



AGENDA

Antioch City Council

***AMENDED**

ANNOTATED ADJOURNED REGULAR MEETING

Continued from July 28, 2020

Date: Friday, July 31, 2020

Time: 6:00 P.M. – Adjourned Regular Meeting

Place: The City of Antioch, in response to the Executive Order of the Governor and the Order of the Health Officer of Contra Costa County concerning the Novel Coronavirus Disease, is making Antioch City Council meetings available via Comcast channel 24, AT&T U-verse channel 99, or live stream (at www.antiochca.gov).

If you wish to make a public comment, you may do so any of the following ways: **(1)** by filling out an online speaker card, located at https://www.antiochca.gov/speaker_card, **(2)** by emailing the City Clerk prior to or during the meeting at cityclerk@ci.antioch.ca.us, or **(3)** by dialing **(925) 776-3057** during the meeting.

The City cannot guarantee that its network and/or the site will be uninterrupted. To ensure that the City Council receives your comments, you are strongly encouraged to submit your comments in writing in advance of the meeting.

Sean Wright, Mayor
Joyann Motts, Mayor Pro Tem
Monica E. Wilson, Council Member
Lamar Thorpe, Council Member
Lori Ogorchock, Council Member

Arne Simonsen, MMC, City Clerk
James D. Davis, City Treasurer
Ron Bernal, City Manager
Thomas Lloyd Smith, City Attorney

Online Viewing: <https://www.antiochca.gov/government/city-council-meetings/>

Electronic Agenda Packet: <https://www.antiochca.gov/government/agendas-and-minutes/city-council/>

Project Plans: <https://www.antiochca.gov/fc/community-development/planning/Project-Pipeline.pdf>

Hard Copy Viewing: Antioch Public Library, 501 W 18th St, Antioch, CA

SPEAKERS' RULES

IMPORTANT NOTICE REGARDING THIS MEETING: To protect our residents, officials, and staff, and aligned with the Governor's Executive Order N-29-20, certain teleconference requirements of the Brown Act have been suspended, including the requirement to provide a physical location for members of the public to participate in the meeting.

Members of the public seeking to observe the meeting may do so at https://www.antiochca.gov/live_stream, on Comcast Channel 24, or AT&T U-Verse Channel 99.

Members of the public wishing to provide public comment may do so in the following ways (#2 pertains to the Zoom Webinar):

1. Fill out an online speaker card located at: https://www.antiochca.gov/speaker_card.
2. Provide oral public comments during the meeting by clicking the following link to register in advance to access the meeting via Zoom Webinar: <https://www.antiochca.gov/speakers>
 - You will be asked to enter an email address and a name. Your email address will not be disclosed to the public. After registering, you will receive an email with instructions on how to connect to the meeting.
 - When the Mayor announces public comments, click the "raise hand" feature in Zoom. For instructions on using the "raise hand" feature in Zoom, visit: https://www.antiochca.gov/raise_hand.
3. Email comments to cityclerk@ci.antioch.ca.us **prior** to the Mayor announcing that public comment is closed, and the comment will be read into the record at the meeting (350 words maximum, up to 3 minutes, at the discretion of the Mayor). **IMPORTANT:** Identify the agenda item in the subject line of your email if the comment is for Announcement of Community Events, General Comment, or a specific Agenda Item number. All emails received will be entered into the record for the meeting.

Speakers will be notified shortly before they are called to speak.

- When called to speak, please limit your comments to the time allotted (350 words, up to 3 minutes, at the discretion of the Mayor).

After having heard from the public, the agenda item will be closed. Deliberations will then be limited to members of the City Council.

If the Council meeting appears to be going late, the City Council may decide to continue some items until a subsequent meeting. We will try to make this determination around 10:00 p.m. It is the goal of the City Council to stop discussing agenda items no later than 11:00 p.m.

In accordance with the Americans with Disabilities Act and California law, it is the policy of the City of Antioch to offer its public programs, services and meetings in a manner that is readily accessible to everyone, including individuals with disabilities. If you are a person with a disability and require information or materials in an appropriate alternative format; or if you require any other accommodation, please contact the ADA Coordinator at the number or address below at least 72 hours prior to the meeting or when you desire to receive services. Advance notification within this guideline will enable the City to make reasonable arrangements to ensure accessibility. The City's ADA Coordinator can be reached @ Phone: (925) 779-6950, and e-mail: publicworks@ci.antioch.ca.us.

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 online at: <https://www.antiochca.gov/government/agendas-and-minutes/city-council/>. 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 Speaker Request form online at https://www.antiochca.gov/speaker_card. Comments regarding matters not on this Agenda may be addressed during the "Public Comments" section.

6:00 P.M. ROLL CALL – ADJOURNED REGULAR MEETING – for City /City Council Members acting as Successor Agency/Housing Successor to the Antioch Development Agency – *All Present*

PLEDGE OF ALLEGIANCE

COUNCIL REGULAR AGENDA – (Continued from the July 28, 2020 Regular Council Meeting)

5. RESOLUTION APPROVING ONE (1) ADMINISTRATIVE ASSISTANT I POSITION IN THE CITY CLERK DEPARTMENT AND AUTHORIZING THE APPROPRIATE BUDGET ADJUSTMENT

Reso. No. 2020/122 adopted, 5/0

Recommended Action: It is recommended that the City Council adopt a resolution approving one (1) Administrative Assistant I position in the City Clerk's Department and authorizing the City Manager or designee to make the appropriate budget adjustment.

7. RECEIVE AN UPDATE FROM THE TRANSITIONAL HOUSING AD HOC COMMITTEE AND PROVIDE DIRECTION TO STAFF

Direct staff to conduct a feasibility study to lease a hotel for bridge housing, *service models, and direct City Manager to begin a RFP with local motels for bridge housing, 3/2–(Ogorchock, Wright)

Recommended Action: It is recommended that the City Council receive an update from the Transitional Housing Ad Hoc Committee members Mayor Pro Tem Motts and Council Member Thorpe on their ad hoc committee activities and provide direction to staff.

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.*

MOTION TO ADJOURN – *After Council Communications and Future Agenda Items, the Mayor will make a motion to adjourn the meeting. A second of the motion is required, and then a majority vote is required to adjourn the meeting.*
Motioned to adjourn meeting at 7:37 p.m., 5/0

With the passage of the amended ordinance, the City Clerk position became limited in nature and ceremonial. The ceremonial duties of the City Clerk are:

- Attend City Council meetings
- Oversee the minute taking at City Council meetings
- Prepare announcements of openings on City Commissions
- Presides over ceremonial functions

Also, in May 2008, Resolution No. 2008/45 approved the position of Secretary II in the City Clerks department. This position was approved due to the reallocation of duties from a full-time City Clerk to a City Clerk whose position has ceremonial duties. Since there is no longer a full-time Secretary II position, the equivalent would be the Administrative Assistant I position. With some of the tasks becoming internet based, such as Netfile for Fair Political Practices Commission (“FPPC”) Form 700 filings with Elections; and records needing to be scanned into Laserfiche. The City Clerk Department is comprised of an elected City Clerk, with administrative oversight by the Administrative Services Director, a full-time Deputy City Clerk and a part-time Minutes Clerk. Management is recommending that the Administrative Assistant position is the appropriate classification for this position.

The table below provides the neighboring cities’ population and Clerk’s Department Staff in Contra Costa County:

CITY	POPULATION	STAFF
Oakley	42,000 (as of 2018)	<ul style="list-style-type: none"> • 1 – Full-time Appointed City Clerk • 1 – Full-time Records Management Clerk • 2 – Part-time Receptionists/Passport Acceptance Agents
Brentwood	62,000	<ul style="list-style-type: none"> • 1 – Full-time Appointed City Clerk • 1 – Full-time Administrative Assistant (<i>shared with City Mgr and Economic Dev’s office</i>)
Pittsburg	74,769	<ul style="list-style-type: none"> • 1 – Elected City Clerk who also holds the full-time staff position of Director of Records and Council Services • 1 – Full-time Deputy City Clerk
Concord	129,688	<ul style="list-style-type: none"> • 1 – Full-time Appointed City Clerk • 1 – Full-time Deputy City Clerk • 1 – Full-time Administrative Secretary • 1 – Full-time Office Specialist II <p>(<i>one part-time position was recently eliminated</i>)</p>
Richmond	107,000 plus	<ul style="list-style-type: none"> • 4 – Full-time positions (includes the clerk)

Duties of the City Clerks department include:

- Keeping records of the official actions of the City Council, City acting as Successor Agency to the Antioch Development Agency, Antioch Public Financing Authority, and the Board of Administrative Appeals.
- Receive and assist all public records requests and ensure a timely response in accordance with the Public Records Act. NextRequest Software has assisted the Clerk's Office tremendously with timely responses and recordkeeping.
- Interact with the City Council, City staff, and the general public on all related matters.
- Serve as the Secretary to the Board of Administrative Appeals. Coordinate and prepare correspondence agenda for the Board of Appeals including Board, staff, and appellant; finalize Board of Appeals notices of decisions and actions. Forward final agenda and staff reports to the Webmaster for posting on our City's Website. Make copies of Agenda Packets for Clerk's filing, Minutes Clerk, Library, Extra and Board Members. Also make copies of Agenda for the public at the meeting.
- Process Administrative Citation Appeals from Code Enforcement; Permits denied by the Police Department, Personnel Grievance Hearings, and Notice of Decision letters from Animal Services for the Board of Administrative Appeals.
- Secretary to the Sales Tax Citizens' Oversight Committee. Prepare and finalize the agenda for the Sales Tax Citizens' Oversight Committee. Forward final agenda and staff reports to Committee Members and staff as well as the Webmaster for posting on our City's Website. Make copies of Agenda Packets for Clerk's filing, Minutes Clerk, Library, Extra and any Committee Members, if needed. Also make copies of Agenda for the public at the meeting.
- Oversee and coordinate the preparation, finalization, and distribution of the Regular/Special Meeting/Study Session/Workshop City Council agendas; prepare tentative agendas, final agendas and Public Hearing Notices. Forward final agendas and staff reports to the Webmaster for posting on our City's Website.
- Ensure the preparation of City Council meeting minutes; finalize minutes of meetings for agenda packets; and forward approved Minutes to the Webmaster for posting on our City's Website.
- Process, finalize, and follow-up on Council action from City Council meetings; ensure timelines are met including those for ordinance publication, resolutions, and notice of decisions.
- E-mail Summary of Ordinances, Urgency Ordinances, Public Hearing Notices, etc. to Bay Area Newsgroup in compliance with the Brown Act. Print copies of Public Hearing Notices for mailers (labeled envelopes received from pertinent department), posting, and mail out before each Council Meeting.

- Attest City documents including resolutions, ordinances and contracts/agreements. Finalize resolutions and ordinances with Council votes on archival book copy paper for recordkeeping.
- Assure the timely filing of Fair Political Practice Commission (FPPC) Statements of Economic Interests and Campaign Expense Reports in accordance with the Political Reform Act bi-annually. Administer Fair Political Practices Commission (FPPC) Form 700 filings for candidates, elected officials, employees, consultants, and commissioners in accordance with state law and FPPC regulations. The Clerk's Office is in the process of setting up NetFile Software for timely filings and transparency.
- Assist in conducting and supervising municipal elections; coordinate municipal elections as the Elections Official serving as the filing officer for implementation and administration with the County; process any initiatives, recalls or referendums that are submitted to the Clerk's Office; and certify official results after each election. This November 3, 2020 General Election will be our first District Elections wherein there will be 4 Council Member seats by District. The Mayor, City Clerk and City Treasurer seats remain at large.
- Prepare Election Candidate Packets for distribution, log in each candidate by district if a Council Member seat, explain candidate packet materials, process, and deadlines for filing. Collect candidate fees when candidate packet is being filed. Review all documentation to meet Election Code before accepting filings from candidates. Publish Public Hearing Notice of Election in newspaper as well as Nominees PHN.
- Coordinate the assuming office and leaving office of newly-elected and departing Council. To include Oaths of Offices, Certificates of Elections, updating website, roster, etc.
- Track vacancies of the many City Boards and Commissions. Prepare, distribute, and accept applications for board, committee and commission openings. Notify Mayor of openings and prepare notices of vacancies. Receive and process applications for future appointments. Forward applications to the appropriate department.
- Process Proclamations and Certificates of Recognition for the City Council as well as Oaths of Office for newly appointed Boards/Commissioners/Committees and newly hired/promotional police officers.
- Maintain the Municipal Code. Update hardcopies of the Municipal Code books (11); now moving to bi-annual updates. Review adopted ordinances bi-annually (with City Attorney) to be included in the Municipal Code.
- Maintain registration/ownership certificates for City vehicles.

- Receive and conduct bid openings. Post flyers directing potential contractors to the Clerk's Office due to deadline date and time.
- Accept and process all claims and legal actions against the City. Compare Claims Log with City Attorney's Office to obtain claim log numbers, letters of rejection, etc. Filing of all documentation as the recordkeeper.
- Act as Records Management Officer, responsible for the accurate filing of over 1600 boxes of files and records in the Records Warehouse which is necessary to maintain an effective and efficient records management program. Provide support, research and record retention services to all City departments
- Assist in the preparation, administration, and monitoring of assigned budget; compile annual budget requests; prepare revenue projections; recommend expenditure requests for designated accounts; monitor approved budget accounts.
- Scan historical ordinances, agreements, minutes, and resolutions into imaging system.
- Provide coverage and assistance in all areas of the City Clerk's Office as necessary to ensure the operation of the Office including filing, photocopying, answering the telephones, and assisting the public at the counter.
- Maintain and order office supplies; prepare purchase orders; receive invoices and check for accuracy; process payments.
- City Manager Weekly and Monthly Reports for Clerk's Office
- Participate in training sessions through the City Clerks Association of California with the possibility of becoming a Master Municipal Clerk.

ATTACHMENT

A. Resolution

RESOLUTION NO. 2020/**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ANTIOCH
APPROVING ONE (1) ADMINISTRATIVE ASSISTANT I POSITION AND
AUTHORIZING THE APPROPRIATE BUDGET ADJUSTMENT**

WHEREAS, the City has an interest in the effective and efficient management of the classification plan;

WHEREAS, the City would like continued focused, timely, and targeted recruitment efforts specific to the position and department needs; and

WHEREAS, to provide consistent and equitable position assignment based on the level of complexity of duties and responsibilities that need to be performed.

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

Section 1. That one (1) Administrative Assistant I position is hereby approved in the fiscal year 2020/21 budget.

Section 2. The Finance Director is authorized to make the necessary adjustments to the fiscal year 2020/21 budget to provide compensation and benefits for one (1) Administrative Assistant I position.

* * * * *

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 28th day of July, 2020, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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

for Antioch homeless individuals with the possibility of locating the five trailers on the property proposed to be leased.

ATTACHMENTS

None