective and efficient management of all aspects of Human Resource Management, including Employer/Employee Relations, labor negotiations, classification and compensation, recruitment and selection, benefits administration, and staff development.

Short Term Objectives:

- Continue to work with employees and managers on Human Resources issues as needed, including implementation of legislative actions/changes.
- Continue to assist supervisors with difficult employer/employee relations issues.
- Continue to serve as lead staff for labor negotiations and MOU implementation.
- Continue to coordinate training opportunities for staff citywide.
- Continue to manage the classification, compensation, performance evaluation and benefit plans fairly and equitably, within our fiscal abilities.
- Continue to build trusting relationships with our employees and our labor partners as part of our employer/employee and labor relations efforts.
- Complete Management unit, Confidential unit, and Operating Engineers Local 3 labor negotiations in 2014.
- Commence and complete labor negotiation with Public Employees Union Local 1 in 2015.

Measures of Success:

- Employer/employee relations issues are resolved efficiently. (Ongoing)
- Labor agreements are negotiated and implemented accordingly. (In Progress and Ongoing)
- Employees receive appropriate training for their job assignments. (Ongoing)
- The City's benefits program is administered in accordance with the policy provisions, and as cost effectively as possible. (Ongoing)
- Job classification updates are completed. (In Progress)
- Management, Confidential, and Local 1 Memorandum of Understanding are completed and approved. (In Progress)

Strategy L-11: Attract and hire highly qualified candidates to fill funded vacant positions.

Short Term Objectives:

- Continue focused, timely, and targeted recruitment efforts specific to the position and department needs, particularly for sworn Police positions.
- Continue to enhance efficiencies and streamline recruiting processes are continued, and implemented as appropriate.
- Establish process timelines at the outset of each recruitment, including deadlines for all phases of the process.

Measures of Success:

- Recruiting departments are provided with an eligibility list of highly qualified candidates within three (3) months of initiating a recruitment. (Ongoing)

Strategy L-12: Update and improve foundational policies, procedures and documents related to Human Resource management.

Short Term Objectives:

- Draft and negotiate new Personnel Rules.
- Review and update Administrative Policies and Procedures, as needed.
- Initiate review of the Employer/Employee Relations Resolution from 1975 and update as necessary.

Measures of Success:

- Updated rules, policies and procedures are adopted and implemented. (In Progress)

Strategy L-13: Enhance the City's Safety and Loss Control Program.

Short Term Objectives:

- Direct more focus on the prevention side of loss control.
- Employees are trained on the Injury and Illness Prevention Plan and other safety topics.
- The citywide Safety Committee meets quarterly.
- Policies and programs recommended by Municipal Pooling Authority are put in place.

Measures of Success:

- The City's experience modification factors for both workers' compensation and liability claims are reduced. (Completed and Ongoing)

Long Term Goal M: Redevelopment Dissolution. Complete Dissolution of Antioch Development Agency.

The Antioch Development Agency (Agency) was officially dissolved by the State of California under AB 1X26. The City of Antioch elected to become the Successor Agency to the Antioch Development Agency and, in that capacity, is tasked with winding down operations of the former Agency until all obligations of the former Agency are satisfied. Obligations are expected to last until 2032.

Strategy M-1: Complete dissolution of Antioch Development Agency by 2032.

Short Term Objectives:

- Complete Long Range Property Management Plan for parcels of the former Antioch Development Agency.
- Work with the State Department of Finance to resolve findings in the Other Funds and Accounts Due Diligence Review.
- Receive a Finding of Completion from the State Department of Finance.
- Evaluate restructuring of Agency debt once a Finding of Completion is obtained.

Measures of Success:

- Receiving a Finding of Completion from State Department of Finance. (in Progress)
- Receiving approval of Long Range Property Management Plan from State Department of Finance. (In Progress)
- Implementing the Long Range Property Management Plan. (On Hold)
- Completing dissolution of redevelopment agency by 2032. (In Progress)

Long Term Goal N: Legal Services. Provide legal counsel to the City Council and staff to enable and support all City policies, procedures and initiatives.

The City Attorney serves as Legal Counsel to the City of Antioch, City of Antioch as Successor Agency to the Antioch Development Agency, and Housing Successor and provides legal services to the City Council, Commissions, Boards and staff on all areas of municipal law; oversees all claims and litigation; and handles all property acquisitions and real property lease issues. The City Attorney also selects and oversees outside legal counsel as necessary to provide legal services necessary due to volume of work or special expertise in particular areas of law.

Strategy N-1: Effectively and efficiently provide legal services in support of the City's policies, procedures and initiatives.

Short Term Objectives:

- Continue to handle matters from Council and Staff in a timely and efficient manner, as resources allow.
- Continue to keep the Council apprised of legal matters.
- Continue to ensure staff compliance with contract policies, procedures and relevant laws.
- Continue overseeing prosecution and defense of claims and litigation involving the City.
- Prepare standardized contracts, forms and policies to assist with the City's administration.

Measures of Success:

- Completion of various negotiated settlements and agreements. (Ongoing)
- City Attorney approval of all contracts and agreements. (Ongoing)
- Annual Comprehensive update of City Council on legal matters. (Completed and Ongoing)
- Successful disposition of various pending legal matters through court or settlement. (In Progress and Ongoing)

Long Term Goal O: Financial Services. Achieve and maintain financial stability and transparency.

In order for the City of Antioch to fully recover from the economic crisis it must balance its budget and put itself in a stable financial position to address current needs, unexpected events and long-term liabilities. The City needs to position itself to handle future economic uncertainties without paralyzing operations. It also needs to be able to fully fund long term obligations for other post employment benefits and supplementary retirement plans so that these staggering unfunded liabilities do not detract from providing municipal services in the future.

Strategy O-1: Improve the City's financial stability by implementing a two year budget cycle and ensuring that each fiscal year's budget is balanced.

Short Term Objectives:

- Starting with 2015-2016, go to a two-year budget approval, to be updated annually.
- Adopt a two-year balanced budget annually and do not rely on potential savings to close the "gap" at year end.
- Do not spend more than is necessary; use budget savings to build up General Fund reserves.
- Continue the "soft" hiring freeze; although positions may be in the budget, senior management will review operations with the City Manager to see if duties can be

assigned to existing staff and demonstrate that position is essential before being authorized to be filled when vacated.

- Continue to evaluate new ways to deliver municipal services in a more cost-effective manner.
- Consider eliminating non-essential community services that run deficits and require use of General Fund resources.
- Consider service-sharing with other communities when mutually beneficial.
- Review and increase as many "Master Fee" revenues as possible annually to ensure maximum cost recovery is being obtained.

Measures of Success:

- Staff presents, and the City Council adopts, a balanced two-year budget each year. (Completed and Ongoing)
- Not exceeding adopted appropriations in any given fiscal year. (Ongoing)
- Increased General Fund reserves. (Ongoing)

Strategy O-2: Ensure the City achieves long-term fiscal sustainability.

Short Term Objectives:

- Consider local tax measures, such as updating the Business License tax to ensure inclusion of residential rental properties and/or raising the minimum Business Licenses tax.
- Continue to work with the City Council and the Executive Management team to determine appropriate staffing models and expenditure plans, based on our recurring revenue projections.
- (New) Implement policies to reduce unfunded pension liabilities.

Measures of Success:

- Council to determine if and when to go to the electorate with any tax measures. (Completed and Future)
- Staff presents, and the City Council adopts, a balanced two-year budget each year. (Completed and Ongoing)
- Unfunded pension liabilities policies implemented. (New)

Strategy O-2: Ensure financial records and reports are accurate, reliable, and timely, including the Comprehensive Annual Financial Report (CAFR) and other financial statements, monthly budget status updates provided electronically to the City Manager and Council, and quarterly budget updates posted to the City's website.

Short Term Objectives:

- Complete all financial statements and audits within six months of fiscal year end.
- Receive unqualified audit opinions on financial reports issued.
- Receive GFOA Certificate of Achievement for Excellence in Financial Reporting.

- Update quarterly budget facts and post to City's website within 30 days of quarter end.
- Provide electronic monthly budget updates to the City Manager and Council.
- Complete all required quarterly grant reporting by due dates as well as any other outside agency financial reports required/requested.
- Adopt City's two-year budget by June 30th each fiscal year.

Measures of Success:

- Meeting all reporting deadlines (both external and internal). (Completed and Ongoing)
- Receiving unqualified audit opinions. (Completed and Ongoing)
- Receiving GFOA award. (Completed and Ongoing)
- Adopting budget by June 30th. (Completed and Ongoing)

Long Term Goal P: Information Systems Services. Provide efficient and reliable Information Systems (IS) support for all City operations and communications.

Information Systems provides the technological backbone for all City operations and communications within the City government, and maintains the City's ability to communicate with the community and the world. IS staff also provides outstanding interactive services that are available to the community, enhanced and supported by efficient and cost effective information technology.

Strategy P-1: Enhance the City's overall data security environment.

Short Term Objectives:

- Complete network security assessment.
- Generate network security assessment report.
- Implement findings from security assessment report.

Measures of Success:

- Improved monitoring of network activity. (In Progress and Ongoing)
- Stopping and/or detecting possible network attacks. (Ongoing)

Strategy P-2: Continue equipment replacement efforts.

Short Term Objectives:

- Replace aging server hardware and software. (In Progress and Ongoing)
- Replace aging desktop hardware and software. (In Progress and Ongoing)

Measures of Success:

- Reduced or eliminated the possibility of catastrophic hardware failure.(In Progress and Ongoing)

- Increased systems uptime. (Completed and Ongoing)

Strategy P-3: Implement organization wide server and desktop virtualization to provide the ability to run multiple servers or desktops on a single piece of hardware and thereby increase efficiencies.

Short Term Objectives:

- Include additional servers.
- Virtualize user desktops.
- (New) Virtualize and upgrade phone system.
- (New) Virtualize and upgrade voice mail system.

Measures of Success:

- Improved disaster recovery. (In Progress and Ongoing)
- More efficient use of Information Systems staff. (Ongoing)
- Efficient use of technology. (Ongoing)

Strategy P-4: Enhance data backup/archive enhancements and efficiencies.

Short Term Objectives:

- Increase the size of the current disk to disk backup system.
- Reduce the number of archive tapes.

Measures of Success:

- Increase the number of days to recover deleted or corrupt files from disk or back-up system. (No Progress)
- Decreased staff time on system back-up functions. (No Progress)

Strategy P-5: Improve support of Public, Education, and Government (PEG) broadcasting.

Short Term Objectives:

- Create a partnership with Contra Costa TV to support the City's PEG initiatives.
- Assist Antioch Unified School District with their PEG initiatives.
- Bring quality local broadcasts to the PEG channel.

Measures of Success:

- Enhanced control over the City's Comcast and AT&T U-verse PEG channels. (Completed)
- Improved programming and public announcements on the City's PEG channels. (No Progress)

Strategy P-6: Increased use of surveillance cameras throughout the City to assist Police, Code Enforcement and Public Works deployment efficacy.

Short Term Objectives:

- Add cameras to key locations throughout the City.

Measures of Success:

- Improved deployment of resources. (In Progress and Ongoing)
- Reduction of illegal activities. (Ongoing)
- Improved public wellbeing. (Ongoing)

Conclusion:

The City of Antioch has weathered a severe financial storm over the last few years. Tough decisions have been made. Severe reductions in revenues to the City necessitated severe cuts to staffing and City service levels. Now that the economy is improving, revenues are increasing and the electorate passed Measure C and Measure O. The Police Department and Code Enforcement are growing to meet critical needs, but the City is still under significant financial stress, as revenues are still not sufficient to provide the level of City services that the people of Antioch should have. As we look a few years ahead, the City is projecting a structural deficit and has unfunded pension liabilities. These issues are being addressed by staff and the City Council to ensure that we do not deplete all general fund reserves a few short years down the road.

In the longer term, Antioch is well positioned to take advantage of improvements in the Bay Area economy, which has generally improved. The completion of the State Route 4 widening and the BART station will help support jobs and housing in Antioch. In addition, the annexation of over 500 acres along the northeast shoreline provides an area where commercial and industrial development can produce local jobs, as well as property and sales tax.

This Strategic Management Plan Update is designed to optimize the City's limited resources to maximize the quality of services to the community, reduce costs where possible and to increase revenues going forward. Implementing the goals, strategies and objectives contained in the Plan will greatly enhance the quality of services to the community, stimulate the local economy and improve the quality of life in Antioch.

Attachments: Addendum 1 – Status of Strategic Plan Goals & Objectives
 Addendum 2 – Current Strategic Management Plan

ADDENDUM 1

CITY OF ANTIOCH STATUS OF STRATEGIC PLAN GOALS & OBJECTIVES OCTOBER 30, 2015

The following Long Term Goals and Short Term Objectives Strategy Letters have been adjusted from the existing Strategic Plan approved in June of 2014 to include Emergency Operations under the Antioch Police Department Goals.

Long Term Goal A: Crime Reduction - Reduce crime and improve public safety throughout the City.

Strategy A-1: Rebuild police services.

Short Term Objectives:

- Evaluate our current deployment model of staff. **Status: Ongoing.** As staffing levels fluctuate, careful consideration is given in how resources are deployed in order to complete necessary tasks. Recognizing the need to better distribute our patrol staff, the APD returned to a 6 Beat patrol deployment protocol in March of 2015.
- Hire, train and equip additional sworn and civilian police personnel. **Status: Ongoing.** We continue to work closely with the Human Resources Department, maintaining continuously open recruitments for sworn personnel. Civilian personnel openings are evaluated for priority based on other openings throughout the City and availability of Human Resources staff. Since November 1, 2013, 28 sworn officers have been hired and 5 Community Service Officers have been hired. Due to attrition, however, our net gain at this point is 6 sworn officers and 3 community service officers. At the City Council Meeting on October 13, 2015, the Council directed staff to hire an additional 3 Community Service Officers.
- Maximize sworn Police Officers deployed in the field. **Status: Completed.** All uniformed specialized assignments have been temporarily suspended. Staff previously working in these assignments was assigned back into the Community Policing Bureau.
- Utilize Community Service Officers when possible. **Status: Ongoing.** With the additional approved Community Service Officer positions, we are in the process of hiring 5 more to reach our newly authorized number of 8. All of our current Community Service Officers have successfully completed training related to their assignments and are working in full-duty capacity.

- Continue succession planning based on projected vacancies. **Status: Ongoing.** Management identified a list of all ancillary duties and reassigned them to recently promoted and tenured supervisors. Additionally, managers have provided opportunities to supervisors interested in future promotions to accompany them to meetings, judicial proceedings, and other functions in order to familiarize them with various management related duties.
- Recognize and acknowledge high performing staff. **Status: Ongoing.** The APD recognizes its exceptional employees in an annual awards ceremony.
- Adopt Lexipol standard policies. **Status: In Progress.** Review of these policies, with special emphasis on ensuring accuracy of applicability, terminology, and department workflow, continues. It is anticipated all work will be completed and the new policy adopted by the end of 2015.

Strategy A-2: Strategically deploy police resources and implement community policing strategies.

Short Term Objectives:

- As staffing increases, deploy additional Officers to higher crime areas based on intelligence based policing. **Status: Ongoing.** Due to medical and service retirements, as well as other voluntary and non-voluntary separations, dedicated deployment of officers to high crime areas has not been feasible. However, various teams of officers have been tasked to conduct weekly proactive crime suppression details on overtime, utilizing information provided by the department Crime Analyst to direct their efforts.
- Create specialized staff teams that address community issues (Traffic, Gangs, Drugs, Schools, Violent Crime) **Status: In Progress.** Due to medical and service retirements, as well as other voluntary and non-voluntary separations, current staffing does not allow for sustained specialized teams. However, details to address these community issues are regularly conducted on an overtime basis. In June of 2015, one officer was assigned to a full-time traffic motor position. His primary duties are to enforce traffic laws in areas which have been identified as having significant traffic issues as well as investigate major traffic related accidents. On several occasions since this transfer, the traffic officer has partnered with CHP and other Antioch officers to conduct directed enforcement in specific traffic problem areas. We continue to conduct proactive details on an overtime basis in areas which have

been identified as having high levels of violent crime. Furthermore, this summer a juvenile curfew operation was conducted in conjunction with REACH.

- Empower community policing staff to identify, analyze and implement solutions to address criminal behavior and improve quality of life. **Status: Ongoing.** Each of our Patrol Teams has Community Policing “Beat Projects” in which they identify troubled areas around the City and work to address those problems through conventional and nonconventional policing methods. APD Patrol Supervisors then present the status of those projects at our Staff Meetings on a bi-monthly basis.
- Expand Neighborhood Watch Programs throughout the city. **Status: Ongoing.** Our Neighborhood Watch Programs have expanded from approximately 400 to almost 500 across the city since 2012. The APD will continue to work with the Crime Commission to solicit support from other areas of the community to carry on the success of this program.

Strategy A-3: Improve public safety using technology

Short Term Objectives:

- Add fingerprint readers to patrol cars. **Status: Completed.** Almost two dozen fingerprint readers have been installed in as many patrol vehicles. These portable, wireless, Bluetooth enabled devices allow officers to quickly identify subjects in the field. Numerous arrests have been, and continue to be, made by identifying subjects who provided false information to officers about their true identity.
- Add more automated license plate reading (ALPR) cars to patrol fleet. **Status: In Progress.** Funding has recently been allocated to purchase two additional mobile ALPR packages. Staff is currently working to select and work with an approved vendor to facilitate installation by the spring of 2016.
- Add community cameras to existing program. **Status: No Progress.** Due to budgetary constraints, this project has been placed on hold until further notice. Staff will continue to monitor and assess grants as they become available for technology such as community cameras.
- Update wireless technology in patrol vehicles. **Status: Completed.** All vehicles equipped with a mobile data computer previously accessed information through outdated 3G modems. In January 2015, these modems were upgraded to new 4G modems which provide faster and more reliable connectivity.
- Upgrade 911 dispatch system. **Status: Completed.** In December 2014, state allocated funding was utilized to purchase and install a new 911

phone system. This new system included an additional 911 line, as well as several additional administrative and business lines.

- Continue to provide dispatch services to the City of Brentwood. **Status: Ongoing**. The APD continues to provide dispatch services for the City of Brentwood. However, the City of Brentwood is moving ahead with starting its own dispatch center with an estimated separation date in the summer of 2017.
- Seek grant funding and, when budget allows, join East Bay Regional Communication System (EBRCS). **Status: Completed**. All Dispatch Consoles, mobile radios, and portable radios have been purchased and received. Mobile radios have been programmed and are installed in vehicles. Microwave communication link has been established and has undergone final testing. Dispatch training was completed in the first week of October. Final transition to the system took place ahead of schedule on October 28, 2015.
- Implement the use of body worn cameras to be used by police officers in the field to record interactions with the public. **Status: In Progress**. Body worn camera (BWC) technology is still in its infancy. As such, many of the legal, technical, and privacy issues surrounding these devices remain unresolved. We are currently researching different BWC systems for potential use with our department. We are also consulting with outside police agencies who are currently developing, using, and even those who have cancelled (or put on hold) BWC programs.

Long Term Goal B: (NEW) Emergency Operations. Ensure that City staff is trained and prepared to effectively manage and respond to disaster incidents in the City and the region.

Strategy B-1: Plan for emergencies, and conduct staff training and exercises to prepare for emergencies.

Short Term Objectives:

- Update the Emergency Operations Plan. **Status: Completed**. The updated plan was presented to and approved by the City Council on September 22, 2015.
- Update Emergency Operations Center staffing matrix. **Status: In Progress**.
- Conduct annual training for all City staff. **Status: Completed and Ongoing**. Conduct annual training for Emergency Operations Center staff to include one training session for each individual section, one table top exercise for each team (Primary/Secondary), an annual exercise for each team (Primary/Secondary) and a post annual exercise debriefing for each team (Primary/Secondary). Completion date estimated to be February 11, 2016.

Long Term Goal C: Animal Control. Protect public health and safety, and animal welfare, through Animal Control Services.

Strategy C-1: Deploy limited resources effectively to provide animal control services.

Short Term Objectives:

- Fill all vacant/funded Animal Care Attendant positions. **Status: In Progress.** Due to fluctuating staffing levels, it has been a challenge to keep positions filled. Animal Services will continue to work on filling positions as funded.
- Enforce applicable laws and ordinances. **Status: Ongoing.** This is done on a daily basis by responding to calls for service from the public as well as in support of Police and Code Enforcement Officers on patrol.
- Manage animal control facility. **Status: Ongoing.** Management of the Animal Control building continues despite growing demand for services and limited available resources.
- Coordinate work with Police Officers, Public Works and Code Enforcement. **Status: Ongoing.** Animal Control routinely assists other departments within the City by providing their specialized services upon request.

Strategy C-2: Increase animal neutering and adoptions.

Short Term Objectives:

- Continue and increase outreach to rescue groups and adoption groups. **Status: Ongoing.** Animal Services has added several different rescue groups to their list of agencies to assist with animal adoptions. Most recently, the Animal Rescue Foundation (ARF) was added to the list of assisting organizations.
- Develop and implement a plan to increase neutering of feral cats and decrease this population. **Status: In Progress.** City Staff has met with various feral advocate groups and developed a draft agreement for Trap Neuter Release (TNR) of feral cat colonies in the downtown and waterfront areas. This agreement has gone through its final review stage and is waiting to be presented to Council.
- Increase public's awareness regarding spaying and neutering animals. **Status: Ongoing.** Animal Services continues to use social media (Facebook, City Web Page, etc.) to increase awareness and educate the public.

Long Term Goal D: Blight Eradication. Eradicate blight through code enforcement and blight abatement.

Strategy D-1: Improve existing community partnerships and realize new partnerships to help improve neighborhoods and reduce blight.

Short Term Objectives:

- Standardize the communication protocol for reporting violations or concerns to the City including improvements of internal information distribution and staff follow-up. **Status: Completed. An internal email address was established to forward emails received by any staff in the City to one reporting point to ensure information was received, retained, and routed to be addressed.**
- Create partnerships with not-for-profit, community, business, and volunteer programs to identify resources to assist with the resolution of code violations. **Status: Completed and Ongoing. Code Enforcement staff is now an active member of the Suburban Poverty Task Force created by the Antioch Chamber of Commerce. This has aided in identifying resources and new partnerships when dealing with homeless issues.**
- Establish and maintain working relationships with neighborhood and civic groups that perform clean ups and other proactive blight fighting activities. **Status: Completed and Ongoing. Code Enforcement staff presented to the Crime Prevention Commission, the Neighborhood Watch Block Captains, and to the Volunteers in Police Services at several different meetings.**
- Improve and increase coordination with volunteer clean-up groups in the City. **Status: Ongoing. With limited staffing, attention has been focused directly on immediate Code Enforcement needs and little attention has been given to coordination of volunteer clean-up groups through the Code Enforcement function. However, the Environmental Services function led and participated in the annual Coastal Clean Up on September 19, 2015 with a very large volunteer turn-out.**

Strategy D-2: Create a multifaceted team of resources that can assemble to address areas that habitually experience any combination of criminal, illegal, blighted, and nuisance activities and/or conditions.

Short Term Objectives:

- Identify geographical areas that have significant criminal, illegal, blighted, and nuisance activities and/or conditions.
 - Identify internal resources to help.
 - Identify local governmental resources to help.
 - Identify non-profit, community groups, or volunteers to help.
 - Bring all resources together as an effective working group.
- Status: In response to the 5 bullet points above: Completed and Ongoing. Code Enforcement staff have become active participants in**

several task forces that involve many county, state, and federal agencies, as well as Antioch Police and Public Works Departments. As a result, of those new relationships we were able to assemble an 8-agency task force to inspect and monitor a major industrial land use that was in violation of many laws, ordinances, and conditions of use. The clean-up of this site continues and is anticipated to take several more months due to its severity. This experience will serve as a model for future multi-agency efforts.

- Create an education component for residential and commercial landlords and property managers. **Status: No Progress. Yet to be created due to staffing levels and funding.**

Strategy D-4: To grow the Code Enforcement staff in number and efficacy.

Short Term Objectives:

- Provide training and education opportunities for staff in technical aspects of Code Enforcement. **Status: Completed and Ongoing. All staff attended a minimum of 30 hours ongoing educational training.**
- Provide training in some less-traditional areas such as public relations, workgroup/volunteer management, outreach and trust building with diverse populations. **Status: Completed and Ongoing**
- Research and implement best practices and stay up to date on newest laws and trends as well as effective programs offered by other jurisdictions. **Status: Completed and Ongoing. This has been accomplished by attending and participating in several inter-agency task forces.**
- Add two staff members to focus on blight elimination such as clean-up projects, graffiti removal, and other “broken window” issues. **Status: Ongoing. The City Council approved the funding for these two positions and the recruitments will begin soon.**

Long Term Goal E: Building Safety. Provide uniform enforcement of the Building, Housing, Municipal codes and state laws in the City of Antioch with an emphasis on eliminating illegal or substandard housing conditions.

Strategy E-1: Improve detection of, and outreach to problem properties in order to focus limited resources.

Short Term Objectives:

- Create and implement an outreach strategy to residents of illegal or substandard housing. **Status: Ongoing. Code Enforcement staff hands out resource sheets to residents of these cases to aid them in improving their living conditions. We also make referrals to housing rights advocates.**
- Outreach to real estate professionals and property management professionals to educate them on identifying and reporting illegal or

substandard housing conditions. **Status: No Progress. Yet to be accomplished due to staffing levels and funding.**

- Create and distribute information pertaining to illegal or sub standard housing in languages other than English to better reach our residents. **Status: In Progress.**
- Create partnerships with non-profits and other government agencies to assist residents often displaced by illegal or substandard housing conditions. **Status: Completed and Ongoing. Code Enforcement staff has established a relationship with several homeless advocates and have utilized their services several times.**

Long Term Goal F: Environmental Enhancement. Pollution prevention (NPDES), water conservation, energy and carbon conservation, and waste prevention.

Strategy F-1: Exceed environmental regulation compliance in all resource areas.

Short Term Objectives:

- Focus limited staff on programs and resource areas where partnerships are available or programs are legislatively required. **Status: Ongoing. Current partnerships include Green Business Program, Spare the Air Resource Team, PACE programs, Contra Costa Water District (CCWD), Sustainable Contra Costa and regional advertising purchases for motor oil recycling through the Mr. Funnelhead Program and Contra Costa County.**
- Reduce the incidents of illegal dumping and littering in the city. **Status: Ongoing. Staff has been working in partnership with Republic Services, Public Works and engaged community members to locate addresses that have had mail found in illegally dumped materials. In areas where there is heavy illegal dumping, street reviews are done to capture all residences that don't have garbage service. In September 2014, single family residential garbage service reached over 27,000 accounts for the first time and has remained over 27,000 since then. Additionally, In November 2014, Republic Services has added the commercial area around Buchanan and Delta Fair to the monthly litter pick up contract with Commercial Support Services.**
- Create a water conservation outreach and education plan to encourage voluntary reductions in response to state-wide drought. **Status: In Progress. Staff is currently gearing up for the 2015 updates to the state-wide drought in coordination with Public Works. Currently we have two workshops planned for outreach: April 25, the City is hosting CCWD's Lose a Lawn, Gain a Garden workshop at the Antioch Community Center; and on May, 17, the city is sponsoring a Laundry to Landscape workshop in partnership with Sustainable Contra Costa.**
- Finalize the 2010 re-inventory of greenhouse gas emissions and approve the Energy Action Plan. **Status: In Progress. Initial review of the EAP has**

been completed. Comments need to be reviewed and forwarded to consultant to be addressed.

- **Maintain existing programs at previous or higher participation levels. Status: Ongoing.**
- **Increase commercial recycling participation. Status: In Progress and Ongoing. Staff has started to address lack of recycling through enforcement of AMC §6-3.02(C) on a site by site basis. We plan to work on a blanket enforcement approach in Summer 2015.**
- **Install additional full trash capture devices in required areas and reassess trash management areas as necessary. Status: In Progress. Staff is currently in discussions with Public Works over the possible locations and funding options for this item.**
- **Continue administering storm water permit requirements such as:**
 - **Inspections of construction sites, maintenance yard, C.3 facilities, and identified priority businesses.**
 - **Permit coverage of capital improvement projects, City maintenance yard, aquatic pesticide, and city-wide storm water system.**
 - **Annual creek hot spot cleaning.**
 - **Review and inspect development projects subject to C.3 and hydrograph modification management. Status: Ongoing. Plans are reviewed as they are submitted.**
- **Adopt and implement County Integrated Pest Management (IPM) policy.**
 - **Provide annual updates, including policies, procedures and best management practices, to City storm water staff. Status: Ongoing. Currently being revised by County IPM.**

Long Term Goal G: Economic Development. Grow the City out of Recession.

Strategy G-1: Improve the City's Business Processes.

Short Term Objectives:

- **Streamline Planning and Building processes. Status: In Progress and Ongoing. Economic Development and Planning staff has been meeting with businesses that need guidance in the building and planning process. The Land Use Element and Zoning Code Update is being designed to ease the entitlement process and provide for more flexible commercial zoning.**
- **Improve customer services. Status: Ongoing. The elimination of Friday furloughs and some process streamlining has increased/improved customer service.**
- **Increase Planning/Building counter hours of service. Status: Completed. Since January 2015 counter hours now include Fridays from 8:30-11:30 a.m. and 1-5pm by appointment only. More staff would be needed to further increase daily counter hours and City Hall.**
- **Improve telephone and internet customer interfaces. Status: In Progress.**

Strategy F-2: Grow Antioch's Economy through Economic Development Activities.

Short Term Objectives:

- Create and implement a plan for outreach to existing business. **Status: Ongoing**. Staff continues to solicit and communicate with new businesses. Having businesses successful is a main priority with, write-ups in the city manager's weekly report, news releases, Twitter, Facebook, and other media pages provides them with successful marketing to a wide audience.
- Increase outreach to real estate brokers and developers. **Status: Completed and ongoing**. Staff continues to host commercial broker and developer luncheons on a quarterly basis. The luncheons have been successful in building relationships between local brokers who have strong knowledge of market trends.
- Increase regional outreach to retailers and other businesses most likely to prosper in Antioch. **Status: Ongoing**. Attending various regional associations and county wide waterfront initiative meetings to develop relations and contacts for regional exposure.
- Design economic incentives and criteria for key business ventures on a case by case basis. **Status: Ongoing**. Engaging businesses early on in the building and planning process to help guide them through any permitting issues. Having businesses meet with staff to answer any questions.

Strategy G-3: Grow Antioch's economy through additional annexation, as well as residential and commercial development.

Short Term Objectives:

- Begin work on General Plan Update. **Status: Ongoing**. Currently the city is working with Loewke and Planning Associates to draft Opportunities & Constraints and Market Analysis were completed. Alternatives for the General Plan Land Use and Zoning update are currently being drafted.
- Determine feasibility for additional annexation. **Status: In Progress**. In initial discussion phase.
- Work with developers to create more homes, jobs, stores, services and necessary infrastructure. **Status: Ongoing**. Staff continues to meet with shopping center owners, developers, and interested companies to provide guidance and information about city opportunities and process. Following through on City and Successor Agency owned Downtown development opportunities.

Strategy G-4: Determine and Prioritize Geographical Areas of Focus.

Short Term Objectives:

- Focus limited resources on Priority Development Areas, which include Downtown and the Hillcrest BART area, and the Somersville and L Street

corridor areas. **Status: Ongoing**. Continue to keep communication with shopping center owners, developers, commercial brokers and companies interested in these areas, which include Downtown (Rivertown) and the Hillcrest BART areas.

Strategy G-5: Work with state and regional economic development partners to leverage strengths for the benefit of the City and region.

Short Term Objectives:

- Participate in regional knowledge sharing, strategies, branding and marketing with the East Bay Leadership Council, Contra Costa Economic Partnership, East Bay Economic Development Alliance, EC₂, and the Northern Waterfront Economic Development Initiative. **Status: Ongoing**. **Staff collaborates with and participates in meetings, events, and updates with various regional agencies.**
- Participate in regional requests for proposals for development opportunities. **Status: Ongoing**.
- Work toward implementation of the “TriLink” State Route 239 project to connect State Route 4 to Interstate 580/205 as part of the “Diablo Loop.” **Status: Ongoing**. **Economic & Planning Systems (EPS) consultants hired by the state conducted a conference call with staff and are working on a feasibility study for the financial phase of the project. More discussion are set with various cities for feedback. Staff is also collaborating with the Contra Costa Transportation Authority and Transplan on this long term project.**

Strategy G-6: Create and Implement a Marketing Campaign for Antioch.

Short Term Objectives:

- Advertise in regional publications. **Status: Ongoing**. **Staff has met with neighboring cities to collaborate on regional marketing efforts. Staff has created and distributed the first annual “City Report” to communicate the status of City activities and promote the City.**
- Support Antioch Chamber’s “Shop Local” campaign. **Status: Ongoing**. **Also, staff continues to announce new and local businesses with City Manger’s weekly reports and Facebook. Continue to connect businesses to events in the city.**
- Obtain Funding for Downtown Antioch events. **Status: Ongoing**. **Staff is working with the Arts and Cultural Foundation to support and organize events. The Antioch Community Foundation and the City provided funds for the 2015 Fourth of July fireworks.**

Long Term Goal H: Planning, Entitlements and Permitting. Provide consistent and efficient entitlement, permitting, and development services to the public.

Strategy H-1: Update long range planning documents.

Short Term Objectives:

- Update the Housing Element and complete implementation (state mandate). **Status: Complete – The City Council approved the Housing Element Update in the spring of 2015 and it was accepted by the California Department of Housing and Community Development in August 2015.**
- Update the Land Use Element of the General Plan. **Status: In Progress – Staff continues to work with the consultant to develop opportunities, constraints and a market analysis as well as develop alternatives.**
- Update the Zoning ordinance to reflect Land Use Element updates. **Status: Future Project – The Zoning ordinance will be updated to implement the General Plan Land Use Element.**
- Explore feasibility of new annexations. **Status: In Progress. Staff continues to monitor Brentwood’s actions regarding the Ginocchio property and discuss an annexation strategy.**

Strategy H-2: Support public/private partnership efforts to implement plans and policies pertaining to key development areas.

Short Term Objectives:

- Support build-out of the East Lone Tree Focus Area (north of Slatten Ranch). **Status: In Progress. Staff continues to process applications for residential development (Laurel Ranch, Park Ridge) that would complete Laurel Road and its connection with Hwy. 4.**
- Support implementation of the Hillcrest Specific Plan and Priority Development Area (e-BART). **Status: In Progress. Staff continues to respond to public inquiries about development potential in the area and provide the public with information from the Specific Plan.**
- Support implementation of Rivertown Priority Development Area revitalization. **Status: In Progress. Consultant and staff are working on Downtown Specific Plan (DTSP) to help position us for improvement grants and spur revitalization of the Downtown. Work is being done on public participation, background information, economic analysis, land use concepts and alternatives, and aesthetic improvement plan concepts for the A and L Street, and Auto Center corridors that link Downtown to Hwy. 4.**

Strategy H-3: Continue to focus on community enhancements, such as Downtown/Rivertown development, Hwy 4 expansion, BART Specific Plan implementation, and possible ferry service.

Short Term Objectives:

- Work with possible developers, particularly for the City/Successor Agency owned parcels downtown, once the Department of Finance approves the Long Range Property Management Plan for the Successor Agency parcels. **Status: Ongoing. Staff is in negotiation with a developer for housing and retail projects in the Downtown Priority Development Area. Also, see status item on DTSP, above.**
- Continue to work with BART, CalTRANS, and the Water Emergency Transportation Authority (WETA). **Status: Ongoing. Staff regularly attends CCTA, Planning Director, Land Use Task Force meetings, etc.**

Strategy H-4: Streamline entitlement and permit processes.

Short Term Objectives:

- Update the Zoning ordinance to increase administrative permit authority. **Status: In Progress. This will be included in the Zoning ordinance update done to implement General Plan Land Use element updates.**
- Transition to an on-line permit system as an optional service for customers. **Status: In Progress. The project budget was approved by the City Council. Staff is continuing to work with the vendor to develop an implementation plan for CRW migration and upgrade to on-line permitting.**
- Increase staffing in order to increase front-desk hours of operation. **Status: In Progress. Staff returned to a five day work week in January.**
- Enhance internal and external communication efforts. **Status: Ongoing. Staff is having formal and informal meetings with in-house staff, developers, residents and business owners on a daily basis.**
- Study entitlement fee structure with the goal of providing cost surety to developers and reducing staff time spent tracking and billing hours. **Status: In Progress. Community Development staff has had initial discussions with Administration and Finance on ideas of how to address the entitlement fee structure.**
- Study ways to assist small businesses through the entitlement and permitting process. **Status: Ongoing. The Community Development Director meets with the Chamber of Commerce periodically to discuss development-related issues.**
- Import all resolutions, minutes, and other pertinent documents into Laser fiche data base, reducing time to pull documents from files and archives. **Status: In Progress. Staff is working with Information Systems to set up Laserfiche for importing documents. Completing this task is dependent on adequate staffing levels.**

Long Term Goal I: Community Development Block Grants. Effective administration of Community Development Block Grant (CDBG) programs and funds.

Strategy I-1: Develop and fulfill 2015-20 CDBG Consolidated Plan.

Short Term Objectives:

- Update the Consolidated Plan. **Status: In Progress.** Draft Consolidated Plan for entire Consortium has expected release date for public comment by 3/30/15. Council Study Session and Public Hearing to review needs and establish funding priorities scheduled for 3/24/15. Council consideration for approval of Con-Plan at Public Hearing on 5/12/15. Submission to HUD on 5/15/15. Approval from HUD by 8/30/15.
- Create annual Action Plans for fiscal years 2015-16, 16-17, 17-18, 18-19, and 19-20 to meet objectives of the 5 year strategic Consolidated Plan. **Status: In Progress.** Applications from agencies submitted December 2014. Council Subcommittee interviewing agencies 4/1 and 4/18/15. Draft Action Plan available for public comment April 10. Council approval of Action Plan at Public Hearing on 5/12/15.
- Create Consolidated Annual Performance Evaluation Reports (CAPERs), reporting on accomplishments. **Status: Completed and Ongoing.** CAPERS due to be submitted to HUD by 9/30 of each year.

Long Term Goal J: Parks & Recreation. Provide outstanding parks and recreation facilities and programs for the community.

Strategy J-1: Increase the use of the City's recreation facilities and programs.

Short Term Objectives:

- Determine current customer base, participation and attendance levels, and existing barriers to program participation and facility rentals. **Status: Ongoing.** Staff is reviewing attendance evaluation reports from more than 30 programs to identify needed changes. Surveys are provided to parents on a regular basis to obtain feedback on the registration process, professionalism of staff, and skills improvement by children. The number of facility rentals has increased since mid-2014; all facilities are booked for the remaining weekends in 2015. Informational brochures and facility rental applications have been updated to provide clear and concise information.
- Develop programs to increase participation in targeted areas: 11-16 year olds & 50+ age groups in fitness/wellness. **Status: Ongoing.** Staff introduced a monthly walking program for seniors; In September 2015 the Senior Center hosted an Open House and a Senior Resource Fair, which attracted maximum attendance at the Center. Drop-in sports and open gym for middle school youth started in the summer of 2015, and these programs are included in the seasonal recreation guides. The City

Council approved a youth engagement program commonly known as A.C.T., Antioch Council of Teens, which will begin late fall 2015.

- Build awareness of programs, services and community events. **Status: Ongoing**. Staff redesigned the seasonal recreation guide and will continue to make improvements with each issue. The guide includes City news and information and events organized by community organizations. Staff has increased the number and type of program announcements posted on the electronic message board and has provided information to current participants about other services and events. The Recreation Department created a new mission, vision and values statement to support outcome measurement and marketing efforts.
- Develop and execute a technology plan to enhance and support marketing, customer service and experience. **Status: Ongoing**. Staff is connecting with groups that communicate by internet such as the “meet up” groups to promote programs. Email blasts and other messages are in progress. A broad based technology plan is being developed to implement in 2016 that includes items like e-signature, as well as a comprehensive review of the ActiveNet registration system.
- Increase exposure with mobile apps and/or other social media. **Status: In Progress**. Staff has increased the number and frequency of social media postings and is developing a conversation element such as “did you know,” to build community relationships. The Recreation page on Facebook has reached over 900 followers; next goal is 1,000.
- Use demographic and marketing tools of new ActiveNet registration software to grow repeat customers. **Status: In Progress**. Staff has participated in webinars to learn how to utilize the marketing tools in ActiveNet and began implementation in summer 2015. Staff created the first program description in ActiveNet for drop-in basketball to assist residents seeking basketball opportunities. Staff improved the process in ActiveNet for families that participate in the recreation scholarship program and implemented the system FY 2015-16.

Strategy J-2: Improve Aquatics Program Delivery

Short Term Objectives:

- Continue to make public and staff safety a top priority. **Status: In Progress**. Staff developed new signage for the 2015 aquatics season to improve public safety and awareness; staff coordinated additional certification programs and training classes for seasonal employees. Maintenance repairs and upgrades to the equipment continue in order to ensure health and safety of staff and public. In June 2015 a chlorine emergency occurred in one pool; staff followed proper procedures, assisted response teams to provide immediate care to guests and worked with regulatory agencies to repair and correct operations while the water park remained open. The result of the incident is an improved

emergency and operations plan that meets the highest industry standards. Cross-training took place late summer 2015 to increase the number of swim instructors.

- Solicit alternative activities (e.g., water polo, synchronized swim) to reach a broader audience. **Status: In Progress**. The department offered non-traditional and alternative aquatics programs during spring and summer 2015 such as splash ball and water polo for teen fitness. Jr. Lifeguards was offered during summer 2015 and 20 youth earned several certificates. More Jr. Lifeguard programs will be offered winter 2016. “Toddler Tuesdays” was introduced summer 2015 for families with young children to enjoy a water experience without the crowds/noise. The program was a success; families requested that the program continue through fall. Program fees were re-organized into a punch card system which generates revenue up front and gives participants more flexibility. This fee approach has increased program revenue. Swimming lessons and education programs are being re-organized to streamline costs. More cross training among staff has decreased costs.
- Develop and implement strategies to deliver effective programs during periods of lower demands. **Status: Ongoing**. Staff installed the pool dome during the winter 2015 season to increase participation and a majority of participants stated the dome was the reason for participating. Lap swimming was introduced for fall 2015; special promotion is underway to increase participation in this healthy fitness program. Specialty swim camps will be offered in winter 2016. Program evaluation is conducted after each program.
- Improve marketing of aquatics programs. **Status: Ongoing**. Staff increased the number and frequency of social media marketing posts for aquatics programs; staff developed postcards about employment opportunities and conducted outreach sessions at Antioch high schools to promote summer employment and connect with teens. Staff developed a summer “tag line” for the water park: *Everyone into the Water!* The 2015 season also promoted the 20th season. More than 800 season passes were purchased for 2015; private park buy-outs continue to the end of September. All forms and informational materials have been updated including the employee re-hire packet, water park “buy outs,” and the group reservation process. Staff is exploring a group ticket package for season pass holders for the 2016 season.

Strategy J-3: Enhance and expand youth and adult athletic programs.

Short Term Objectives:

- Evaluate field allocation policies and other related policies and fees. **Status: In Progress**. Staff is reviewing best practices in field policies, and fees and charges, to identify appropriate modifications and updates for Antioch. New fees were proposed for the 2015-16 Master Fee Schedule.

- Explore what other athletic programs are being offered by other agencies and are likely to be a draw for our residents. **Status: In Progress**. Staff is participating in regional round table discussions to learn about trends and possibilities that will be successful in Antioch. “Pickleball” is a new, popular sport and staff is exploring the feasibility of adding it in the winter 2015 program outline. The Parks and Recreation Commission collaborated with citizens to explore the feasibility of “disc golf” in Antioch and staff will continue studying possibilities during winter 2015.
- Develop and implement a plan to enhance and expand programs. **Status: In Progress**. Participation in winter 2015 Jr. Warriors Basketball increased 10% and staff is planning a summer youth basketball league. Drop-in programs for teens are scheduled for summer 2015. Staff is studying feasibility of new programs for fall 2015; a youth basketball clinic was at maximum participation. Attendance during adult drop-in sports averages 29 participants each session.
- Expand Police Activity League (PAL) activities for youth. **Status: In Progress**. Participation in Jr. Giants Baseball continues to increase-youth and adult participation. Staff added a week-day practice to Jr. Giants; increasing the number of weekly baseball activities for summer 2015. The Water Park hosted an “end of season” family party for the Jr. Giants program.

Strategy J-4: Use remaining Mello-Roos funds to expand and enhance Prewitt Water Park with an all-abilities water attraction.

Short Term Objectives:

- Hire a construction manager to oversee the design and construction of the project. **Status: Completed**. Karste Consulting was hired to serve as project manager to oversee design and construction. Public meetings were held to gather community input, including teens and families with young children. Presentations were made to the Parks and Recreation Commission and City Council.
- Create a preliminary project budget. **Status: Completed**. The preliminary budget was established for the Mello-Roos funding district and the information will be included in the criteria for selecting a project design.
- Begin the design and engineering phase of the project. **Status: In Progress**. The 50% design review has been completed for the spray park and the playground. City Council approved final conceptual plans on September 22, 2015. The design phase will be completed late fall 2015; bidding will take place and construction is on track for winter 2015-2016.

Strategy J-5: Decrease General Fund subsidy to Recreation programs.

Short Term Objectives:

- Hire an experienced Parks & Recreation professional to develop a strategy to increase revenues. **Status: Completed**. The new Parks & Recreation Director joined Antioch mid-October 2014 and has been reviewing and updating planning efforts, marketing strategies, and organizational structure. A new department mission, vision and values statement was created. Staff training and discussion about benefit based marketing and outcome measurement has occurred. A department wide marketing plan is in the development phase. New “staff shirts” were developed and beginning fall 2015 all staff wear attractive polo shirts on Fridays to convey a professional and smart team ready to help customers.
- Analyze fee structure for recreation programs. **Status: In Progress**. Recommendations for change will be incorporated into the Master Fee Schedule process. The program cancellation rate is being analyzed and programs that are cancelled frequently will not be offered in the same manner.
- Analyze recreation operations to increase efficiencies. **Status: In Progress**. Staff is comparing current contractual services and in-house duties to improve efficient operations. Program levels of service, such as introductory classes and elite instruction are being compared especially in the area of youth gymnastics. The youth dance and gymnastics programs were re-organized and beginning fall 2015 the services are provided in collaboration with local service providers instead of staff. This approach will be evaluated in the spring 2016 and new programs will be offered based on revenue generated, customer service, and level of learning. The recreation guide was streamlined in frequency and design to be more efficient (three issues instead of four each year).

Long Term Goal K: Public Works & Engineering. Design, build, operate, maintain, steward, conserve and enhance Antioch’s assets and resources in partnership with the community.

Strategy K-1: Ensure well maintained public facilities, rights-of-way, parks and facilities.

Short Term Objectives:

- Develop and implement a park equipment replacement priority plan. **Status: In Progress**. A priority list is being developed in conjunction with community organizations and the Parks and Recreation Commission. The Mira Vista Park playground was replaced in late 2014 and the Contra Loma Park play structure is scheduled to be replaced by late October 2015. Funds are budgeted to continue replacement of the neediest equipment based on City Council established priorities.

- Develop and implement a more aggressive dead bush/tree identification and removal program. **Status: In Progress. Dead bushes and trees are being removed as identified. Plant replacement is not currently budgeted.**
- Expand program of hard pruning overgrown landscape vegetation. **Status: In Progress. Staff continues to aggressively prune overgrown and unsightly vegetation and trees.**
- Reduce water usage. **Status: In Progress. In response to the drought and State mandates, staff has updated several irrigation controllers and installed two weather stations which result in irrigation being operated when necessary. Damaged and obsolete irrigation systems are being repaired daily. Overall City water use through September has been reduced by 34.5%.**
- Improve ease of reporting and prompt response to requests for service, such as graffiti and dumping. **Status: In Progress. In addition to the City website the City utilizes an online application called Government Outreach where citizens can report requests for service.**
- Regularly inspect and service park equipment, restrooms and fields. **Status: In Progress. In addition to our contractors performing maintenance work in our parks on a regular basis, staff inspects each park at least once every sixty days to identify unsatisfactory conditions and liability issues which are prioritized for repair. Staff is proactively replacing or rehabilitating aging or deteriorating infrastructure, expanding preventative maintenance activities, and actively pursuing grant funding for infrastructure improvements.**

Strategy K-2: Protect the City's water rights and deliver high quality water to our customers.

Short Term Objectives:

- Protect Antioch's water rights and water quality. **Status: In Progress. Staff continues to actively and aggressively participate in the Bay Delta Conservation Plan (BDCP)/ California Water Fix EIR process and other actions being taken by the State which have the potential to negatively impact Antioch's superior pre-1914 adjudicated right to divert water from the San Joaquin River.**
- Pursue industrial uses for Antioch water. **Status: In Progress. Economic efforts continue to pursue industrial uses that can take advantage of Antioch's high quality water and capacity to serve.**
- Explore feasibility of desalination. **Status: In Progress. Staff is in the early stages of a feasibility study to determine the benefits of a desalination/brackish water facility in Antioch.**
- Continue collaboration with Delta Diablo. **Status: In Progress. As opportunities avail themselves, staff will work with Delta Diablo in an effort to produce high quality water for business generation and economic development benefits.**

- Upgrade and improve our water treatment plant facilities and treatment processes. **Status: In Progress. Infrastructure and process improvements are being made to comply with State and Federal regulations ensuring quality water and safe operations to our customers and staff.**
- Pursue expanded use of recycled water. **Status: In Progress. Staff continues to work with Delta Diablo and their Recycled Water Master Plan to determine future projects for recycled water that are cost effective to construct and operate.**

Strategy K-3: Expand Public Works volunteer opportunities.

Short Term Objectives:

- Improve coordinating and utilizing volunteers to optimize our resources. **Status: In Progress. Staff continues to encourage and assist volunteers in the City's efforts maintain and improve our community.**
- Increase the number of volunteers by better communicating opportunities. **Status: In Progress. Staff is available to meet with volunteer groups to determine how they can help our efforts as well as how we can help theirs.**
- Work more closely with community stakeholders to facilitate meaningful volunteer efforts. **Status: In Progress. Staff attends meetings with non profits and other volunteers in an effort to better understand their needs and communicate our ability to offer opportunities to assist or areas where they can help us.**

Strategy K-4: Prioritize infrastructure improvements to coincide with Economic Development goals and enhance energy conservation.

Short Term Objectives:

- Focus resources on Priority Development Areas and key commercial development opportunities. **Status: In Progress. An example is this year's pavement repair and surface treatment program which focused on heavily used arterial streets through business districts and connecting these areas to Highway 4. The CDBG street improvement program for the Rivertown District was been expanded this year as efforts to revitalize this part of town is emphasized.**
- Infrastructure improvements for the Northeast Annexation Area. **Status: In Progress. With funding for this effort beginning to come in, in addition to pursuing grant opportunities, staff is working on the beginning stages of an infrastructure and financing plan for this area.**
- Pursue energy conservation projects that reduce energy consumption and costs. **Status: In Progress. Staff is pursuing potential projects including lower energy use building lighting, variable speed pumps, LED street lights and solar for City owned buildings and facilities.**

Strategy K-5: Reduce City liability from third party claims and workers compensation claims.

Short Term Objectives:

- Continue to comply with regulatory requirements, using best practices. **Status: In Progress.** Continually changing State and Federal requirements for drinking water, sewer collections, clean water in storm drain channels and many other areas are continually monitored and complied with using best and most economical practices.
- Encourage and recognize safe behavior and practices through education, training and recognition. **Status: In Progress.** Public Works can proudly claim the distinction of a record 726 safe working days without a lost time injury or accident. This has been recognized by our risk pooling authority MPA and other agencies as an outstanding and rarely achieved accomplishment.
- Increase and enhance ADA accessibility and reduce trip hazards **Status: In Progress.** Under construction or completed is almost \$1,000,000 in sidewalk construction to repair trip hazards and addition of new curb ramps to meet ADA standards.
- Expand innovative pavement repair and resurfacing program. **Status: In Progress.** Due to the excellent bidding climate, the City made over \$6,000,000 in needed repairs and resurfacing to numerous streets throughout the City. This work has a significant positive impact on reducing the long list of streets requiring repair or replacement, including reducing sanitary sewer blockages and overflows, minimizing water main and infrastructure failures, and lessening and promptly responding to storm water flooding events.
- (NEW) Proactively review traffic control devices and make changes in conformance with the manual of Uniform Traffic Control Devices (MUTCD) and City policy.

Strategy K-6: (NEW) Communicate engineering design standards effectively to developers and contractors, and streamline the development plan review process.

Short Term Objectives:

- (NEW) Update City construction details and contract specifications for improved clarity, constructability, and legal correctness.
- (NEW) Develop a plan check manual that will better communicate City standards and requirements.

Long Term Goal L: City Administration. Provide exemplary City administration.

Strategy L-1: Improve community communications and trust in City government and keep the community well informed as to the activities of the City departments.

Short Term Objectives:

- Assemble and publish weekly and monthly reports, as well as other communication mailers to inform the community about the activities of City departments. **Status: Completed and Ongoing. Weekly and monthly reports are now completed regularly, posted on the City web-site and the newly created City Hall Facebook page, and available by e-mail subscription. We have also used water bills and direct mail to communicate with the community, including a community letter and a Measure C Status Report to every residence in the City. The Measure C Status Report is being sent annually, with the second edition mailed in late October 2015. In addition, Parks and Recreation has expanded City news and communication in the seasonal publications that go to every residence. Finally, the first annual City Report has been prepared and mailed to residents/used for marketing efforts. The City Report is planned to be issued annually as well.**
- Complete a strategic management plan setting forth the City's strategies, goals and objectives, to be updated annually. **Status: Completed. First update scheduled for this fall with recommended two year update cycle.**
- Make better use of technology to improve communications between the public and the City, including the use of social media, apps, e-mail, and phones. **Status: Ongoing. New City Hall Facebook page established; Information Systems is researching the cost of a Downtown "free" public Wi-Fi; Public Works has deployed a Go Request app for the community to report issues.**
- Develop a means of tracking public requests for City services and complaints. **Status: In Progress – Currently individual departments are tracking and responding; but we have not developed a central tracking system yet.**
- (NEW) Respond to routine Grand Jury Reports, and other requests from governmental agencies, in timely fashion.

Strategy L-2: Enhance Public Access to Documents.

Short Term Objectives:

- Streamline administrative/Council information access by making more documents available electronically. Documents include agendas, staff reports, resolutions, ordinances, and FPPC forms. **Status: Completed and Ongoing. Agendas and staff reports are posted on the City's website 72 hours before each Council Meeting. At this time, the executed resolutions, ordinances and FPPC forms are available at the Clerk's Office and not yet posted on the City's website. Staff will be evaluating the City Clerk's recommendation to change vendors for maintenance of the Municipal Code.**
- Work with the IS Department to install an electronic kiosk and modify the workstation on the 1st floor of City Hall to allowing public access at City Hall to view City documents, and informational "How-To's" like obtaining a business

license, building permit, water service, etc. **Status: No Progress. At this time, we do not have the funds for an electronic kiosk.**

Strategy L-3: Encourage and enhance a culture of cooperation and transparency in City Hall operations.

Short Term Objectives:

- Clarify staff reporting structures and responsibilities. **Status: Completed and Ongoing. Changes include the addition of a Parks & Recreation Director and replacing the position of Human Resource Director with Administrative Services Director with added responsibility for administrative management of the Deputy City Clerk, tracking City Council direction to staff, contract process management, as well as existing HR, labor negotiation and risk management responsibilities.**
- Improve interdepartmental communication and cooperation by establishing working groups for endeavors that require input or actions by multiple departments. **Status: Ongoing. Established an ad-hoc blight abatement task force with the collaboration of Code Enforcement, Police, and Public Works. Established working group to update City event policies and develop a budget for events with the collaboration of Economic Development, Parks & Recreation, the Police and Public Works. Established a technical advisory group to work with planning consultant on Downtown Specific Plan and Land Use Element of the General Plan, including Planning, Engineering, MRG consultant and City Manager.**
- Streamline City processes and procedures to maximize staff efficiency and effectiveness. **Status: Ongoing. Community Development (Planning & Building) have streamlined some processes and are in the process of developing new and more business-friendly commercial zoning designations in the updated Zoning Code that will accompany the updated Land Use Element. Parks & Recreation has spearheaded an update of the City's event policies and the coordination of various departments involved in the event approval process.**
- Reinforce customer service as a priority for every City employee. **Status: Completed and Ongoing.**

Strategy L-4: Implement City Council policies and direction.

Short Term Objectives:

- Review all City Council actions and direction with senior staff for follow through. **Status: Ongoing. Administrative Services Director keeps a tracking log of all City Council directions to staff, Council initiated future agenda items and senior staff follow-up responsibilities, which is reviewed weekly with senior staff.**
- Incorporate Council actions and direction into departmental goals. **Status: Complete and ongoing with approval of Strategic Plan, ongoing Council direction and Strategic Plan updates.**

Strategy L-5: Effectively and efficiently manage City Council agenda preparation, noticing and records.

Short Term Objectives:

- Ensure the City Council agenda packets are prepared, noticed, and distributed in accordance with established timelines. **Status: Ongoing. The Council Meeting agendas and staff reports are posted on the City's website 72 hours before each Council Meeting.**
- Increase efficiencies and reduce costs by moving to primarily an electronic Council Meeting Agenda Packet. **Status: In Progress. We currently provide 10 hard copy agenda packets for distribution to some staff and Council Members as well as the Antioch Library and extra public copy at each Council Meeting.**
- Ensure that all documents related to Council actions are executed, and distributed as necessary. **Status: Ongoing. Resolutions, ordinances, publications are finalized and completed accordingly.**
- Submit Annotated Agenda for publication on the City website within 24 hours after a City Council meeting. **Status: Ongoing – Once Annotated Agenda is approved by City Manager/City Attorney, it is posted on the City's website.**

Strategy L-6: Improve the City's Records Management.

Short Term Objectives:

- Complete computer database of all documents that have been checked out by City Staff from the Records Warehouse. **Status: In Progress.**
- Complete an inventory of all documents stored in the Records Warehouse and ensure all boxes are properly labeled and cataloged. **Status: In Progress.**
- Determine which documents should be reviewed by the City Attorney for destruction. Ensure City records are maintained and destroyed in accordance with the Records Retention Policy. **Status: In Progress and Ongoing. Records management systems are being updated and a review of the Retention Schedule will be scheduled. All documents must be reviewed by City Attorney before destruction.**
- Establish out-processing procedures with the HR Department for all departing City employees who have custody of files/documents from the Records Warehouse to facilitate their return or custody transfer to another City employee. **Status: In Progress. Staff needs to determine best method to notify Clerk's Office of upcoming separations.**

Strategy L-7: Manage the City's Component of Municipal Elections.

Short Term Objectives:

- Timely and complete election form filings by candidates and committees. **Status: Ongoing. Completed for each election.**

- Coordination with the County Elections Office. **Status: Ongoing. This task is completed for each election. Clerk's Office participates in Elections Meeting with Elections Division on important dates, procedures, etc.**
- Publish submitted FPPC & election forms on the City website. **Status: Ongoing. This task is completed for each election.**

Strategy L-8: Coordinate City Boards and Commissions administrative requirements.

Short Term Objectives:

- Establish procedures for timely filing of FPPC Form 700 Statement of Economic Interests, and tracking of term expirations/vacancies. **Status: Ongoing. Human Resources added to new hire and separation checklists for follow up of assuming/leaving office forms.**
- Update descriptions of the role/responsibilities of each Board/Commission. **Status: In Progress. Staff is working with Departments to update each Board/Commission.**
- Utilize NEOGOV for all Board/Commission recruitment efforts. **Status: Due to the NEOGOV system requirements, this is not an option at this time.**
- Develop a manual for managing the Board/Commission recruitment processes. **Status: No Progress. On hold due to staffing levels.**
- Ensure compliance with the Maddy Act requirements. **Status: Ongoing. Staff continues to work with each Department with upcoming vacancies.**
- Continue to serve as Secretary to the Board of Administrative Appeals. **Status: Ongoing. The agendas and staff reports are posted on the City's website 72 hours before each Board of Administrative Appeals meeting.**
- Serve as the Secretary to the Sales Tax Citizens' Oversight Committee. **Status: Ongoing. The agendas and staff reports are posted on the City's website 72 hours before each Sales Tax Citizens' Oversight Committee meeting.**

Strategy L-9: Ensure proper filing and receipt of all original City contracts and agreements in the City Clerk's Office.

Short Term Objectives:

- Work with departments to route all executed original contracts/agreements to the City Clerk's Office, including exhibits and insurance documents. **Status: Ongoing. Staff is working with all Departments to implement a process for follow up to ensure Clerk's Office receives all executed original contracts/agreements.**
- Scan contracts/agreements into Laserfiche. **Status: Minimal Progress. This project has been on hold due to staffing levels. Staff has recently begun working on this project.**

Strategy L-10: Effective and efficient management of all aspects of Human Resource Management, including Employer/Employee Relations, labor negotiations, classification and compensation, recruitment and selection, benefits administration, and staff development.

Short Term Objectives:

- Continue to work with employees and managers on Human Resources issues as needed, including implementation of legislative actions/changes. **Status: Ongoing.**
- Continue to assist supervisors with difficult employer/employee relations issues. **Status: Ongoing.**
- Continue to serve as lead staff for labor negotiations and MOU implementation. **Status: Ongoing.**
- Continue to coordinate training opportunities for staff citywide. **Status: Ongoing.**
- Continue to manage the classification, compensation, performance evaluation and benefit plans fairly and equitably, within our fiscal abilities. **Status: Ongoing. Updates to the classification and compensation plans are brought to Council on an as needed basis, now that all of the comprehensive classification updates Citywide are complete.**
- Continue to build trusting relationships with our employees and our labor partners as part of our employer/employee and labor relations efforts. **Status: Ongoing.**
- Complete Management unit, Confidential unit, and Operating Engineers Local 3 labor negotiations in 2014. **Status: In Progress. Management and Confidential complete; OE3 is still in negotiations.**
- Commence and complete labor negotiations with Operating Engineers Local 3 and Public Employees Union Local 1 in 2015. **Status: In Progress. Negotiations were commenced with Local 1 in December 2014 and are ongoing at this time. A successor MOU has been negotiated with OE3. Negotiations continue with Local 1.**

Strategy L-11: Attract and hire highly qualified candidates to fill funded vacant positions.

Short Term Objectives:

- Continue focused, timely, and targeted recruitment efforts specific to the position and department needs, particularly for sworn Police positions. **Status: Ongoing. Police Officer recruitments continue as the top priority. Lateral applications are checked every 1-2 days and candidates are usually scheduled for an Oral Board interview within 10 days of application.**
- Continue to enhance efficiencies and streamline recruiting processes are continued, and implemented as appropriate. **Status: Ongoing.**
- Establish process timelines at the outset of each recruitment, including deadlines for all phases of the process. **Status: Ongoing. A Recruitment**

Timeline Form is completed with Departments to outline the steps (written exam, Oral Board, etc) and anticipated dates for each phase of the recruitment.

Strategy L-12: Update and improve foundational policies, procedures and documents related to City Administration and Human Resource management.

Short Term Objectives:

- Identify administrative functions that can be improved through new or improved policies, procedures or documents. **Status: Ongoing. Slight modifications/enhancements have been made to the Council agenda format. A new Council staff report template was developed and implemented. New Proclamation and Public Records Act Request forms were developed and implemented.**
- Draft and negotiate new Personnel Rules. **Status: Ongoing. A contract has been executed with the law firm of Jackson Lewis to draft the new Rules. The drafting is underway and we are awaiting a first review copy. Staff has also received reimbursement from Municipal Pooling Authority for the costs to date. The total reimbursement from MPA will be \$11,500, which covers most of the project costs.**
- Review and update Administrative Policies and Procedures, as needed. **Status: In Progress. The employment related policies and procedures are being updated with the Rules drafting. Other policies and procedures will need to be reviewed once the Rules project is complete.**
- Initiate review of the Employer/Employee Relations Resolution from 1975 and update as necessary. **Status: In Progress. A draft EERR has been prepared. It needs to be negotiated with the bargaining unit representatives. We are awaiting completion of labor negotiations before providing the EERR, to keep the discussions separate.**

Strategy L-13: Enhance the City's Safety and Loss Control Program.

Short Term Objectives:

- Direct more focus on the prevention side of loss control. **Status: In Progress. The Admin Services Director serves on the MPA Executive Committee as well as the Board of Directors. Chief Cantando has agreed to serve on the Executive Loss Control Committee at MPA. Quarterly workers' compensation claim review meetings are held with MPA staff, HR staff and PD Admin staff. At our request, we were one of the first agencies to have the new Risk Assessment completed by MPA to determine if/where any improvements to the Loss Control Program can be made. Staff is recommended a budget allocation in FY 15/16 for a consultant to assist us in addressing the items identified in the Risk Assessment and an RFP for these consulting services is being drafted.**
- Employees are trained on the Injury and Illness Prevention Plan and other safety topics. **Status: Ongoing. Employees are provided the IIPP at the**

time of hire and periodically as it is updated. A full training program will need to be developed.

- The citywide Safety Committee meets quarterly. **Status: No Progress. Regular meetings have not been scheduled due to staffing shortages.**
- Policies and programs recommended by Municipal Pooling Authority are put in place. **Status: Ongoing. As policies and programs are recommended they are evaluated for implementation.**

Long Term Goal M: Redevelopment Dissolution. Complete Dissolution of Antioch Development Agency.

Strategy M-1: Complete dissolution of Antioch Development Agency by 2032.

Short Term Objectives:

- Complete Long Range Property Management Plan for parcels of the former Antioch Development Agency. **Status: Completed. State approval is pending.**
- Work with the State Department of Finance to resolve findings in the Other Funds and Accounts Due Diligence Review. **Status: In Progress. The City has filed suit regarding the disputed Department of Boating & Waterways loan amendment; however, a payment plan is being prepared for Agency Board approval, which will ensure a Finding of Completion even as the suit progresses to trial or settlement.**
- Receive a Finding of Completion from the State Department of Finance. **Status: In Progress. See above. A Finding of Completion is expected before December 31, 2015.**
- Evaluate restructuring of Agency debt once a Finding of Completion is obtained. **Status: Completed. Staff was able to get State approval for restructuring the Agency debt through a bond issuance that saved all taxing entities approximately \$6.3 million from 2015 through 2032, the City's share of which will be approximately \$630,000,**

Long Term Goal N: Legal Services. Provide legal counsel to the City Council and staff to enable and support all City policies, procedures and initiatives.

Strategy N-1: Effectively and efficiently provide legal services in support of the City's policies, procedures and initiatives.

Short Term Objectives:

- Continue to handle matters from Council and Staff in a timely and efficient manner, as resources allow. Continue to keep the Council apprised of legal matters. **Status: Ongoing. Provided the City Council with an annual comprehensive update on all legal issues in January 2015 and provided updates as needed since on individual items.**

- Continue to ensure staff compliance with contract policies, procedures and relevant laws. **Status: Ongoing. Continue to review and approve all contracts as to form.**
- Continue overseeing prosecution and defense of claims and litigation involving the City. **Status: Ongoing.**
- Prepare standardized contracts, forms and policies to assist with the City's administration. **Status: Ongoing. Completed new standard form contract templates for contractors and consultants. Completed a Public Records Act Request Form and internal controls.**

Long Term Goal O: Financial Services. Achieve and maintain financial stability and transparency.

Strategy O-1: Improve the City's financial stability by implementing a two year budget cycle and ensuring that each fiscal year's budget is balanced.

Short Term Objectives:

- Starting with 2015-2016, go to a two-year budget approval, to be updated annually. **Status: Completed. A two-year budget was adopted on June 23, 2015.** Adopt a two-year balanced budget bi-annually with a mid-year review and do not rely on potential savings to close the "gap" at year end. **Status: Completed and Ongoing. A two-year budget was adopted on June 23, 2015. A mid-year review will be done next year. Do not spend more than is necessary; use budget savings to build up General Fund reserves. Status: Completed. Fiscal Year 2015 is projected close with budget savings to build reserves and meet the City's reserve policy.**
- Continue the "soft" hiring freeze; although positions may be in the budget, senior management will review operations with the City Manager to see if duties can be assigned to existing staff and demonstrate that position is essential before being authorized to be filled when vacated. **Status: Ongoing. This policy continues to be implemented for all positions.**
- Continue to evaluate new ways to deliver municipal services in a more cost-effective manner. **Status: Ongoing. Departments continue to evaluate new ways to deliver services.**
- Consider eliminating non-essential community services that run deficits and require use of General Fund resources. **Status: Ongoing. Staff continues to make recommendations to City Council regarding non-essential community services in order to ensure essential functions have adequate funding.**
- Consider service-sharing with other communities when mutually beneficial. **Status: Ongoing. Staff is currently reviewing the possibility of providing dispatch service to other entities.**
- Review and increase as many "Master Fee" revenues as possible annually to ensure maximum cost recovery is being obtained. **Status: Completed and**

Ongoing. The Master Fee schedule is brought to City Council annually for consideration and includes increases to revenues annually to ensure maximum cost recovery.

Strategy O-2: Ensure the City achieves long-term fiscal sustainability.

Short Term Objectives:

- Consider local tax measures, such as updating the Business License tax to ensure inclusion of residential rental properties and/or raising the minimum Business Licenses tax. **Status: Completed. The City successfully passed Measure O in November 2014 which raised the minimum business license tax to \$100 and subjects the business of renting residential rental properties to a business license tax based on the number of rental units.**
- Continue to work with the City Council and the Executive Management team to determine appropriate staffing models and expenditure plans, based on our recurring revenue projections. **Status: Ongoing. This occurs as part of the budget cycle.**
- Evaluate unfunded liabilities with each budget cycle and implement a plan to pay down.

Strategy O-3: Ensure financial records and reports are accurate, reliable, and timely, including the Comprehensive Annual Financial Report (CAFR) and other financial statements, monthly budget status updates provided electronically to the City Manager and Council, and quarterly budget updates posted to the City's website.

Short Term Objectives:

- Complete all financial statements and audits within six months of fiscal year end. **Status: Completed and Ongoing. All financial statements were issued by December 31, 2014 and this will be a continued objective each fiscal year.**
- Receive unqualified audit opinions on financial reports issued. **Status: Completed and Ongoing. All financial reports received unqualified audit opinions for the fiscal year ended June 30, 2014 and this will be a continued objective each fiscal year.**
- Receive GFOA Certificate of Achievement for Excellence in Financial Reporting. **Status: Completed and Ongoing. The City was notified it received the award for the fiscal year ended June 30, 2014 in mid 2015. Update quarterly budget facts and post to City's website within 30 days of quarter end. Status: Completed and Ongoing. Quarterly budget facts have been updated and posted timely. This will be a continued objective.**
- Provide electronic monthly budget updates to the City Manager and Council. **Status: Completed and Ongoing. Finance provides a monthly report to Council once the monthly books are closed. Finance will continue to provide this report monthly.**

- Complete all required quarterly grant reporting by due dates as well as any other outside agency financial reports required/requested. **Status: Completed and Ongoing. All quarterly and other agency reports have been completed timely. Staff will continue to complete reports as required.**
- Adopt City's two-year budget by June 30th of each bi-annual fiscal year of the cycle. **Status: Completed and Ongoing. A two year budget was adopted on June 23, 2015. A mid-year review will occur in 2016 with a new budget cycle beginning in early 2017 for consideration in June 2017.**

Long Term Goal P: Information Systems Services. Provide efficient and reliable Information Systems (IS) support for all City operations and communications.

Strategy P-1: Enhance the City's overall data security environment.

Short Term Objectives:

- Implement findings from security assessment report. **Status: In Progress and Ongoing. Findings from security assessment report are being implemented. Network monitoring and detection utility has been acquired and installed.**

Strategy P-2: Continue equipment replacement efforts.

Short Term Objectives:

- Replace aging server hardware and software. **Status: In Progress and Ongoing. This is an ongoing objective, for this period Information Systems has replaced 3 servers.**
- Replace aging desktop hardware and software. **Status: In Progress and Ongoing. This is an ongoing objective, for this period Information Systems has replaced 26 desktops.**
- Replace core network switches at City Hall and Police Department. **Status: In Progress. Purchase order has been cut, network switches are on order.**

Strategy P-3: Implement organization wide server and desktop virtualization to provide the ability to run multiple servers or desktops on a single piece of hardware and thereby increase efficiencies.

Short Term Objectives:

- Include additional servers. **Status: Ongoing. 4 servers have been successfully virtualized.**
- Virtualize user's desktops. **Status: No current progress**
- Virtualize and upgrade phone system
- Virtualize and upgrade voicemail system

Strategy P-4: Enhance data backup/archive enhancements and efficiencies.

Short Term Objectives:

- Reduce the number of archive tapes. **Status: No Progress. This has been on the back burner due to staffing capacity.**

Strategy P-5: Improve support of Public, Education, and Government (PEG) broadcasting.

Short Term Objectives:

- Create a partnership with Contra Costa TV to support the City's PEG initiatives. **Status: Complete. Council approved a Memorandum of Understanding with CCTV on 9/22/15.**
- Assist Antioch Unified School District with their PEG initiatives. **Status: No Progress. This item has been delayed, waiting for agreement with CCTV to be finalized.**
- Bring quality local broadcasts to the PEG channel. **Status: No Progress. This item has been delayed, waiting for agreement with CCTV to be finalized.**

Strategy P-6: Increased use of surveillance cameras throughout the City to assist Police, Code Enforcement and Public Works deployment efficacy.

Short Term Objectives:

- Add cameras to key locations throughout the City. **Status: 22 cameras have been added to Prewett Water Park and Community Center parking and outside areas.**

Strategy P-7: City wide departmental projects and system enhancements.

Short Term Objectives:

- Finance, Upgrade system. **Status: In Progress. Training PC's have been configure and installed, worked with SunGard to establish a link to our network.**
- Finance, Upgrade Utility Billing system. **Status: In Progress. Working with vendor to determine technical requirements, configuring new server.**
- Police Department Dispatch center remodel. **Status: In Progress. Working with PD to determine install schedule.**
- Police Department's transition to county wide EBRICS radio system. **Status: In Progress. Radios are being installed, and dispatch recording system is being configured for the system.**
- Community Development, upgrade and/or Replace building permit software. **Status: In Progress. Working with CDD and vendor to determine best approach for upgrade.**
- Domain name change. **Status: In Progress. Working with vendors to determine best method for name change.**

**Strategic Management Plan
City of Antioch, California**

June 10, 2014

Strategic Management Plan
City of Antioch, California
June 10, 2014

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Strategic Management Plan City of Antioch, California

PURPOSE

The purpose of this Strategic Management Plan is to help the City realize its Vision and Mission noted below. In short, this Plan is a business plan with the over-arching goal of making life better for the people of Antioch. It is not a General Plan that documents how the City is to be built out and what it will look like when it is. This Plan will rather serve to guide the City Council and staff in the implementation of the City government's priorities. As such, it sets forth long term goals, strategies, short term objectives, and measures of success that support the Vision and Mission of the City. By providing direction and prioritizing goals, this Plan will enable the staff to strategically direct resources in accordance with City Council policy and to measure success in a way that is transparent to the community.

VISION

The vision statement for the City of Antioch is well stated on the banner hanging in the City Council Chamber:

"The City of Antioch:

- A community that is proud of it's heritage;
- A community that provides an opportunity to live, learn, work, worship, and play in a safe, stimulating and diverse community;
- A community that is a responsible steward of it's economic and natural resources;
- A community that recognizes its responsibility to the larger Delta Region, and will be a pro-active advocate and a leader in promoting regional cooperation."

MISSION

The City's mission is to lead and unify our diverse community and enhance the quality of life in Antioch by providing effective, efficient, and innovative municipal services with integrity.

STRATEGIC ANALYSIS – INTERNAL AND EXTERNAL ENVIRONMENT

In order to determine our goals and strategies, the City must understand and operate within an environment consisting of internal and external opportunities and constraints. An assessment of this environment is helpful in this effort. One tool for this analysis is a Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis. Much of what follows is supported by a summary of the Community Cafés, which is an attachment to this Plan. Looking at the City in its present state, the SWOT analysis is set forth below:

Strengths

- Location of the City: Access to the San Joaquin River, rail transportation, State Highway 4, eBART, and proximity to major employments centers.
- Room to grow: With the annexation of over 500 acres in the northeast and undeveloped land to the south, Antioch has room for businesses and families to grow.
- Affordable real estate: Excellent quality and relatively affordable housing and land make Antioch an attractive alternative for growing businesses and families.
- Positive business environment: The City Council, staff, and the Economic Development Commission are working with the Chamber of Commerce and other stakeholders toward a more business friendly environment.
- Strong sense of community: Civic pride and sense of ownership are evident in the civic organizations and the enthusiastic volunteerism in Antioch.
- Excellent City employees: City staff is highly competent, hard-working and dedicated to serving the people of Antioch.
- Measure C funding for Code Enforcement and Police Services: The passage of Measure C demonstrates that the community appreciates the difficult financial position of the City.
- Community participation: The recent Community Cafés provided excellent input on City operations from various community stakeholders.
- Water rights: The City's water rights to the San Joaquin River have the potential to contribute to various industrial and technological endeavors.

Weaknesses

- The City is operating with an unsustainable structural deficit.
- Economic development will not significantly increase revenues for at least three years.
- The City is under-staffed.
- The City's revenues are not sufficient to provide the level of services necessary to adequately maintain the City's infrastructure in the long run or to provide the level of responsiveness that all City departments would like to provide to the community.
- The golf course and recreation operations are running significant deficits and draining General Fund reserves.
- Antioch's reputation has suffered in recent years due to increases in crime and blighting conditions.

- The City is not considered business friendly due to past practices that created obstacles for business and development.
- The City's attributes are not widely known outside of east Contra Costa County.
- The recent Community Cafés demonstrated a need to improve City communications with the community.

Opportunities

- Business processes can be streamlined, some quickly under authority of the City Manager, and others in the coming months.
- The structural deficit can be eliminated through growth of the City's tax base and improved revenues from the golf course and recreation programs, especially the water park.
- The widening of State Route 4 and the new eBART station can be leveraged, along with the Northern Waterfront Economic Development Initiative, to attract residential and commercial development.
- Increases in City revenues can be enhanced by increasing economic development activities and encouraging a business friendly culture at City Hall.
- There is an opportunity to brand Antioch as business friendly and family friendly.
- The City's downtown can be revitalized through transit-oriented development.
- Ferry service downtown will further enhance downtown vibrancy.
- The City's water rights could be leveraged into economic development opportunities in desalinization, manufacturing, agriculture and/or bio-tech.
- Measure C revenues will enhance police and code enforcement capabilities.
- Improved use of volunteers can enhance blight eradication efforts.
- Potential for new desalinization technology to increase the value of Antioch water rights.

Threats

- Failure to deal with the structural deficit in the short term will make things worse in the long term.
- Lack of funding for all community desires can lead to pressure to loosen fiscal restraint or to lose focus on top priorities for the overall community.
- Continued and increasing upstream diversions of water from the Delta are detrimental to the quality of water to which the City of Antioch has rights, adding costs to getting water suitable for drinking and other uses, and threatening our recreational resources and economy.
- Continuing issues with crime, blight, homelessness and feral cats hinder the City's efforts to emerge from the recent recession as a vibrant and desirable community.

TOP PRIORITIES

The City Council initiated a citywide Strategic Planning project in 2013. The Council and staff held five "Community Cafés" and three targeted focus groups, using a professional

facilitator, to get input from the community to be used in the development of a strategic plan for the City. Staff summarized the themes from each of the Café table discussions and staff has gathered additional input from the City Council, the Economic Development Commission, the Chamber of Commerce and a variety of individuals in the community.

The top priorities expressed by the City Council and supported by a consensus of the community are:

- Reduce crime, especially violent crime, through enhanced police services.
- Eliminate blight through enhanced code enforcement activities.
- Improve the business climate and enhance revenues through economic development efforts.

Weaved throughout this Plan are strategies and actions designed to maximize the City's efforts in these areas, while not neglecting other important services.

IMMEDIATE CHALLENGES

- The biggest challenge that the City faces is its finances. Even with Measure C revenues and furlough Fridays continuing, the General Fund is still projected to run a structural deficit over the next three years combined. Without adequate funding, the City will struggle to effectively deal with other issues.
- The reduction of crime and blight in the short term is essential to the City's well being and image. Key to this includes working with the schools to reduce anti-social behavior, such as drug use, loitering, fighting, graffiti and tagging. Also important will be blight eradication efforts. Success in these areas will enhance economic development efforts and vitality in Antioch.
- As noted in the SWOT analysis, trust and communications between the City and the community needs improvement. Communication has been poor in terms of quantity in that the City, given significant staff reductions, simply has not kept the community as informed as it should in recent years. Communication has also fallen short in terms of quality in that basic facts about policies and finances have not been made consistently clear. These shortfalls in communication have led to misunderstanding and mistrust.
- The City, as a whole, must strive to be business-friendly which can be defined as follows:

“Explicit attempts to reduce the barriers, costs, risks and uncertainties of all forms of commercial activity to stimulate and support local business growth, local business

retention, and the attraction of new business to the local area.” (G. Clark and J. Huxley, *Business Friendly Cities: City Government and the Local Business Growth and Investment Climate*, September 2011.)

The most significant challenges to creating a business-friendly Antioch are reduced staffing and furloughs, which create heavy workloads that in turn can lead to process delays and reduce proactive actions by staff. Staff will continue to streamline processes where possible and to provide high quality service in the timeliest manner feasible.

LONG TERM GOALS, STRATEGIES, AND SHORT TERM OBJECTIVES

The following long-term goals, strategies, and short term objectives are not in a prioritized order, but rather start with functions that have the most direct impact on the community and flow to the essential support services that enable all City departments to function.

Based on input from the community gained through a community cafe process, as well as input from the City Council, staff, and community members, the long term goals for the City and the strategies and short term objectives to achieve them are as follows:

Long Term Goal A: Crime Reduction - Reduce crime and improve public safety throughout the City.

The primary function of the Antioch Police Department (APD) is to protect life and property in the City of Antioch. The APD, along with other City departments, had to do more with less in recent years due to reduced revenues to the City. Even with new funding for the APD through Measure C, APD will have to be as cost efficient as possible in order to maximize effectiveness.

In order for the City of Antioch to significantly improve its police services to the community, it must focus on recruiting/retention of Officers, creating specialized bureaus to proactively address community issues, filling vacant support staff positions, maintaining and increasing our partnership with the public, explore and implement technology when possible, and constantly evaluate the most efficient way to provide services to our community.

Strategy A-1: Rebuild police services.

Short Term Objectives:

- Evaluate our current deployment model of staff.
- Hire, train and equip additional sworn and civilian police personnel.
- Maximize sworn Police Officers deployed in the field.

- Utilize Community Service Officers when possible.
- Continue succession planning based on projected vacancies.
- Recognize and acknowledge high performing staff.
- Adopt Lexipol standard policies.

Measures of Success:

- Reduced response times.
- Improved customer service (reduced citizen complaints)
- Reduced “forced” overtime.
- Increased arrests.

Strategy A-2: Strategically deploy police resources and implement community policing strategies.

- As staffing increases, deploy additional Officers to higher crime areas based on intelligence based policing.
- Create specialized staff teams that address community issues (Traffic, Gangs, Drugs, Schools, Violent Crime)
- Empower community policing staff to identify, analyze and implement solutions to address criminal behavior and improve quality of life.
- Expand Neighborhood Watch Programs throughout the city.

Measures of Success

- Reduced response times.
- Reduced Part 1 Crime.
- Increased traffic citations.
- Increased drug and weapons seizures.
- Increased arrests.

Strategy A-3: Improve public safety using technology

Short Term Objectives:

- Add fingerprint readers to patrol cars.
- Add more automated license plate reading (ALPR) cars to patrol fleet.
- Add community cameras to existing program.
- Update wireless technology in patrol vehicles.
- Upgrade 911 dispatch system.
- Continue to provide dispatch services to the City of Brentwood.
- Seek grant funding and, when budget allows, join East Bay Regional Communication System (EBRCS).

Measures of Success:

- Increased recovery of stolen vehicles by ALPR cars.
- Increased Officer “in-service” time.
- Increased clearance rates of crimes where cameras are present.
- Interoperability communication with allied police agencies.
- Reduced hold time and busy signals for calls received to police dispatch.

Long Term Goal B: Animal Control. Protect public health and safety, and animal welfare, through Animal Control Services.

Antioch Animal Control Services is part of the Police Department. Established by voter initiative, this unit is responsible for dealing with all laws, ordinances, safety and health issues related to animals in the City. Of particular concern recently is the proliferation of feral cats and dealing with potentially dangerous and vicious dogs.

Strategy B-1: Deploy limited resources effectively to provide animal control services.

Short Term Objectives:

- Fill all vacant/funded Animal Care Attendant positions
- Enforce applicable laws and ordinances.
- Manage animal control facility.
- Coordinate work with Police Officers, Public Works and Code Enforcement.

Measures of Success:

- Budgeted positions filled.
- Completed deferred maintenance projects on shelter.
- Improved inter-departmental coordination.

Strategy B-2: Increase animal neutering and adoptions.

Short Term Objectives:

- Continue and increase outreach to rescue groups and adoption groups.
- Develop and implement a plan to increase neutering of feral cats and decrease this population.
- Increase public’s awareness regarding spaying and neutering animals.

Measures of Success

- Increased spaying and neutering.
- Increased adoptions.
- Increased number of animals delivered to rescues.
- Decreased euthanasia.

Long Term Goal C: Blight Eradication. Eradicate blight through code enforcement and blight abatement.

Code Enforcement staff ensures compliance with local and State codes to ensure a safe, healthy, and attractive community through fair and efficient application of the codes. Partnering with the Police and Public Works staff, and with community volunteers, Code Enforcement is the City's key to blight eradication.

Strategy C-1: Improve existing community partnerships and realize new partnerships to help improve neighborhoods and reduce blight.

Short Term Objectives:

- Standardize the communication protocol for reporting violations or concerns to the City including improvements of internal information distribution and staff follow-up.
- Create partnerships with not-for-profit, community, business, and volunteer programs to identify resources to assist with the resolution of code violations.
- Establish and maintain working relationships with neighborhood and civic groups that perform clean ups and other proactive blight fighting activities.

Measures of Success:

- Creation of written and electronic reporting protocols.
- Increase number of groups partnered with the City and an outline of the partnership activities.

Strategy C-2: Create a multifaceted team of resources that can assemble to address areas that habitually experience any combination of criminal, illegal, blighted, and nuisance activities and/or conditions.

Short Term Objectives:

- Identify geographical areas that have significant criminal, illegal, blighted, and nuisance activities and/or conditions.
- Identify internal resources to help.
- Identify local governmental resources to help.
- Identify non-profit, community groups, or volunteers to help.
- Bring all resources together as an effective working group.
- Create an education component for residential and commercial landlords and property managers.

Measures of Success:

- List of identified areas.
- Establishment of multifaceted team.

- Reduction in police calls for service and code violations for a specific period of time measured before and after the area has been addressed.

Strategy C-3: To grow the Code Enforcement staff in number and efficacy.

Short Term Objectives:

- Provide training and education opportunities for staff in technical aspects of Code Enforcement.
- Provide training in some less-traditional areas such as public relations, workgroup/volunteer management, outreach and trust building with diverse populations.
- Research and implement best practices and stay up to date on newest laws and trends as well as effective programs offered by other jurisdictions.

Measures of Success:

- A well trained staff that can complete technical duties and diplomatically deal sometimes difficult interpersonal encounters.
- Code Enforcement creating partnerships and collaborations with diverse groups or populations with a common desire to resolve an issue.

Long Term Goal D: Building Safety. Provide uniform enforcement of the Building, Housing, Municipal codes and state laws in the City of Antioch with an emphasis on eliminating illegal or substandard housing conditions.

Strategy D-1: Improve detection of and outreach to problem properties in order to focus limited resources.

Short Term Objectives:

- Create and implement an outreach strategy to residents of illegal or substandard housing.
- Outreach to real estate professionals and property management professionals to educate them on identifying and reporting illegal or substandard housing conditions.
- Create and distribute information pertaining to illegal or sub standard housing in languages other than English to better reach our residents.
- Create partnerships with non-profits and other government agencies to assist residents often displaced by illegal or substandard housing conditions.

Measures of Success:

- Number of meetings and events with real estate and property managers.
- Creation of relevant print and electronic literature in languages other than English.
- Increase of resources and resource material to offer residents of substandard housing.

- Increase in number of cases reported by tenant, real estate professional or property manager.

Long Term Goal E: Environmental Enhancement. Pollution prevention (NPDES), water conservation, energy and carbon conservation, and waste prevention.

Through Environmental Resources staff, develop and implement programs, policies, outreach and education to create a community of residents, businesses and organizations that take actions to reduce their environmental impact while creating a vibrant and healthy climate in Antioch.

Strategy E-1: Exceed environmental regulation compliance in all resource areas.

Short Term Objectives:

- Focus limited staff on programs and resource areas where partnerships are available or programs are legislatively required.
- Reduce the incidents of illegal dumping and littering in the city.
- Create a water conservation outreach and education plan to encourage voluntary reductions in response to state-wide drought.
- Finalize the 2010 re-inventory of greenhouse gas emissions and approve the Energy Action Plan.
- Maintain existing programs at previous or higher participation levels.
- Increase commercial recycling participation.
- Install additional full trash capture devices in required areas and reassess trash management areas as necessary.
- Continue administering storm water permit requirements such as:
 - inspections of construction sites, maintenance yard, C.3 facilities, and identified priority businesses.
 - permit coverage of capital improvement projects, City maintenance yard, aquatic pesticide, and city-wide storm water system.
 - Review and inspect development projects subject to C.3 and hydrograph modification management.
 - Annual creek hot spot cleaning.
- Adopt and implement County integrated pest management policy.
 - Provide annual updates, including policies, procedures and best management practices, to City storm water staff.

Measures of Success:

- Increased number of outreach events attended and personal contacts made.
- Increased number of residential garbage service accounts.
- Increased commercial diversion rate for materials collected by Republic Services.

- Increased number of participants in clean up events such as Keep Antioch Beautiful and Coastal Cleanup Days.
- Decreased monthly water production totals.
- Increased stormwater permit compliance.
- Maintenance of good standing with regional Water Board.
- Accurate tracking of type and volumes of trash collected in trash capture devices and hot spot cleaning.
- Verification of construction and operation of C.3 facilities.

Long Term Goal F: Economic Development. Grow the City out of Recession.

In order for the City of Antioch to significantly improve its financial strength, it must take advantage of the current economic upswing and other positive factors. The City must leverage the economic recovery, Highway 4 widening, eBART and annexation to grow Antioch's economy in general in order to improve the quality of life in Antioch. The City must grow out of its financial difficulties in order to help local businesses prosper, create more local jobs and increase the City's revenues so that adequate municipal services can be provided on an ongoing basis.

Strategy F-1: Improve the City's Business Processes.

Short Term Objectives:

- Streamline Planning and Building processes.
- Improve customer services.
- Increase Planning/Building counter hours of service.
- Improve telephone and internet customer interfaces.

Measures of Success:

- Reduced number of days for permit processing.
- Increased number of active business licenses.
- Increased number of administrative approvals.
- Reduced time needed for public to get basic information.

Strategy F-2: Grow Antioch's Economy through Economic Development Activities.

Short Term Objectives:

- Create and implement a plan for outreach to existing business.
- Increase outreach to real estate brokers and developers.
- Increase regional outreach to retailers and other businesses most likely to prosper in Antioch.
- Design economic incentives and criteria for key business ventures on a case by case basis.

Measures of Success:

- Completed business outreach plan.
- Increased number of meetings with existing businesses.
- Increased number of meetings and events with real estate brokers and developers.
- Increased development applications and development.
- Increased new business license applications.
- Increased sales tax revenue.
- Decreased commercial and retail vacancy rates.

Strategy F-3: Grow Antioch's economy through additional annexation, as well as residential and commercial development.

Short Term Objectives:

- Begin work on General Plan Update.
- Determine feasibility for additional annexation.
- Work with developers to create more homes, jobs, stores, services and necessary infrastructure.

Measures of Success:

- Complete Housing Element.
- Complete Land Use Element.

Strategy F-4: Determine and Prioritize Geographical Areas of Focus.

Short Term Objectives:

- Focus limited resources on Priority Development Areas and Somersville and L Street corridor areas.

Measures of Success:

- Identification of key commercial development opportunities.
- Successful solicitation of developers and end users for key commercial opportunities.
- Implementation of eBART Priority Development Area Specific Plan.
- Updating and implementation of the 2006 Downtown Plan.

Strategy F-5: Work with state and regional economic development partners to leverage strengths for the benefit of the City and region.

Short Term Objectives:

- Participate in regional knowledge sharing, strategies, branding and marketing with the East Bay Leadership Council, Contra Costa Economic Partnership, East Bay Economic Development Alliance, EC2, and the Northern Waterfront Economic Development Initiative.

- Participate in regional requests for proposals for development opportunities.
- Work toward implementation of the “TriLink” State Route 239 project to connect State Route 4 to Interstate 580/205 as part of the “Diablo Loop.”

Measures of Success:

- Increased number of businesses and other resources moving to Antioch and the region.
- Increased number of businesses and other resources expanding in Antioch and the region.

Strategy F-6: Create and Implement a Marketing Campaign for Antioch.

Short Term Objectives:

- Advertise in regional publications.
- Support Antioch Chamber’s “Shop Local” campaign.
- Obtain Funding for Downtown Antioch events.

Measures of Success:

- Increased number of advertisements.
- Increased number of calls on advertisements.
- Increased funding obtained for events.

Long Term Goal G: Planning, Entitlements and Permitting. Provide consistent and efficient entitlement, permitting, and development services to the public.

Planning and Building staff guide the orderly development and economic revitalization of Antioch through the implementation of adopted codes, policies and plans in the most efficient manner possible. Staff is working toward improving customer service while moving projects forward.

Strategy G-1: Update long range planning documents.

Short Term Objectives:

- Update the Housing Element and complete implementation (state mandate).
- Update the Land Use Element of the General Plan.
- Update the Zoning ordinance to reflect Land Use Element updates.
- Explore feasibility of new annexations.

Measures of Success:

- State certified Housing Element.
- Reduced number of General Plan and zoning amendment requests.
- Begin annexation process.

Strategy G-2: Support public/private partnership efforts to implement plans and policies pertaining to key development areas.

Short Term Objectives:

- Support build-out of the East Lone Tree Focus Area (north of Slatten Ranch).
- Support implementation of the Hillcrest Specific Plan and Priority Development Area (e-BART).
- Support implementation of Rivertown Priority Development Area.

Measures of Success:

- Permits issued for new development in the East Lone Tree Focus Area.
- Identification of grant funding or approval/permitting of private catalyst project to jump start construction of infrastructure in Hillcrest Specific Plan area.
- Secure grant funding for a Rivertown specific plan.
- Approval/permitting of Rivertown catalyst project.

Strategy G-3: Continue to focus on community enhancements, such as Downtown/Rivertown development, Hwy 4 expansion, e-BART Specific Plan implementation, and possible ferry service.

Short Term Objectives:

- Work with possible developers, particularly for the City/Successor Agency owned parcels downtown, once the Department of Finance approves the Long Range Property Management Plan for the Successor Agency parcels.
- Continue to work with BART, CalTRANS, and the Water Emergency Transportation Authority (WETA).

Measures of Success:

- Appropriate residential and commercial development occurs downtown.
- e-BART service begins and development in the surrounding area is generated, in accordance with the Hillcrest Station Area Specific Plan.
- WETA deems a ferry terminal in Antioch a viable opportunity.

Strategy G-4: Streamline entitlement and permit processes.

Short Term Objectives:

- Update the Zoning ordinance to increase administrative permit authority.
- Transition to an on-line permit system as an optional service for customers.
- Increase staffing in order to increase front-desk hours of operation.
- Enhance internal and external communication efforts.
- Study entitlement fee structure with the goal of providing cost surety to developers and reducing staff time spent tracking and billing hours.
- Study ways to assist small businesses through the entitlement and permitting process.

- Import all resolutions, minutes, and other pertinent documents into Laser fiche data base, reducing time to pull documents from files and archives.

Measures of Success:

- Decreased time to entitle/permit projects.
- Increased counter hours.
- Updated and implemented final inspection procedures.
- Revised entitlement fee structure.
- Developed small business start-up checklist, brochure, or other outreach efforts found to be most effective.

Long Term Goal H: Redevelopment Dissolution. Complete Dissolution of Antioch Development Agency.

The Antioch Development Agency (Agency) was officially dissolved by the State of California under AB 1X26. The City of Antioch elected to become the Successor Agency to the Antioch Development Agency and, in that capacity, is tasked with winding down operations of the former Agency until all obligations of the former Agency are satisfied. Obligations are expected to last until 2032.

Strategy H-1: Complete dissolution of Antioch Development Agency by 2032.

Short Term Objectives:

- Complete Long Range Property Management Plan for parcels of the former Antioch Development Agency.
- Work with the State Department of Finance to resolve findings in the Other Funds and Accounts Due Diligence Review.
- Receive a Finding of Completion from the State Department of Finance.
- Evaluate restructuring of Agency debt once a Finding of Completion is obtained.

Measures of Success:

- Receiving a Finding of Completion from State Department of Finance.
- Receiving approval of Long Range Property Management Plan from State Department of Finance.
- Implementing the Long Range Property Management Plan.
- Completing dissolution of redevelopment agency by 2032.

Long Term Goal I: Community Development Block Grants. Effective administration of Community Development Block Grant (CDBG) programs and funds.

City staff and consultants are charged with using allocated CDBG funds from the U.S. Department of Housing and Urban Development. The use of these funds is highly restricted to serve certain populations and geographical areas of the City.

Strategy I-1: Develop and fulfill 2015-20 CDBG Consolidated Plan.

Short Term Objectives:

- Update the Consolidated Plan.
- Create annual Action Plans for fiscal years 2015-16, 16-17, 17-18, 18-19, and 19-20 to meet objectives of the 5 year strategic Consolidated Plan.
- Create Consolidated Annual Performance Evaluation Reports (CAPERs), reporting on accomplishments.

Measures of Success:

- HUD approved Consolidated Plan.
- HUD approved annual Action Plans and receipt of CDBG funding.
- HUD approved annual Consolidated Annual Performance Evaluation Reports.

Long Term Goal J: Parks & Recreation. Provide outstanding parks and recreation facilities and programs for the community.

Parks and Recreation provides safe, quality parks and recreation services and well managed facilities. Staff is working toward these functions being financially sustainable, providing excellent customer service and meeting the needs of our patrons in order to support a healthy diverse community and strengthen Antioch's community image.

Strategy J-1: Increase the use of the City's recreation facilities and programs.

Short Term Objectives:

- Determine current customer base, participation and attendance levels, and existing barriers to program participation and facility rentals.
- Develop programs to increase participation in targeted areas: 11-16 year olds & 50+ age groups in fitness/wellness.
- Build awareness of programs, services and community events.
- Develop and execute a technology plan to enhance and support marketing, customer service and experience.
- Increase exposure with mobile apps and/or other social media.
- Use demographic and marketing tools of new ActiveNet registration software to grow repeat customers.

Measures of Success:

- Increased communication and collaboration with new and repeat customers.
- Increased participant enrollment and facility rentals.
- Growth of programs and services.

Strategy J-2: Improve Aquatics Program Delivery**Short Term Objectives:**

- Continue to make public and staff safety a top priority.
- Solicit alternative activities (e.g., water polo, synchronized swim) to reach a broader audience.
- Develop and implement strategies to deliver effective programs during periods of lower demands.
- Improve marketing of aquatics programs.

Measures of Success:

- Increased program participation.
- New participants added who have not used City aquatics facilities in prior years.
- Established year-around programming.
- Established a brand slogan that offers a concise advertising statement.

Strategy J-3: Enhance and expand youth and adult athletic programs.**Short Term Objectives:**

- Evaluate field allocation policies and other related policies and fees.
- Explore what other athletic programs are being offered by other agencies and are likely to be a draw for our residents.
- Develop and implement a plan to enhance and expand programs.
- Expand Police Activity League (PAL) activities for youth.

Measures of Success:

- Increased use of athletic fields and Antioch Community Center Gymnasium.
- New and successful programs and sports opportunities.
- Increased participation in PAL.

Strategy J-4: Use remaining Mello-Roos funds to expand and enhance Prewitt Water Park with an all-abilities water attraction.**Short Term Objectives:**

- Hire a construction manager to oversee the design and construction of the project.
- Create a preliminary project budget.
- Begin the design and engineering phase of the project.

Measures of Success:

- Contract in place for Construction Manager.
- Completed preliminary project budget.
- Contract in place with project architect and engineer.
- Completed project.

Strategy J-5: Decrease General Fund subsidy to Recreation programs.

Short Term Objectives:

- Hire an experienced Parks & Recreation professional to develop a strategy to increase revenues.
- Analyze fee structure for recreation programs.
- Analyze recreation operations to increase efficiencies.

Measures of Success:

- Parks and Recreation Director hired.
- Operational efficiencies are realized.
- Net revenues are increased.

Long Term Goal K: Public Works & Engineering. Designing, building, operating, maintaining, stewarding and enhancing Antioch's assets and resources in partnership with the community.

Together with other City departments and the community, the Department of Public Works will continue to create a safe, beautiful, highly functioning and desirable community. Responsiveness will be improved by incorporating technological advances to better communicate with our customers. Opportunities to increase the number of volunteers will be emphasized so that together, an expectation and culture of cleanliness will be realized. Emphasis on a well trained, safe and engaged workforce will foster increased productivity and reduced liability.

Strategy K-1: Ensure well maintained public facilities, rights-of-way and parks.

Short Term Objectives:

- Develop and implement a park equipment replacement priority plan.
- Develop and implement a more aggressive dead bush/tree identification and removal program.
- Expand program of hard pruning overgrown landscape vegetation.
- Reduce water usage.
- Improve ease of reporting and prompt response to requests for service, such as graffiti and dumping.
- Regularly inspect and service park equipment, restrooms and fields.

Measures of Success:

- Enhanced online applications to improve ease of reporting.
- Improved “same or next day” removal of graffiti and illegal dumping.
- Increased use of low-flow water fixtures in all public areas.
- Increased use of stamped concrete in median landscaping.
- Reduced use of water.

Strategy K-2: Protect the City’s water rights and deliver high quality water to our customers.

Short Term Objectives:

- Protect Antioch’s water rights and water quality.
- Pursue industrial uses for Antioch water.
- Explore feasibility of desalinization.
- Continue collaboration with Lawrence Livermore National Lab and Delta Diablo.

Measures of Success:

- Comments are provided on the proposed Bay Delta Conservation Plan.
- Companies needing a water source for industrial processes move to or expand in Antioch.
- A feasibility study on desalinization is completed.

Strategy K-3: Expand Public Works volunteer opportunities.

Short Term Objectives:

- Improve coordinating and utilizing volunteers to optimize our resources.
- Increase the number of volunteers by better communicating opportunities.
- Work more closely with community stakeholders to facilitate meaningful volunteer efforts.

Measures of Success:

- Create new links on the City website notifying the public of volunteer groups and opportunities.
- Prepare a list of a variety of projects that may be completed by volunteers.
- Maintain well stocked supplies and materials that may be used by volunteers to improve our community.

Strategy K-4: Prioritize infrastructure improvements to coincide with Economic Development goals.

Short Term Objectives:

- Focus resources on Priority Development Areas and key commercial development opportunities.

- Infrastructure improvements for the Northeast Annexation Area.

Measures of Success:

- Work with Economic Development staff to identify key commercial development opportunities.
- Prioritize projects to key development or redevelopment areas.
- Develop a land based financing mechanism in the East Lone Tree Specific Plan Area to begin design and construction of Slatten Ranch Road.
- Develop and receive Council approval of an FUA 1 Precise Alignment for arterial roads.
- Pursue grant funding to improve infrastructure and traffic circulation.
- Prioritize CDBG funding for street improvements near the Downtown area.
- Develop an infrastructure and financing plan for the Northeast Annexation Area.

Strategy K-5: Reduce City liability from third party claims and workers compensation claims.

Short Term Objectives:

- Continue to comply with regulatory requirements, using best practices.
- Encourage and recognize safe behavior and practices through education, training and recognition.
- Increase and enhance ADA accessibility and reduce trip hazards.
- Expand innovative pavement repair and resurfacing program.

Measures of Success:

- Continue to extend the number of safe working days without a lost time injury.
- Reduce number of Sanitary Sewer Overflow to below the three year average.
- Implement a consistent hydrant flushing and valve turning program.
- Increase cape seal street resurfacing program area by 20%.
- Reduce number of potholes and pothole claims.

Long Term Goal L: City Administration. Provide exemplary City administration.

City administration is a collaborative effort of several departments working in concert. The City Manager, City Attorney, City Clerk's Office are primarily focused on administering the City's policies and procedures, with Finance, Human Resources, and Information Systems supporting all City departments. These are the support services that are essential to the functionality of the City, including the City Council, various boards, commissions and committees. The goal is to improve communications, responsiveness, and administrative processes to enhance the quality of executive and administrative management.

The City conducted a series of Community Café's and Focus Groups over a number of months to get community input and prioritize the efforts of City government. What was

evident throughout the Café's was that, in addition to effective administration, the City needs to improve communications with the community in order to build greater trust.

Strategy L-1: Improve community communications and trust in City government and keep the community well informed as to the activities of the City departments.

Short Term Objectives:

- Assemble and publish weekly and monthly reports to inform the community about the activities of City departments.
- Complete a strategic management plan setting forth the City's strategies, goals and objectives, to be updated annually.
- Make better use of technology to improve communications between the public and the City, including the use of social media, apps, e-mail, and phones.
- Develop a means of tracking public requests for City services and complaints.

Measures of Success:

- Consistent publishing of weekly and monthly reports.
- City Council approval of the strategic management plan.
- Implementation of various technologies and tracking systems.
- Number of communications transmitted to and from the City through various technological tools.

Strategy L-2: Enhance Public Access to Documents.

Short Term Objectives:

- Streamline administrative/Council information access by making more documents available electronically. Documents include agendas, staff reports, resolutions, ordinances, and FPPC forms.
- Work with the IS Department to install an electronic kiosk allowing public access at City Hall to City documents, and informational How-To's like obtaining a business license, building permit, water service, etc.

Measures of Success:

- Increase in the number of City documents available to the public without requiring a Public Records Act request.
- An electronic kiosk is operational and available to the public at City Hall.

Strategy L-3: Encourage and enhance a culture of cooperation and transparency at City Hall.

Short Term Objectives:

- Clarify staff reporting structures and responsibilities.
- Improve interdepartmental communication and cooperation by establishing working groups for endeavors that require input or actions by multiple departments.

- Streamline City processes and procedures to maximize staff efficiency and effectiveness.
- Reinforce customer service as a priority for every City employee.

Measures of Success:

- Publishing of a new organizational chart.
- Establishment of annual goals and objectives for each City department.
- Approval of updated City processes.

Strategy L-4: Implement City Council policies and direction.

Short Term Objectives:

- Review all City Council actions and direction with senior staff for follow through.
- Incorporate Council actions and direction into departmental goals.

Measures of Success:

- City Council policy decisions are implemented effectively.
- The organization has a clear direction, focus and purposes.

Strategy L-5: Effectively and efficiently manage City Council agenda preparation, noticing and records.

Short Term Objectives:

- Ensure the City Council agenda packets are prepared, noticed, and distributed in accordance with established timelines.
- Increase efficiencies and reduce costs by moving to primarily an electronic Council Meeting Agenda Packet.
- Ensure that all documents related to Council actions are executed, and distributed as necessary.
- Submit Annotated Agenda for publication on the City website within 24 hours after a City Council meeting.

Measures of Success:

- Reduction in the number of paper Council agenda packets generated.
- All Council members using i-pads for Council agenda materials.
- 100% on-time agenda notice, preparation and distribution.

Strategy L-6: Improve the City's Records Management.

Short Term Objectives:

- Complete computer database of all documents that have been checked out by City Staff from the Records Warehouse.
- Complete an inventory of all documents stored in the Records Warehouse and ensure all boxes are properly labeled at cataloged.

- Determine which documents should be reviewed by the City Attorney for destruction.
- Establish out-processing procedures with the HR Department for all departing City employees who have custody of files/documents from the Records Warehouse to facilitate their return or custody transfer to another City employee.

Measures of Success:

- Completed inventory of all documents at the Records Warehouse.
- Documented, marked and cataloged all files/documents.
- Completed database of documents/files checked out from the Records Warehouse.
- Identified documents for destruction and destroyed identified documents.
- Completed and established procedures with Human Resources for departing employees.

Strategy L-7: Manage the City's Component of Municipal Elections.

Short Term Objectives:

- Timely and complete election form filings by candidates and committees.
- Coordination with the County Elections Office.
- Publish submitted FPPC & election forms on the City website.

Measures of Success:

- All candidate filings are received on time; and, if required, submitted to the County Elections Office in accordance with election requirements.
- Election results certified without issue.

Strategy L-7: Coordinate City Boards and Commissions administrative requirements.

Short Term Objectives:

- Establish procedures for timely filing of FPPC Form 700 Statement of Economic Interests, and tracking of term expirations/vacancies.
- Update descriptions of the role/responsibilities of each Board/Commission.
- Utilize NEOGOV for all Board/Commission recruitment efforts.
- Develop a manual for managing the Board/Commission processes.
- Ensure compliance with the Maddy Act requirements.
- Continue to serve as Secretary to the Board of Administrative Appeals.
- Serve as the Secretary to the Sales Tax Citizens' Oversight Committee.

Measures of Success:

- Form 700 Statements of Economic Interests are submitted annually, and by those assuming or departing a Board/Commission, as required.

Strategy L-8: Ensure proper filing and receipt of all original City contracts and agreements in the City Clerk's Office.

Short Term Objectives:

- Work with departments to route all executed original contracts/agreements to the City Clerk's Office, including exhibits and insurance documents.
- Scan contracts/agreements into Laserfiche.

Measures of Success:

- All original executed contracts and agreements, including exhibits, are housed in the City Clerk's Office and scanned into Laserfiche.

Strategy L-8: Effective and efficient management of all aspects of Human Resource Management, including Employer/Employee Relations, labor negotiations, classification and compensation, recruitment and selection, benefits administration, and staff development.

Short Term Objectives:

- Continue to work with employees and managers on Human Resources issues as needed, including implementation of legislative actions/changes.
- Continue to assist supervisors with difficult employer/employee relations issues.
- Continue to serve as lead staff for labor negotiations and MOU implementation.
- Continue to coordinate training opportunities for staff citywide.
- Continue to manage the classification, compensation, performance evaluation and benefit plans fairly and equitably, within our fiscal abilities.
- Continue to build trusting relationships with our employees and our labor partners as part of our employer/employee and labor relations efforts.
- Complete Management unit, Confidential unit, and Operating Engineers Local 3 labor negotiations in 2014.
- Commence and complete labor negotiation with Public Employees Union Local 1 in 2015.

Measures of Success:

- Employer/employee relations issues are resolved efficiently.
- Labor agreements are negotiated and implemented accordingly.
- Employees receive appropriate training for their job assignments.
- The City's benefits program is administered in accordance with the policy provisions, and as cost effectively as possible.
- Job classification updates are completed.
- Management, Confidential, and Local 1 Memorandum of Understanding are completed and approved.

Strategy L-9: Attract and hire highly qualified candidates to fill funded vacant positions.

Short Term Objectives:

- Continue focused, timely, and targeted recruitment efforts specific to the position and department needs, particularly for sworn Police positions.
- Continue to enhance efficiencies and streamline recruiting processes are continued, and implemented as appropriate.
- Establish process timelines at the outset of each recruitment, including deadlines for all phases of the process.

Measures of Success:

- Recruiting departments are provided with an eligibility list of highly qualified candidates within three (3) months of initiating a recruitment.

Strategy L-10: Update and improve foundational policies, procedures and documents related to Human Resource management.

Short Term Objectives:

- Draft and negotiate new Personnel Rules.
- Review and update Administrative Policies and Procedures, as needed.
- Initiate review of the Employer/Employee Relations Resolution from 1975 and update as necessary.

Measures of Success:

- Updated rules, policies and procedures are adopted and implemented.

Strategy L-11: Enhance the City's Safety and Loss Control Program.

Short Term Objectives:

- Direct more focus on the prevention side of loss control.
- Employees are trained on the Injury and Illness Prevention Plan and other safety topics.
- The citywide Safety Committee meets quarterly.
- Policies and programs recommended by Municipal Pooling Authority are put in place.

Measures of Success:

- The City's experience modification factors for both workers' compensation and liability claims are reduced.

Long Term Goal M: Legal Services. Provide legal counsel to the City Council and staff to enable and support all City policies, procedures and initiatives.

The City Attorney serves as Legal Counsel to the City of Antioch, City of Antioch as Successor Agency to the Antioch Development Agency, and Housing Successor and provides legal services to the City Council, Commissions, Boards and staff on all areas of municipal law; oversees all claims and litigation; and handles all property acquisitions and real property lease issues. The City Attorney also selects and oversees outside legal counsel as necessary to provide legal services necessary due to volume of work or special expertise in particular areas of law.

Strategy M-1: Effectively and efficiently provide legal services in support of the City's policies, procedures and initiatives.

Short Term Objectives:

- Continue to handle matters from Council and Staff in a timely and efficient manner, as resources allow.
- Continue to keep the Council apprised of legal matters.
- Continue to ensure staff compliance with contract policies, procedures and relevant laws.
- Continue overseeing prosecution and defense of claims and litigation involving the City.
- Prepare standardized contracts, forms and policies to assist with the City's administration.

Measures of Success:

- Completion of various negotiated settlements and agreements.
- City Attorney approval of all contracts and agreements.
- Annual Comprehensive update of City Council on legal matters.
- Successful disposition of various pending legal matters through court or settlement.

Long Term Goal N: Financial Services. Achieve and maintain financial stability and transparency.

In order for the City of Antioch to fully recover from the economic crisis it must balance its budget and put itself in a stable financial position to address current needs, unexpected events and long-term liabilities. The City needs to position itself to handle future economic uncertainties without paralyzing operations. It also needs to be able to fully fund long term obligations for other post employment benefits and supplementary retirement plans so that these staggering unfunded liabilities do not detract from providing municipal services in the future.

Strategy N-1: Improve the City's financial stability by implementing a two year budget cycle and ensuring that each fiscal year's budget is balanced.

Short Term Objectives:

- Starting with 2015-2016, go to a two-year budget approval, to be updated annually.
- Adopt a two-year balanced budget annually and do not rely on potential savings to close the "gap" at year end.
- Do not spend more than is necessary; use budget savings to build up General Fund reserves.
- Continue the "soft" hiring freeze; although positions may be in the budget, senior management will review operations with the City Manager to see if duties can be assigned to existing staff and demonstrate that position is essential before being authorized to be filled when vacated.
- Continue to evaluate new ways to deliver municipal services in a more cost-effective manner.
- Consider eliminating non-essential community services that run deficits and require use of General Fund resources.
- Consider service-sharing with other communities when mutually beneficial.
- Review and increase as many "Master Fee" revenues as possible annually to ensure maximum cost recovery is being obtained.

Measures of Success:

- Staff presents, and the City Council adopts, a balanced two-year budget each year.
- Not exceeding adopted appropriations in any given fiscal year.
- Increased General Fund reserves.

Strategy N-2: Ensure the City achieves long-term fiscal sustainability.

Short Term Objectives:

- Consider local tax measures, such as updating the Business License tax to ensure inclusion of residential rental properties and/or raising the minimum Business Licenses tax.
- Continue to work with the City Council and the Executive Management team to determine appropriate staffing models and expenditure plans, based on our recurring revenue projections.

Measures of Success:

- Council to determine if and when to go to the electorate with any tax measures.
- Staff presents, and the City Council adopts, a balanced two-year budget each year.

Strategy N-2: Ensure financial records and reports are accurate, reliable, and timely, including the Comprehensive Annual Financial Report (CAFR) and other financial statements, monthly budget status updates provided electronically to the City Manager and Council, and quarterly budget updates posted to the City's website.

Short Term Objectives:

- Complete all financial statements and audits within six months of fiscal year end.
- Receive unqualified audit opinions on financial reports issued.
- Receive GFOA Certificate of Achievement for Excellence in Financial Reporting.
- Update quarterly budget facts and post to City's website within 30 days of quarter end.
- Provide electronic monthly budget updates to the City Manager and Council.
- Complete all required quarterly grant reporting by due dates as well as any other outside agency financial reports required/requested.
- Adopt City's two-year budget by June 30th each fiscal year.

Measures of Success:

- Meeting all reporting deadlines (both external and internal).
- Receiving unqualified audit opinions.
- Receiving GFOA award.
- Adopting budget by June 30th.

Long Term Goal O: Information Systems Services. Provide efficient and reliable Information Systems (IS) support for all City operations and communications.

Information Systems provides the technological backbone for all City operations and communications within the City government, and maintains the City's ability to communicate with the community and the world. IS staff also provides outstanding interactive services that are available to the community, enhanced and supported by efficient and cost effective information technology.

Strategy O-1: Enhance the City's overall data security environment.

Short Term Objectives:

- Complete network security assessment.
- Generate network security assessment report.
- Implement findings from security assessment report.

Measures of Success:

- Improved monitoring of network activity.
- Stopping and/or detecting possible network attacks.

Strategy O-2: Continue equipment replacement efforts.

Short Term Objectives:

- Replace aging server hardware and software.
- Replace aging desktop hardware and software.

Measures of Success:

- Reduced or eliminated the possibility of catastrophic hardware failure.
- Increased systems uptime.

Strategy O-3: Implement organization wide server and desktop virtualization to provide the ability to run multiple servers or desktops on a single piece of hardware and thereby increase efficiencies.

Short Term Objectives:

- Include additional servers.
- Virtualize users desktops.

Measures of Success:

- Improved disaster recovery.
- More efficient use of Information Systems staff.
- Efficient use of technology.

Strategy O-4: Enhance data backup/archive enhancements and efficiencies.

Short Term Objectives:

- Increase the size of the current disk to disk backup system.
- Reduce the number of archive tapes.

Measures of Success:

- Increase the number of days to recover deleted or corrupt files from disk or back-up system.
- Decreased staff time on system back-up functions.

Strategy O-5: Improve support of Public, Education, and Government (PEG) broadcasting.

Short Term Objectives:

- Create a partnership with Contra Costa TV to support the City's PEG initiatives.
- Assist Antioch Unified School District with their PEG initiatives.
- Bring quality local broadcasts to the PEG channel.

Measures of Success:

- Enhanced control over the City's Comcast and AT&T U-verse PEG channels.
- Improved programming and public announcements on the City's PEG channels.

Strategy O-6: Increased use of surveillance cameras throughout the City to assist Police, Code Enforcement and Public Works deployment efficacy.

Short Term Objectives:

- Add cameras to key locations throughout the City.

Measures of Success:

- Improved deployment of resources.
- Reduction of illegal activities.
- Improved public wellbeing.

Conclusion:

The City of Antioch has weathered a severe financial storm over the last few years. Tough decisions have been made. Severe reductions in revenues to the City necessitated severe cuts to staffing and City service levels. Now that the economy is improving, revenues are increasing and the electorate passed Measure C with over 68% of the vote. The Police Department and Code Enforcement are growing to meet critical needs, but the City is still under significant financial distress, as revenues are still not sufficient to provide the level of City services that the people of Antioch should have. As we look a few years ahead, the City is projecting a structural deficit of about \$2.7 million in fiscal year 2016-2017. This level of deficit spending is not sustainable. This issue must be addressed or the City will deplete all general fund reserves within a few short years.

In the longer term, Antioch is well positioned to take advantage of improvements in the Bay Area economy, which has generally improved. The completion of the State Route 4 widening and the e-BART station will help support jobs and housing in Antioch. In addition, the annexation of over 500 acres along the northeast shoreline provides an area where commercial and industrial development can produce local jobs, as well as property and sales tax.

This Strategic Management Plan is designed to optimize the City's limited resources to maximize the quality of services to the community, reduce costs where possible and to increase revenues going forward. Implementing the goals, strategies and objectives contained in the plan will greatly enhance the quality of services to the community, stimulate the local economy and improve the quality of life in Antioch.



STAFF REPORT TO THE CITY COUNCIL

DATE: Regular Meeting of November 10, 2015

TO: Honorable Mayor and Members of the City Council

SUBMITTED BY: Steve Duran, City Manager

SUBJECT: Policy Discussion on Use of One-Time Revenues and Annual Salary Savings

RECOMMENDED ACTION

It is recommended that the City Council discuss and direct staff regarding the use of "one-time" revenues and annual salary savings.

STRATEGIC PURPOSE

Long Term Goal N: Financial Services. Achieve and maintain financial stability and transparency. - In order for the City of Antioch to fully recover from the economic crisis it must balance its budget and put itself in a stable financial position to address current needs, unexpected events and long-term liabilities. The City needs to position itself to handle future economic uncertainties without paralyzing operations. It also needs to be able to fully fund long term obligations for other post employment benefits and supplementary retirement plans so that these staggering unfunded liabilities do not detract from providing municipal services in the future.

Strategy N-2: Ensure the City achieves long-term fiscal sustainability.

Short Term Objectives:

- Continue to work with the City Council and the Executive Management team to determine appropriate staffing models and expenditure plans, based on our recurring revenue projections.

FISCAL IMPACT

The recommended action has no direct fiscal impact. Staff intends to provide fiscal impacts of Council direction during the mid-term budget review process.

DISCUSSION

As noted in the Strategic Purpose of this report, the City's Strategic Management Plan calls for long-term fiscal sustainability. Recently, the subjects of what to do with one-time revenues and how to deal with unfunded liabilities have come up in Council discussions about the use of one-time revenues received from the state. In addition, the Council has requested that staff look into best practices as to how other cities are dealing with unfunded liabilities. This will take some time.

In the meantime, staff is recommending that the Council consider policies to immediately do something rather than wait for a report on best practices.

Staff is recommending a policy for the use of one-time revenues as follows:

- One-time revenue is defined as unrestricted money to the General Fund that results from a one-time occurrence, such as the recent rebate of past unfunded mandates from the state or the unrestricted sale of a capital asset.
- Provided the General Fund Reserve is projected to end the fiscal year at 15% or higher, then 50% of such one-time revenue should be set aside in a fund to retire unfunded liabilities and 50% of such one-time revenue should be put toward one-time projects and not be spent on operating costs.

In addition, staff is recommending a policy for the use of one-time General Fund salary savings as follows:

- Provided the General Fund Reserve is projected to end the fiscal year at 15% or higher, that any General Fund annual salary savings as of June 30th, not including Measure C funds (which have been directed to the Police Department and Code Enforcement) be treated as one-time money and, as such, 50% of such savings should be set aside in a fund to retire unfunded liabilities and 50% should be put toward one-time projects and not be spent on operating costs

These recommendations are intended to be temporary until such time as staff can research best practices regarding the treatment of unfunded liabilities and the Council can make an informed decision in that regard. Of course, the Council can direct staff as it sees fit in this regard.

ATTACHMENT

None

Black Diamond Ranch – Unit 4 Preliminary Development Plan Review

City of Antioch

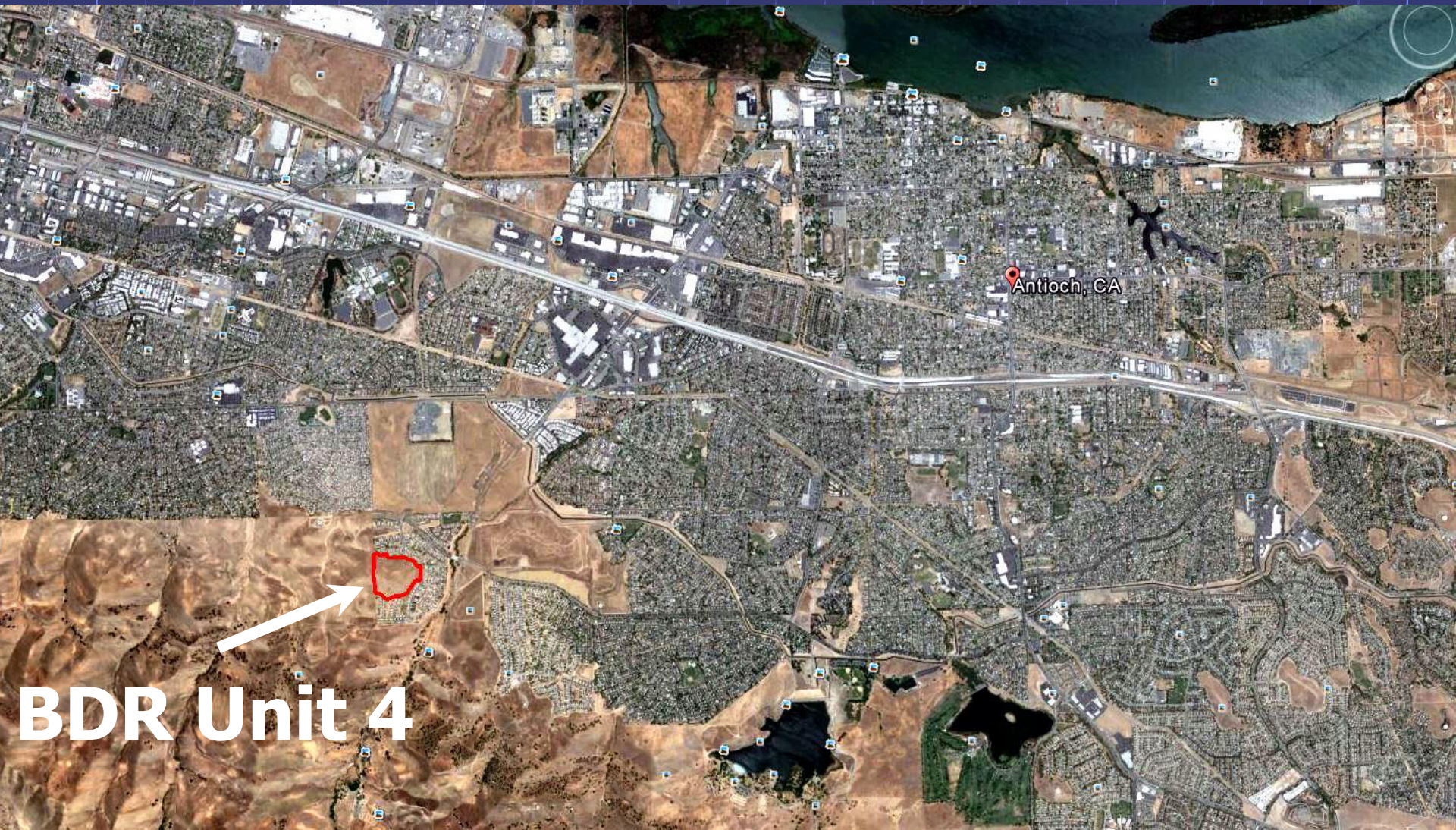
City Council

November 10, 2015

Background

- ◆ Discovery Builders has applied for a Preliminary Development Plan review for a 17 home subdivision in Black Diamond Ranch.
- ◆ This review is preliminary and will result in no formal action.
- ◆ Should Council view this proposal favorably, the applicants would submit a formal application.

Regional Context



Antioch, CA

BDR Unit 4

Project Vicinity



Background

- ◆ The Black Diamond Ranch project was originally approved by Council in July 2003.
- ◆ The project was approved under the City's Hillside Planned Development zoning.
- ◆ Current project site was originally designated as Open Space.
- ◆ In November 2005, the Council amended project conditions of approval such that development of the hillside could be considered.

Background

- ❖ Applicants submitted “The Pointe” for City review in 2006.
- ❖ The project included 60 homes and would have required extensive grading.
- ❖ The city Council completed its review of The Pointe in 2014, denying the proposed project.

Black Diamond Ranch, Unit 4

- ❖ May 2014 the applicants submitted the currently proposed BDR Unit 4 project.
- ❖ The project proposes 17 homes, 8 of which would be accessed from Country Side Way.
- ❖ 6 homes proposed on the hill top and 3 homes at/near the end of Torgensen Court.
- ❖ Need for hillside grading is substantially reduced from The Pointe.

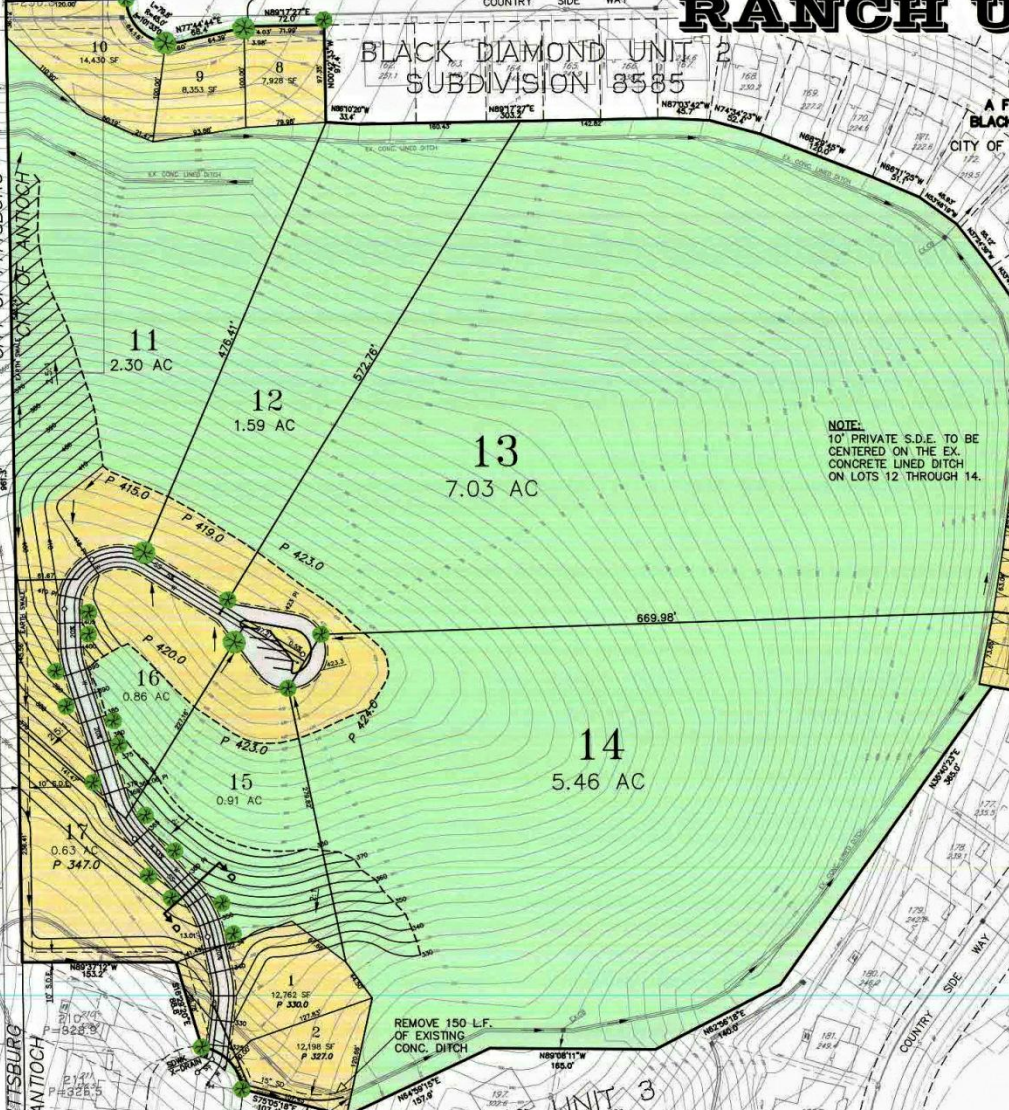
PRELIMINARY DEVELOPMENT PLAN

BLACK DIAMOND RANCH UNIT #4

SUBDIVISION 9370

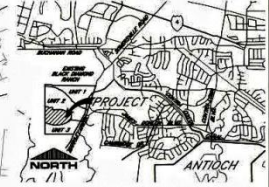
A FURTHER SUBDIVISION OF PARCEL A
BLACK DIAMOND RANCH UNIT 3 (504 M 32)

CITY OF ANTIOCH SCALE: 1"=50' APRIL, 2014

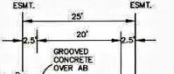


NOTE:
COUNTRY SIDE WAY AND
TORGENSEN DRIVE ARE
EXISTING PUBLIC STREETS

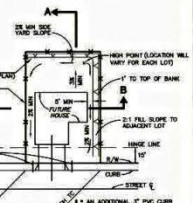
NOTE:
10' PRIVATE S.D.E. TO BE
CENTERED ON THE EX.
CONCRETE LINED DITCH
ON LOTS 12 THROUGH 14.



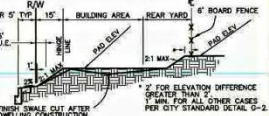
VICINITY MAP
NO SCALE



PRIVATE DRIVE
SECTION D-D
NOT TO SCALE



TYPICAL LOT GRADING
LOTS 1-7 & 17
NO SCALE



TYPICAL LOT SECTION A-A
LOTS 1-7 & 17
NO SCALE

FUTURE SKY RANCH 2
SUBDIVISION 8475
SECON FINANCIAL
APN : 089-050-042 & 067

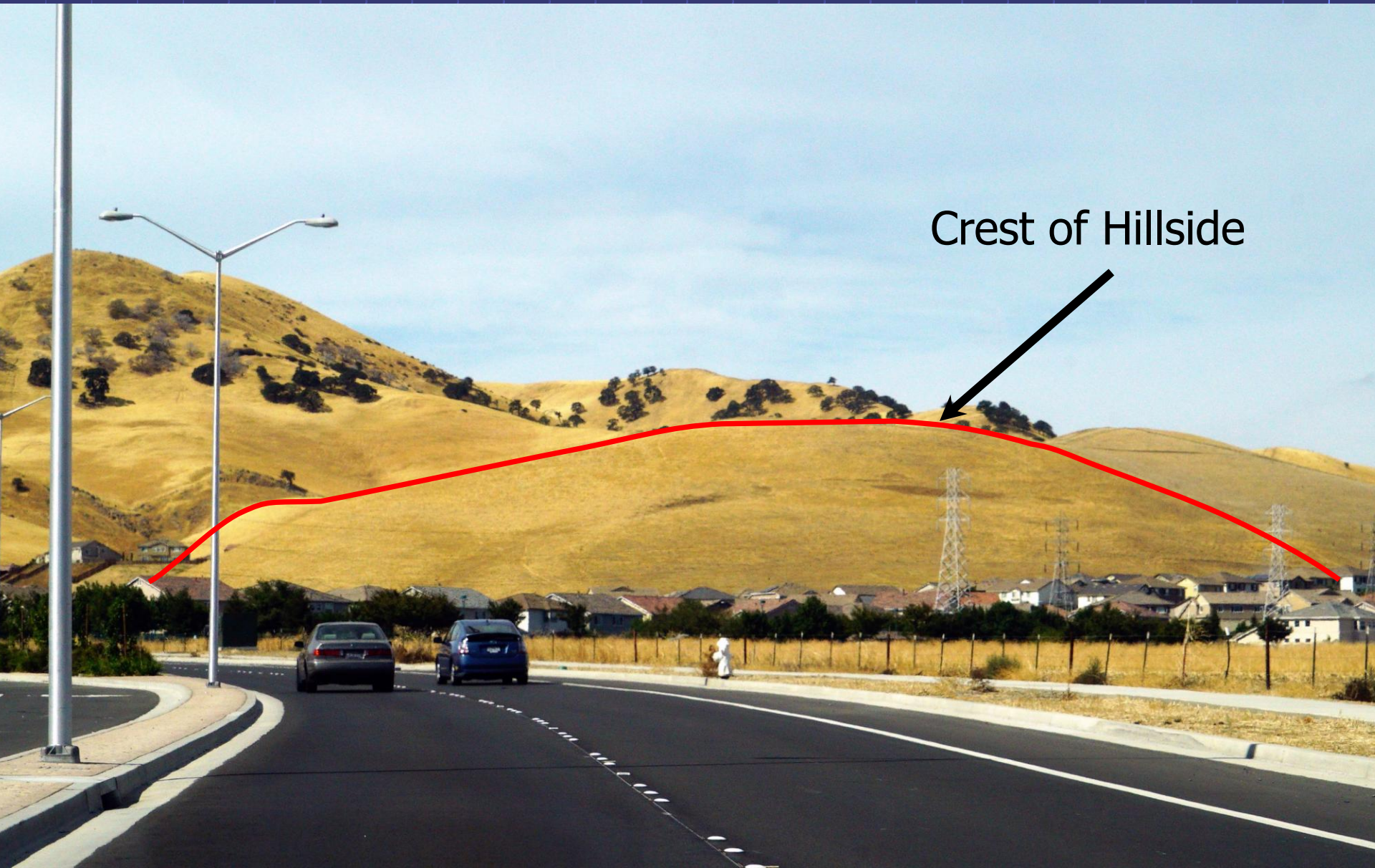
124 8,790 SF P 333.5
125 8,790 SF P 333.5
126 8,030 SF P 328.5
127 8,161 SF P 328.5
128 8,094 SF P 323.5
129 8,485 SF P 321

BLACK DIAMOND UNIT 3
SUBDIVISION 8586



SUBDIVISION 9370 BLACK DIAMOND RANCH UNIT 4
PRELIMINARY DEVELOPMENT PLAN
CITY OF ANTIOCH CONTRA COSTA COUNTY CALIFORNIA
Isakson & Assoc. Inc.
civil and land engineering and surveying
2255 Yosemite Valley Road, Suite C, Walnut Creek, CA 94598 Phone: (925) 937-9333

Site Photos: Somersville Road



Crest of Hillside

Site Photos: North Facing Slope



Site Photos: East Facing Slope



Site Photos: Torgensen Court



Planning Policies / Regulations

◆ General Plan Policies

■ Development Density

- ◆ Project site is designated Low Density residential and the project complies with allowed density

■ Hillside Policies

- ◆ Community Image and Design Element seeks preservation of ridgelines
- ◆ Sensitive design can minimize visual impacts to ridgelines, but development of lots 11 through 16 cannot fully avoid visual impacts

Planning Policies / Regulations

◆ General Plan Policies

■ Police Staffing

- ◆ City requires supplemental funding to meet GP police service standard
- ◆ Residential projects have been required to form Community Facilities Districts (CFD's) to offset funding gap for police services
- ◆ No CFD formed for police services in Black Diamond Ranch
- ◆ Staff would recommend requiring the project participate in a CFD for police services

Planning Policies / Regulations

◆ Hillside Planned Development (HPD)

◆ Considerations in review of HPD

- Relationship to natural topography
- Clustering of development
- Preservation of natural features
- Vehicular access and parking
- Individual privacy
- Relation to surrounding developments

Key Design Features/Issues

◆ Architecture

- Creative home design (stepped foundations, sensitive color selections, appropriate landscaping) can minimize visual prominence

◆ Remainder Hillside

- Recommendation that remainder hillside be maintained in natural condition – no fences or landscape improvements
- Consider joint ownership and/or management of remainder hillside

Key Design Features/Issues

◆ Torgensen Court

- Careful design of access needed to reduce impacts on existing homeowners

◆ Private Road Design

- Ensure access for public services (public safety, waste collection, etc.)

◆ Parking

- Ensure adequate parking for homes on lots 1, 2 and 11 through 17

Potential Benefits

- ◆ Results in a small group of unique, highly desirable homes
- ◆ Minor revenue increase for City

Potential Concerns

- ◆ Visual impacts from surrounding neighborhoods
- ◆ Modest increase in traffic on Torgensen Court
- ◆ Precedent for other hillside development projects

Planning Commission Review

❖ Comments from the Public:

- Generally opposed to project
- Had expected hillside to be preserved as open space
- Homeowners on Torgensen concerned about traffic and noise impacts
- Some speakers noted project is substantially improved from The Pointe

Planning Commission Review

❖ Comments from the Commission:

- Project is much improved from The Point
- Torgensen Court access design is a concern
- Interest in pedestrian and bicycle access
- Desire to see graphic representations of the proposed project in future review
- Project should adhere to intent of Hillside Preservation ordinance

Planning Commission Review

❖ Comments from the Commission (Cont.):

- Concerned about north facing slope and view from James Dolon
- Lots 11, 12 and 13 have most visual impact, Lots 14, 15, 16 and 17 also quite visible
- Encourage stepped foundations to reduce visual impact
- Continued community outreach and input needed if project moves forward

Future Actions Required

- ❖ If Council views this project favorably, the applicant would proceed with a formal application.
- ❖ This project would require the following actions:
 - ❖ Tentative Subdivision Map
 - ❖ Design Review
 - ❖ CEQA Analysis



Council Discussion