



## **ANNOTATED AGENDA**

**Antioch City Council  
SPECIAL AND REGULAR MEETING  
Including the Antioch City Council acting as  
Housing Successor to the Antioch Development Agency**

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**Date: Tuesday, April 11, 2023**

**Time: 5:00 P.M. – Closed Session**  
**5:30 P.M. – Special Meeting/Study Session**  
**7:00 P.M. – Regular Meeting**

**Place: Council Chambers**  
**200 'H' Street**  
**Antioch, CA 94509**

*City Council meetings are televised live on Comcast channel 24, AT&T U-verse channel 99, or live stream (at [www.antiochca.gov](http://www.antiochca.gov)). Please see the inside cover for detailed Speaker Rules.*

**PLEASE TURN OFF CELL PHONES BEFORE ENTERING COUNCIL CHAMBERS.**

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**Lamar Thorpe**, Mayor  
**Tamisha Torres-Walker**, Mayor Pro Tem (District 1)  
**Michael Barbanica**, Council Member District 2  
**Lori Ogorchock**, Council Member District 3  
**Monica E. Wilson**, Council Member District 4

**Ellie Householder**, City Clerk  
**Lauren Posada**, City Treasurer  
**Forrest B. Ebbs**, Acting City Manager  
**Thomas Lloyd Smith**, City Attorney

**ACCESSIBILITY:** 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@antiochca.gov](mailto:publicworks@antiochca.gov).

### **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. Unless otherwise noted, City Council actions include a determination that the California Environmental Quality Act (CEQA) does not apply. The Council meets regularly on the second and fourth Tuesdays of the month at 7:00 p.m., with Closed Sessions often occurring before or after the regular meeting. City Council Agendas, including Staff Reports are posted onto our City's Website 72 hours before each Council Meeting. To be notified when the agenda packets are posted onto our City's Website, simply click on this link: [Notifications – City of Antioch, California \(antiochca.gov\)](https://www.antiochca.gov/notifications) and enter your e-mail address to subscribe. To view the agenda information, click on the following link: [City Council – City of Antioch, California \(antiochca.gov\)](https://www.antiochca.gov/city-council). Questions may be directed to the staff member who prepared the staff report, 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 City Council on each agenda item. To address the Council, fill out a Speaker Request form and place in the Speaker Card Tray near the City Clerk before the meeting begins. This will enable us to call upon you to speak. Comments regarding matters not on this Agenda may be addressed during the "Public Comments" section. No one may speak more than once on an agenda item or during "Public Comments". The Speaker Request forms are located at the entrance of the Council Chambers. Please see the Speaker Rules on the inside cover of this Agenda.

**5:00 P.M.      ROLL CALL – CLOSED SESSION – for Council Members – *All Present***

**PUBLIC COMMENTS** *for Closed Session – None*

**CLOSED SESSION:**

- 1) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION –**  
Significant exposure to litigation pursuant to California Government Code section 54956.9(d)(2): One Case.

***Council authorized a severance payment and general release with John Samuelson, former Public Works Director/City Engineer, consisting of severance pay for \$144,714.44 and settlement of claims for \$100,000, for a total of \$244,714.44, 3/2 (Torres-Walker, Thorpe)***

- 2) CONFERENCE WITH REAL PROPERTY NEGOTIATIONS –** pursuant to California Government Code section 54956.8; Property: East 18th Street and Wilson Street (APN 051-400-027), Antioch, CA; Agency Negotiation: City of Antioch Negotiators: Forrest Ebbs, Acting City Manager and Thomas Lloyd Smith, City Attorney; Negotiating Parties: City of Antioch and Contra Costa County Fire Protection District, Negotiator Fire Chief Lewis Broschard; Under Negotiation: Price and terms of payment.

***Direction provided to Acting City Manager and City Attorney***

**5:01 P.M.      ADJOURNED TO CLOSED SESSION**

**5:31 P.M.      ROLL CALL – SPECIAL MEETING/STUDY SESSION – for Council Members – *All Present***

**PLEDGE OF ALLEGIANCE**

**STUDY SESSION**

**PUBLIC COMMENTS** *for Study Session – Following the study session presentation, public comments on the study session agenda item will be taken.*

**SM-1.      FISCAL YEAR 2023-25 BUDGET PRIORITIES**

***Direction provided to staff to provide scenarios for capping use of the Budget Stabilization Fund at \$0, \$3M and \$4M***

Recommended Action: It is recommended that the City Council provide feedback and direction regarding the budget policies for the fiscal year 2023-25 budget.

**6:04 P.M.      MOTIONED TO ADJOURN SPECIAL MEETING/STUDY SESSION**

**7:02 P.M.      ROLL CALL – REGULAR MEETING – for City /City Council Members acting as Housing Successor to the Antioch Development Agency – *All Present***

**PLEDGE OF ALLEGIANCE**

**CITY ATTORNEY TO REPORT OUT ON CLOSED SESSION**

**1.      INTRODUCTION OF NEW CITY EMPLOYEES**

**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.*

**7:55 P.M.      RECESS**

**7:57 P.M.      RECONVENED – *All Present***

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

**CITY COUNCIL COMMITTEE REPORTS/COMMUNICATIONS**

## **MAYOR'S COMMENTS**

### ***MAYOR THORPE LED MOMENT OF SILENCE AND REFLECTION***

- 2. PRESENTATION** – *Antioch Police Department – 2022 Annual Update*  
*presented by Police Chief Steven Ford*
- 3. *CONSENT CALENDAR for City /City Council Members acting as Housing Successor to the Antioch Development Agency***
- A. APPROVAL OF COUNCIL MEETING MINUTES FOR MARCH 14, 2023**  
*Approved, 5/0*  
Recommended Action: It is recommended that the City Council approve the Meeting Minutes.
- B. APPROVAL OF COUNCIL SPECIAL MEETING/CLOSED SESSION MINUTES FOR MARCH 17, 2023**  
*Approved, 5/0*  
Recommended Action: It is recommended that the City Council approve the Special Meeting/Closed Session Minutes.
- C. APPROVAL OF COUNCIL MEETING MINUTES FOR MARCH 28, 2023**  
*Continued, 5/0*  
Recommended Action: It is recommended that the City Council continue the Meeting Minutes.
- D. APPROVAL OF COUNCIL WARRANTS**  
*Approved, 5/0*  
Recommended Action: It is recommended that the City Council approve the warrants.
- E. APPROVAL OF HOUSING SUCCESSOR WARRANTS**  
*Approved, 5/0*  
Recommended Action: It is recommended that the City Council approve the warrants.
- F. REJECTION OF CLAIM: VICTORIA COLLINS**  
*Rejected, 5/0*  
Recommended Action: It is recommended that the City Council reject the claim submitted by Victoria Collins.



**CONSENT CALENDAR for City /City Council Members acting as Housing Successor to the Antioch Development Agency – Continued**

- G. RESOLUTION APPROVING THE CLASS SPECIFICATION UPDATES FOR THE CONFIDENTIAL UNIT AND OPERATING ENGINEERS LOCAL UNION NO. 3 BARGAINING UNITS WITH NO SALARY CHANGES**

***Reso No. 2023/52 adopted, 5/0***

Recommended Action: It is recommended that the City Council adopt the resolution approving class specification updates to the Confidential and Operating Engineers Local Union No.3 Bargaining Units.

- H. RESOLUTION AUTHORIZING AN INCREASE OF THE LOAN APPLICATION WITH THE STATE WATER RESOURCES CONTROL BOARD FOR A DRINKING WATER STATE REVOLVING FUND LOAN UP TO \$60,000,000 FOR THE BRACKISH WATER DESALINATION PROJECT (P.W. 694)**

***Reso No. 2023/53 adopted, 5/0***

Recommended Action: It is recommended that the City Council adopt the resolution authorizing the Acting City Manager to increase the City's loan application with the State Water Resources Control Board for a Drinking Water State Revolving Fund Loan by \$5,000,000 for a total amount of \$60,000,000 for the Brackish Water Desalination Project.

- I. SECOND AMENDMENT TO THE HONEYWELL BUILDING SOLUTIONS AGREEMENT FOR HVAC MAINTENANCE SERVICES NO. 400984420 FOR EXTRA WORK TO HVAC EQUIPMENT AT CITY FACILITIES**

***Reso No. 2023/54 adopted, 5/0***

Recommended Action: It is recommended that the City Council adopt a resolution:

- 1) Approving a second amendment to the agreement with Honeywell International Inc. No. 400984420 to increase the remaining contract year amounts by \$435,000 in year three (3) Fiscal Year 2022/23, \$113,300 in year four (4) Fiscal Year 2023/24, and \$152,300 in year five (5) Fiscal Year 2024/25 for a total amount of \$700,600; and
- 2) Authorizing the Acting City Manager or designee to execute the second amendment to agreement No. 400984420 with Honeywell International Inc. in a form approved by the City Attorney.

**CONSENT CALENDAR for City /City Council Members acting as Housing Successor to the Antioch Development Agency – Continued**

- J. RESOLUTION AUTHORIZING TO PURCHASE UP TO THREE (3) 2024 NEW-TO-FLEET VEHICLES AND UP TO TWENTY (20) 2024 REPLACEMENT VEHICLES UTILIZING COOPERATIVE PURCHASE AGREEMENTS

***Reso No. 2023/55 adopted  
Approving Options #1 and 2,  
3/2 (Wilson, Thorpe)***

Recommended Action: It is recommended that the City Council adopt the resolution authorizing the Acting City Manager to execute an agreement for the purchase of:

- 1) Three (3) 2024 new-to-fleet **hybrid or electric vehicles** and up to twenty (20) 2024 **hybrid or electric vehicle** replacement vehicles utilizing cooperative purchase agreements for an amount of \$1,843,897.

**OR**

- 2) If hybrid and electric vehicles are not available for order this year, three (3) 2024 new-to-fleet **gas-powered** vehicles and up to twenty (20) 2024 **gas-powered** replacement vehicles utilizing cooperative purchase agreements for an amount of \$1,843,897.

- K. INCREASE TO THE PURCHASE ORDER WITH CHEMTRADE CHEMICALS US LLC, FOR THE PURCHASE OF ALUMINUM SULFATE

***Reso No. 2023/56 adopted, 5/0***

Recommended Action: It is recommended that the City Council adopt a resolution approving an increase of \$207,570 with Chemtrade Chemicals US LLC for the purchase of aluminum sulfate. The total purchase order would increase from \$192,430 to a total amount of \$400,000.

- L. INCREASE OF PURCHASE ORDER WITH CENTRALSQUARE FOR FINANCE ENTERPRISE SOFTWARE UPGRADE

***Reso No. 2023/57 adopted, 5/0***

Recommended Action: It is recommended that the City Council adopt a resolution approving an increase to the purchase order with CentralSquare for \$65,000 for finance enterprise software upgrades and amending the fiscal year 2023 budget.

**CONSENT CALENDAR for City /City Council Members acting as Housing Successor to the Antioch Development Agency – Continued**

- M.** RESOLUTION AUTHORIZING THE ACCEPTANCE OF A GRANT DEED CONVEYING TO THE CITY OF ANTIOCH PROPERTY LOCATED AT DELTA FAIR BOULEVARD ASSESSOR'S PARCEL NUMBER 074-080-034-7

***Reso No. 2023/58 adopted, 4/1 (Ogorchock)***

Recommended Action: It is recommended that the City Council adopt a resolution:

- 1) Authorizing the acceptance of a grant deed conveying property located at Delta Fair Boulevard (Assessor's Parcel Number 074-080-034-7) consisting of approximately 4.79 acres located along the southern line of Delta Fair Boulevard, immediately east of the Antioch City limit, in the City of Antioch; and
- 2) Authorizing the City Attorney to execute the Certificate of Acceptance for said property.

**9:58 P.M. FIVE MINUTE RECESS**

**10:05 P.M. RECONVENED, ROLL CALL – All Present**

**COUNCIL REGULAR AGENDA**

- 4.** POLICE CRIME PREVENTION COMMISSION REVIEW OF PAST PURPOSE AND FUTURE VALUE

***Mayor Pro Tem Torres-Walker to work with Police Staff, Director of Public Safety and Community Resources, and PCPC Chair to define the purpose and structure of the commission***

Recommended Action: It is recommended that the City Council discuss the future relevance of the Police Crime Prevention Commission.

- 5.** CONSIDERATION OF A CHANGE TO THE CITY ADMINISTRATION'S ORGANIZATIONAL STRUCTURE BY TRANSFERRING, FROM THE CITY MANAGER TO THE CITY COUNCIL, THE AUTHORITY TO APPOINT, SUPERVISE, AND REMOVE THE CHIEF OF POLICE

***Direction provided to staff to prepare the ordinance (Barbanica, Ogorchock-Against)***

Recommended Action: It is recommended that the City Council provide direction to staff regarding whether to prepare an ordinance changing the organizational structure of the City's administration by transferring, from the City Manager to the City Council, the authority to appoint, supervise, and remove the Chief of Police.

## **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 Acting 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 motion is required, and then a majority vote is required to adjourn the meeting.*  
***Motioned to adjourn Regular Meeting at 11:07 p.m., 5/0***

CITY OF  
**ANTIOCH**  
CALIFORNIA

**STAFF REPORT TO THE CITY COUNCIL**

**DATE:** Special Meeting of April 11, 2023

**TO:** Honorable Mayor and Members of the City Council

**SUBMITTED BY:** Forrest Ebbs, Acting City Manager  
Dawn Merchant, Finance Director 

**SUBJECT:** FY2023-25 Budget Priorities

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**RECOMMENDED ACTION**

It is recommended that the City Council provide feedback and direction regarding the budget policies for the fiscal year 2023-25 budget.

**FISCAL IMPACT**

The fiscal impact of this budget is outlined in this report and attachments.

**DISCUSSION**

On March 28, 2023, the City Council held a Study Session to discuss the forthcoming budget for FY 2023-25. At that meeting, the City Council directed staff to return with a discussion on the City Council's broader policies and goals, which would ultimately drive the content of the budget.

The annual budget is an expression of the priorities, goals and values of a City Council. Through the budget process, specific programs are funded to realize these priorities, goals and values. The budget is a policy in itself and is the means to implement other policies of the City Council.

**Priorities and Programs**

A priority assigns a ranking to a program. The City Council may want to discuss the City's various activities and services in terms of programs. A program can be a broader initiative or goal that crosses over multiple departments. For example, a "violence reduction" program would include activities of the Antioch Police Department and also the Public Safety and Community Resources Department. If this program was a high priority of the City Council, staff would recommend a budget with adequate funding for the particular areas of the affected departments.

This approach is different than considering department-specific requests. Many of the programs led by a single department are supported by the efforts of other departments.

By considering the broader program, adequate resources can be provided across departments to ensure that the corresponding services can be provided.

Examples of potential programs for discussion include:

- **Police Oversight:** Oversight can help increase the public's understanding and ability to influence police department policies and procedures. Police oversight initiatives can help improve community relations by enhancing communication between the community and police department. Oversight can help develop public understanding of high-profile incidents and the actions being taken to resolve them.
  - City Stakeholders: City Attorney's Office, City Manager's Office, and the Antioch Police Department
- **Tenant Protections and Affordable Housing** – Efforts to implement recently adopted policies relative to the protection of tenant's rights and the assurance that safe housing is ensured for all. Initiatives to promote and develop affordable housing. The Rent Program is charged with implementing and administering the RSO and is administered by the City Attorney's Office. Tenants may file a Petition for Reduction of Rent with the City if they believe they are being charged more than the amount permitted by the RSO.
  - City Stakeholders: City Attorney, Community Development (Code Enforcement/Rental Inspection, Planning), Public Safety and Community Resources.
- **Youth and Community Service Programs** – These include recreation services, senior services, youth intervention services, apprenticeship programs, and similar.
  - City Stakeholders: Parks and Recreation, Antioch Police Department, Public Safety and Community Resources
- **Employment Generation and Economic Development** – Efforts to promote the development of jobs, redevelopment of industrial corridors, and new development of employment-generating land uses.
  - City Stakeholders: Economic Development Department, Community Development (Planning), Public Works (Engineering, Capital Projects).
- **Conversion of the City's Fleet Vehicles to Zero Emissions Electric Vehicles and Hybrid Electric Vehicles** -- Zero-emission electric vehicles (EVs) are considered clean fuel alternatives. Hybrid electric vehicle (HEVs) combine the benefits of high fuel economy and low tailpipe emissions with the power and range of conventional vehicles. Electric vehicles and hybrid vehicles are both less costly to operate and maintain than gas powered vehicles. Conversion to zero-emission vehicles will require renovations to fueling and maintenance areas of the vehicle

maintenance complex, but these vehicles require a lower cost of maintenance per mile than gas-powered vehicles.

- City Stakeholders: Economic Development Department, City Attorney's Office, Community Development, Public Works and the Police Department.
- **Staff Support, Recruitment and Retention** – Efforts to attract, retain, and serve qualified staff to deliver City services. The City's ability to realize priorities has been hindered by a lack of available staff in the Human Resources Department to keep up with continued demand for their services. This program would target growth in those internal service programs that build Citywide capacity across all Departments to deliver services.
  - City Stakeholders: Human Resources, Finance, Antioch Police Department
- **Community Safety** – Efforts to reduce crime and improve compliance with codes and regulations.
  - City Stakeholders: Antioch Police Department, Community Development (Code Enforcement), Public Safety and Community Resources (Violence Prevention)
- **Long Term Financial Stability** – Addressing outstanding unfunded obligations, improving budget reserves.
  - City Stakeholders: Finance Department, All Other Departments.
- **Strategic Use of City Real Property Resources** – Efforts to engage underutilized City-owned property for community use or economic development, to improve public services, reduce City liability, support development including affordable housing, and eliminate blight.
  - City Stakeholders: Economic Development, Community Development, City Attorney, City Manager, Public Works
- **Customer Service and Experience, Public Communication** – Efforts to improve access to City information and services, streamline public communication, improve social media presence and effectiveness.
  - City Stakeholders: City Manager, All Other Departments.
- **Utility Services and Water Rights Preservation** - Supporting projects and efforts to reduce reliance on outside water sources, stabilize City and resident expenses, and ensure the long-term viability of water resources.
  - City Stakeholders: City Attorney, Public Works Department
- **Major Capital Projects** – Large building projects, such as the 10<sup>th</sup> Street Public Safety and Community Resources Department building and the new park at the

City-owned lumber yard site. These are projects that may fall outside of the ordinary Capital Improvement Program budget.

- City Stakeholders: Public Works (Capital Projects Division), Public Safety and Community Resources, Community Development (Planning).
- **Asset Maintenance and Improvement** – Projects that contribute to the long term maintenance and viability of existing City facilities, improvements to existing facilities to expand services, and Citywide public beautification efforts.
  - City Stakeholders: Public Works, Benefitting Departments
- **Legal Compliance and Risk Management** – Many of the City's programs are directly tied to statutory compliance requirements and require committed funding to remain in compliance. These include efforts across all Departments and include budgeting/accounting, environmental compliance, records request response, human resources, various reporting requirements, and similar.
  - City Stakeholders: City Attorney, All Other Departments.

The above list is a sample of potential programs that City Council may wish to identify and prioritize. It is provided to foster discussion that will lead to direction to staff. There are certainly other programs that the City Council may offer and prioritize and this list is not intended to be finite or conclusive.

### Deficit Spending

The City Council is also asked to provide direction on the level of deficit spending that it is comfortable incurring. The draft budget presented on March 28th suggested that the City might experience a \$6.4 million deficit in FY23-24 and \$8.9 million deficit in FY24-25. These numbers have since been reduced slightly to \$6M in FY23-24 and \$8.4M in FY24-25 for revisions to gas and electric franchise revenues as mentioned at the meeting on the 28<sup>th</sup>. The Council is asked to provide direction on a targeted level of deficit spending to inform future draft budgets. This, in combination with the established priorities, will inform revisions to the current draft budget. Chart A describes the budget presented on March 28, 2023 for informational purposes, with minor revisions to revenues for gas and electric franchise fee projections and some other minimal adjustments.

### Revenue Analysis

City staff has provided revenue projections for FY23-24 and FY 24-25. Though revenues may vary slightly from projections, the Finance Director has consistently been very accurate in recent years. Any realized surpluses have been a result of unspent funds tied primarily to staffing vacancies and uncompleted projects. They were not a result of unanticipated revenues. For the past three years, the projected revenues have been very close to the actualized revenues as shown in the following table.



Fiscal Year	Actualized Revenues: % Discrepancy from Projected Revenues
19-20	(.03%)
20-21	2.8%
21-22	2.0%

As such, staff does not recommend adjusting the revenue projections without new information to inform the change.

**CHART A  
GENERAL FUND BUDGET SUMMARY  
PRESENTED ON MARCH 28, 2023 WITH REVISIONS**


	2022-23 Revised	2023-24 Proposed	2024-25 Proposed
<b>Beginning Balance, July 1</b>	<b>\$34,730,176</b>	<b>\$34,730,176</b>	<b>\$34,730,176</b>
<b>Revenue Source:</b>			
Taxes	56,051,800	57,115,786	59,083,748
1% Sales Tax	21,036,699	21,145,433	21,727,902
Licenses & Permits	2,432,000	2,750,240	2,750,240
Fines & Penalties	77,123	75,100	75,100
Investment Income & Rentals	641,000	665,000	675,000
Revenue from Other Agencies	918,054	150,000	150,000
Current Service Charges	5,504,883	4,917,821	5,049,409
Other Revenue	962,484	520,200	520,200
Transfers In	4,451,392	4,372,793	4,405,014
<b>Total Revenue</b>	<b>92,075,435</b>	<b>91,712,373</b>	<b>94,436,613</b>
<b>Expenditures:</b>			
Legislative & Administrative	6,487,240	6,443,085	6,823,885
Finance	1,895,638	2,051,521	2,267,877
Nondepartmental	8,305,467	4,842,768	5,106,965
Public Works	13,825,520	10,815,481	11,631,300
Police Services	52,235,828	54,716,392	56,862,228
Police Services-Animal Support	1,923,994	2,103,368	2,276,802
Recreation/Community Svs.	4,633,428	4,062,127	4,238,843
Public Safety & Community Resources	2,455,509	2,920,230	3,041,632
Community Development	6,443,473	7,659,544	8,496,214
<b>Total Expenditures</b>	<b>98,206,097</b>	<b>97,687,705</b>	<b>102,814,982</b>
<b>(Deficit)</b>	<b>(6,130,662)</b>	<b>(5,975,332)</b>	<b>(8,378,369)</b>
<b>Budget Stabilization Transfer</b>	<b>6,130,662</b>	<b>5,975,332</b>	<b>8,378,369</b>
<b>Ending Balance, June 30</b>	<b>\$34,730,176</b>	<b>\$34,730,176</b>	<b>\$34,730,176</b>
Committed-Comp. Absences	150,338	150,000	150,000
Committed-Litigation Reserve	500,000	500,000	500,000
Committed-Comm. Dev. Fees	1,020,135	1,240,135	356,546
<b>Unassigned Fund Balance</b>	<b>\$33,059,703</b>	<b>\$32,840,041</b>	<b>\$33,723,630</b>
<b>Percentage of Revenue</b>	<b>35.91%</b>	<b>35.81%</b>	<b>35.71%</b>



## **INTRODUCTION OF NEW CITY EMPLOYEES**

**DATE:** Regular Meeting of April 11, 2023

**TO:** Honorable Mayor and Members of the City Council

**SUBMITTED BY:** Ana Cortez, Human Resources Director 

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➤ Police Chief Steve Ford would like to introduce:

- April Perry, Police Records Technician
  - Taylor Hubbard, Police Dispatcher
- 

➤ Public Safety and Community Resources Director Tasha Johnson would like to introduce:

- Jazmin Ridley, Unhoused Resident Coordinator
- 

➤ Community Development Director Forrest Ebbs would like to introduce:

- Hilary Brown, Administrative Analyst

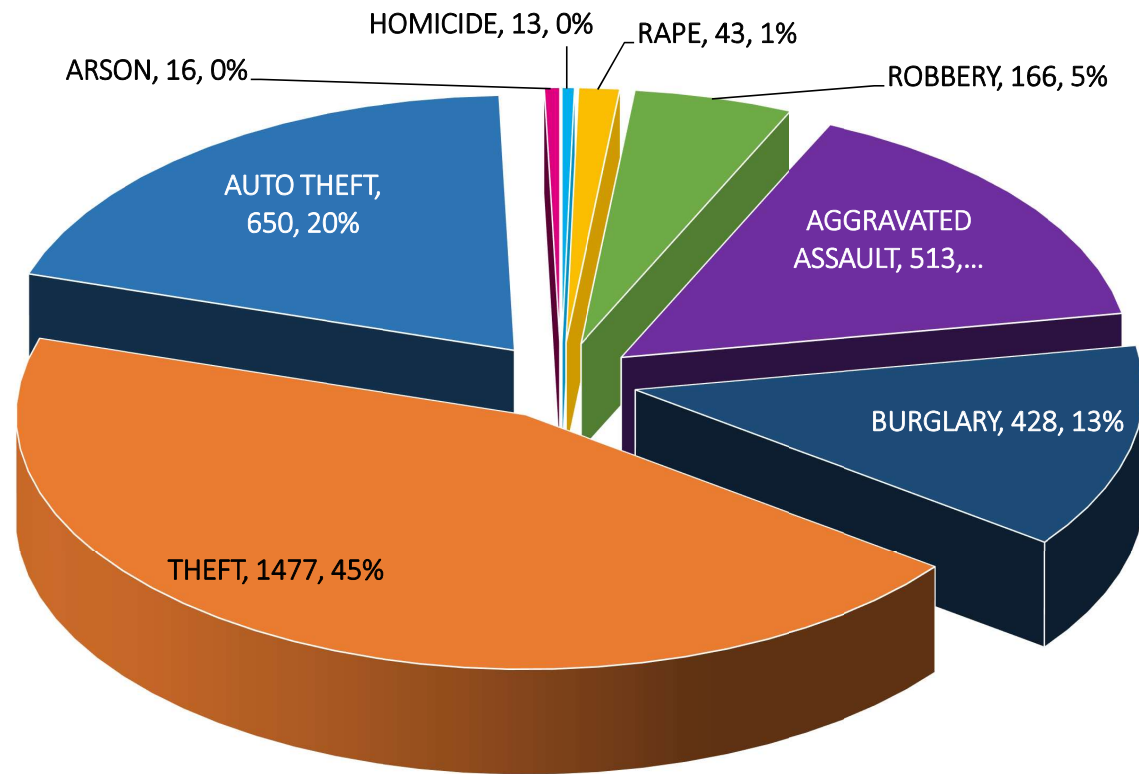


# Antioch Police Department

2022  
Annual  
Update



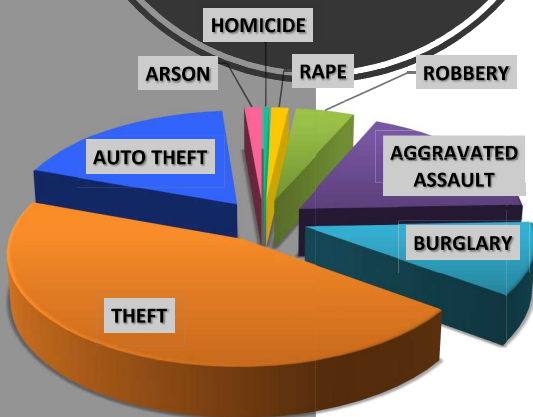
# 2022 INDEX CRIME DATA



**2721**  
**PROPERTY CRIMES\***  
Does not include Arson incidents

**569**  
**PERSON CRIMES**

## 2021-2022 INDEX CRIME DATA



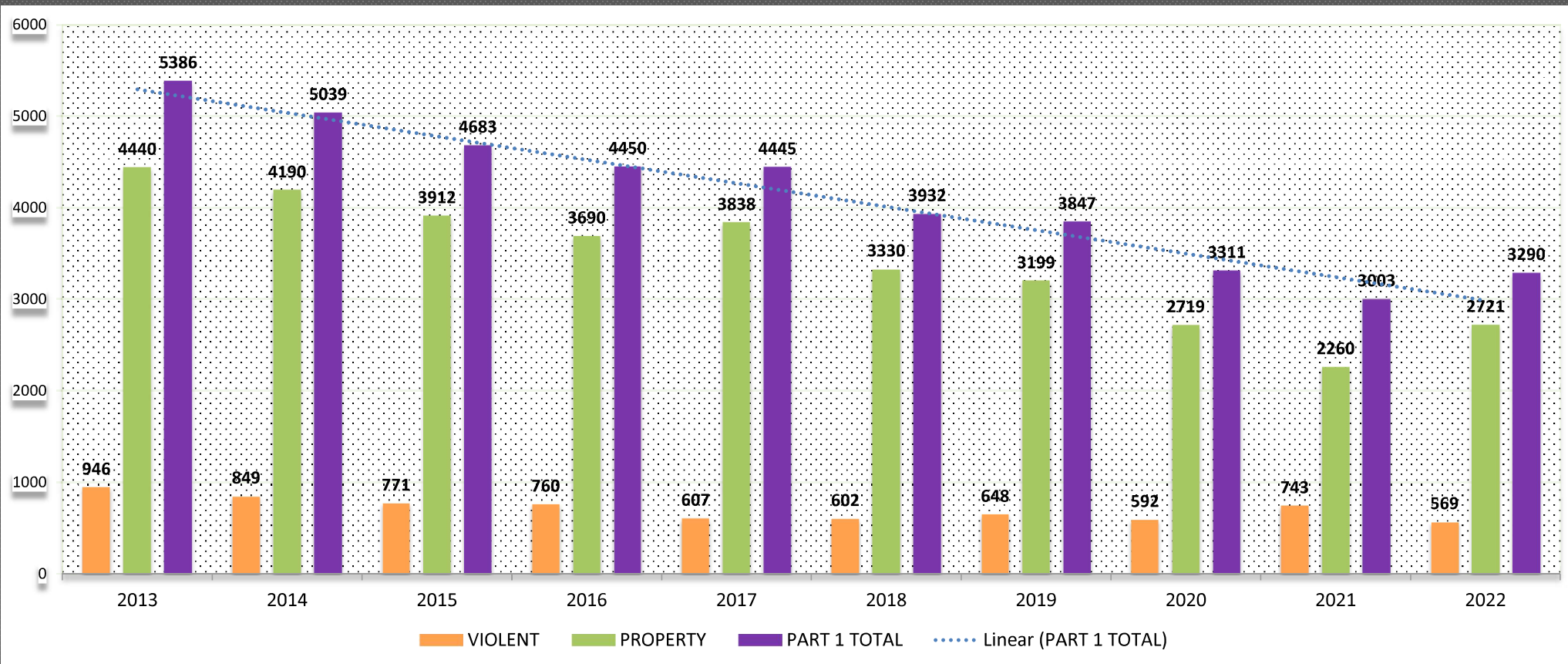
## INDEX CRIME COMPARISON 2021 vs 2022

	2021	2022	#Change 2021 vs 2022	%Change 2021 vs 2022
<b>HOMICIDE*</b>	13	13	0	0.0%
<b>RAPE</b>	40	43	3	7.5%
<b>AGGRAVATED ASSAULT</b>	540	513	-27	-5.0%
<b>TOTAL VIOLENT CRIME</b>	593	569	-24	-4.0%
<b>ROBBERY**</b>	151	166	15	9.9%
<b>BURGLARY</b>	334	428	94	28.1%
<b>THEFT</b>	1374	1477	103	7.5%
<b>AUTO THEFT</b>	552	650	98	17.8%
<b>TOTAL PROPERTY CRIME</b>	2411	2721	310	12.9%
<b>TOTAL PART 1 CRIME</b>	3004	3290	286	9.5%

\*Homicide total includes Justified/Self-defense Homicides

\*\*NIBRS classifies Robbery offenses as Property Crimes

# INDEX CRIME 2013 - 2022



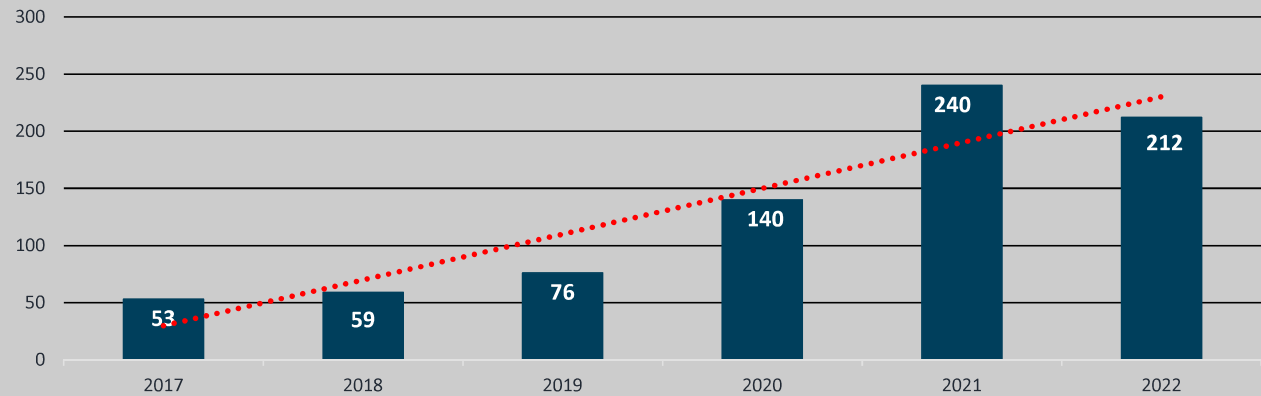
# FIREARMS SUMMARY

*Total Aggravated  
Assaults w/ Firearm*

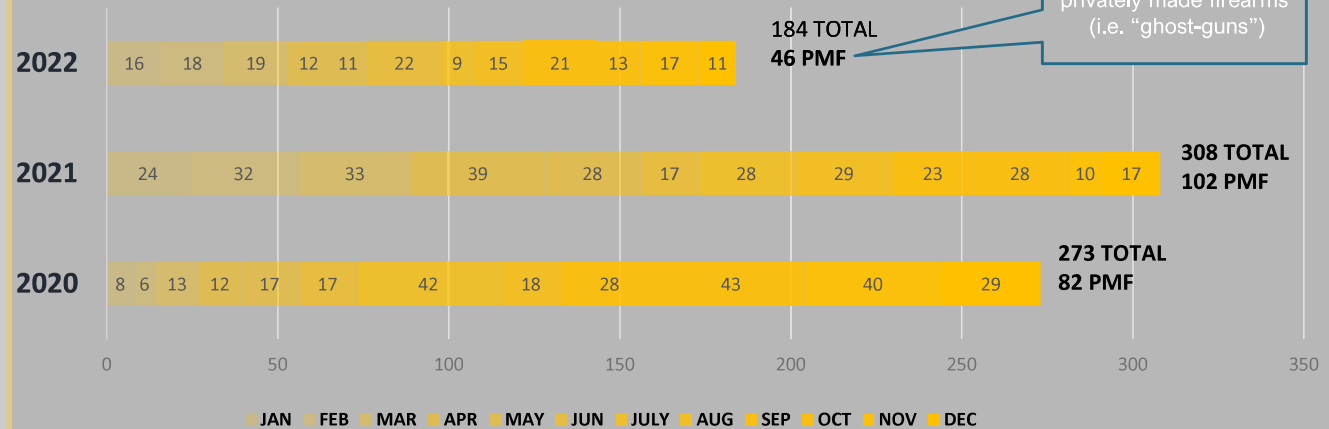
&

*Firearms  
Recovered as  
Evidence*

**FIREARM AGGRAVATED ASSAULTS  
YTD 2017-2022**



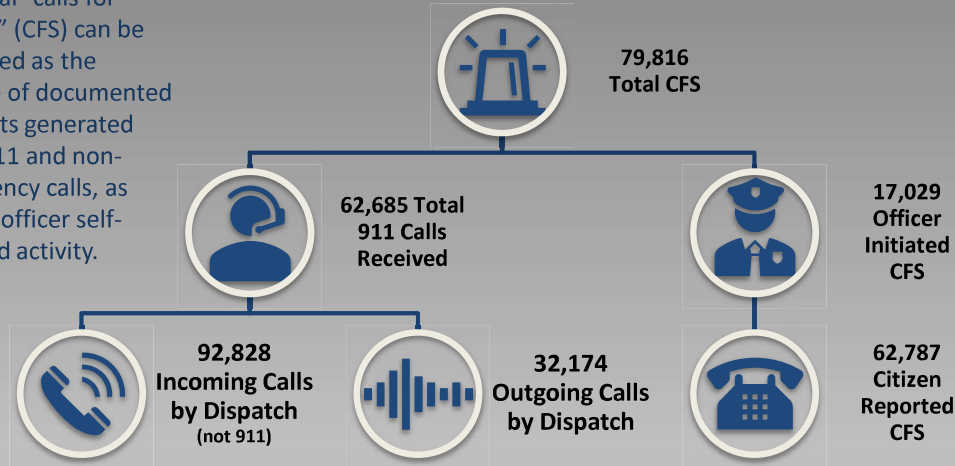
**Evidence Firearms Recovered**



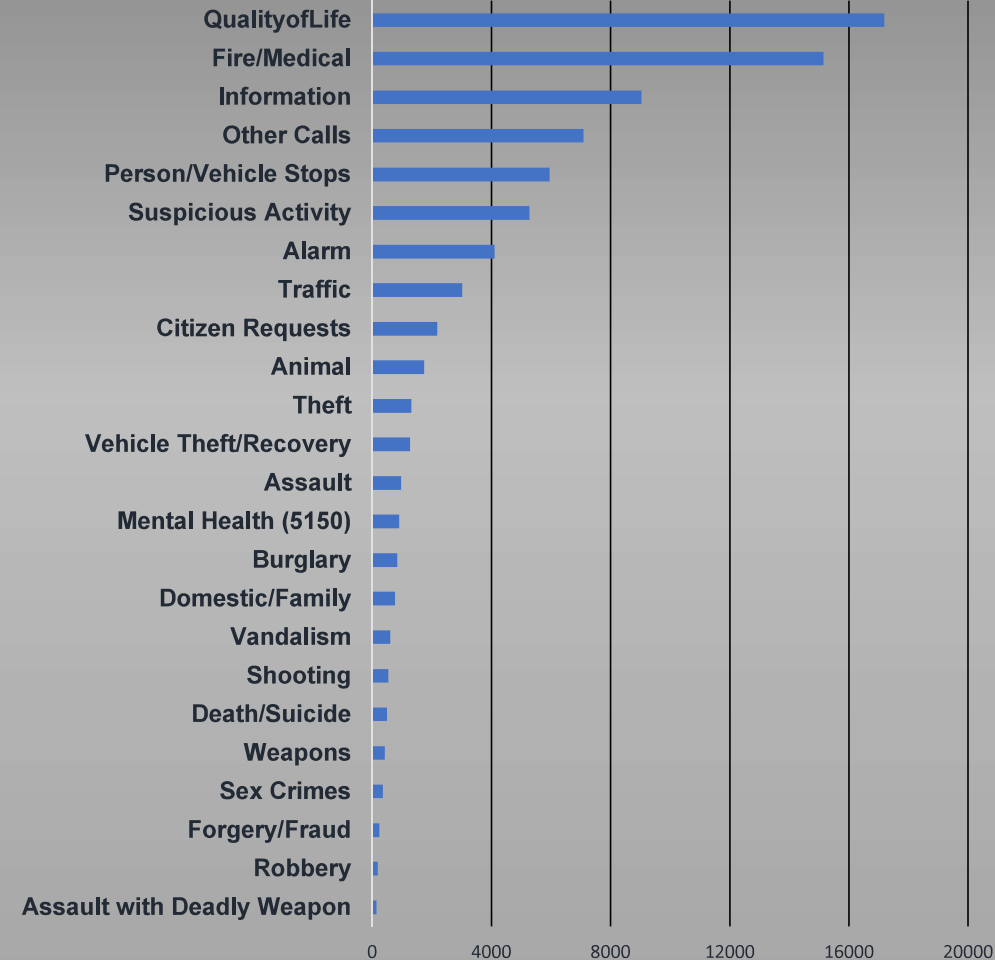
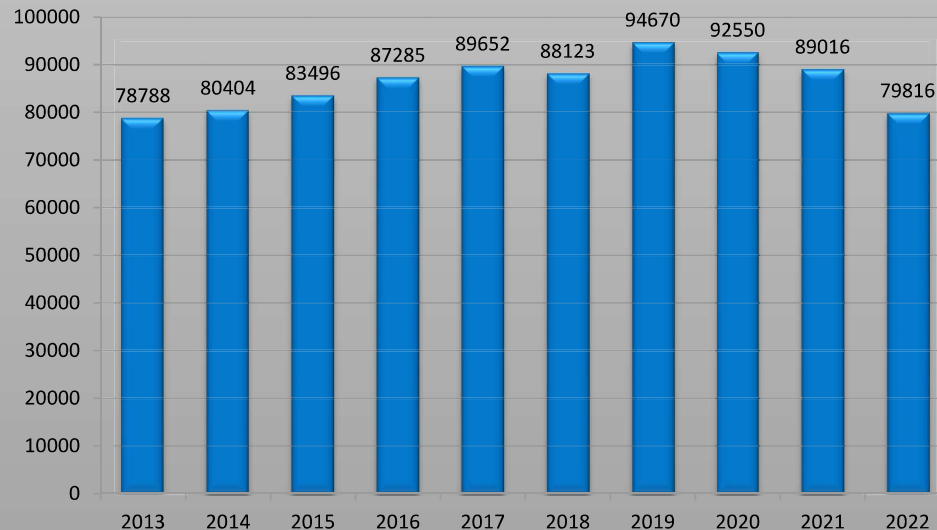


# Calls for Service Summary

The total “calls for service” (CFS) can be explained as the volume of documented incidents generated from 911 and non-emergency calls, as well as officer self-initiated activity.



TOTAL CALLS FOR SERVICE







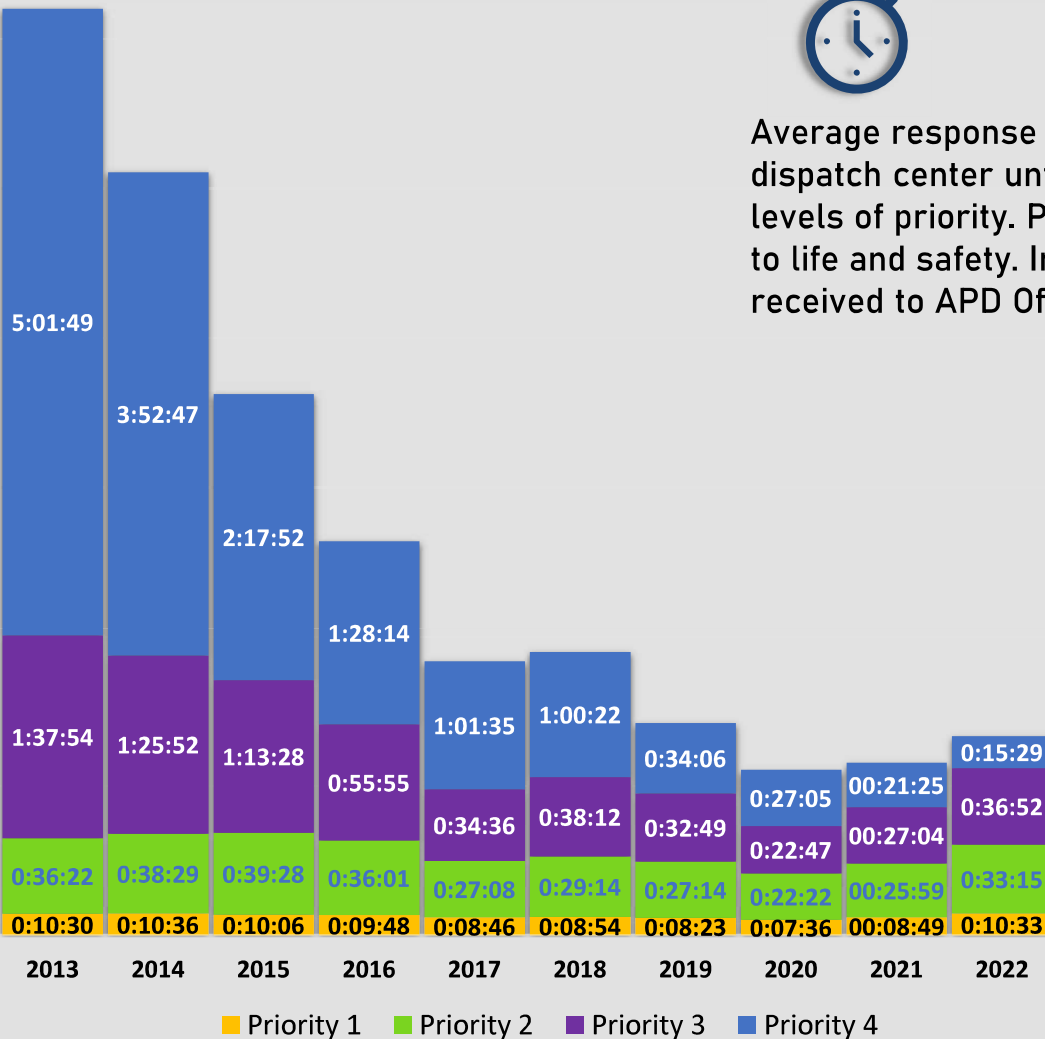
# Response Times

Average response times are calculated from the time the call is received at the dispatch center until the officer arrives. Calls for service are labeled as one of five levels of priority. Priority 1 calls are serious crimes in progress or imminent threats to life and safety. In 2022, the average response time from the time the call was received to APD Officer arrival for priority 1 calls was 10 minutes and 33 seconds.

PRIORITY	DESCRIPTION	2022 # CALLS FOR SERVICE
1	Emergency	6,743 (8%)
2	Urgent	38,521 (48%)
3	Routine	23,591 (30%)
4 & 5	Informational	10,961 (14%)



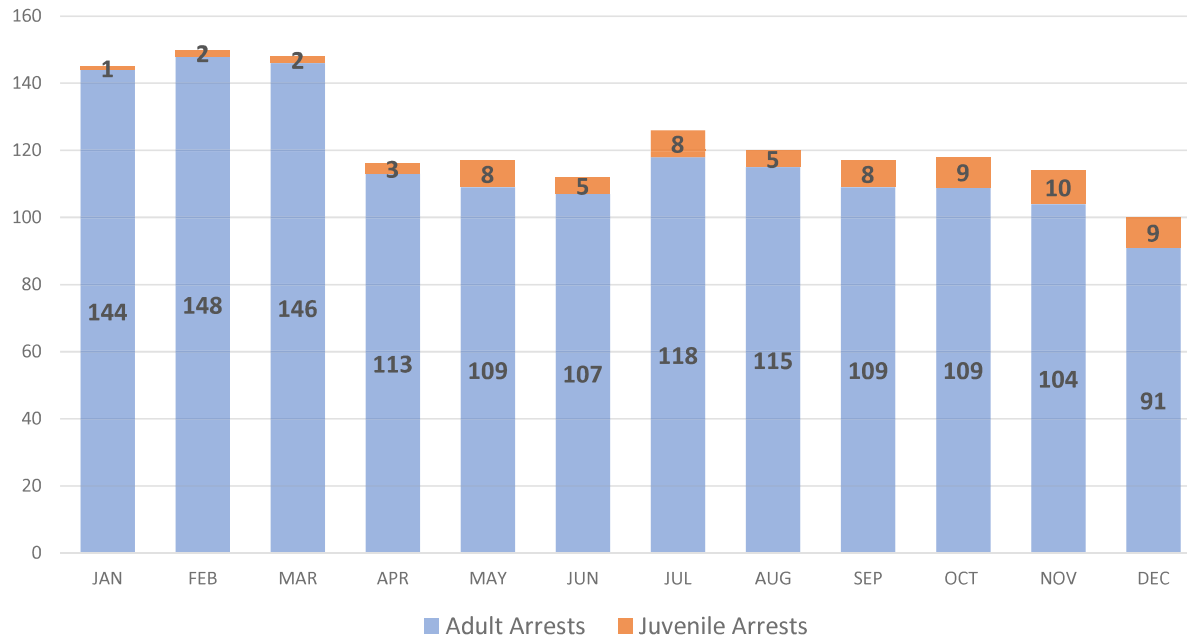
*\* Unlike our old system, the new Computer Aided Dispatch system (updated Dec 2021) allows officers to self-dispatch during on-view calls, therefore response times are logged as near immediate to low priority on-view incidents, thus accounting for the significant reduction in the Priority 4 response time.*



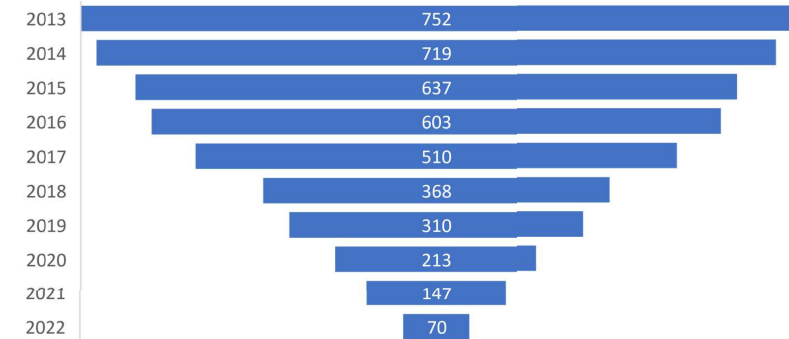
**AVERAGE RESPONSE TIMES 2013-2022**

# Arrest Statistics

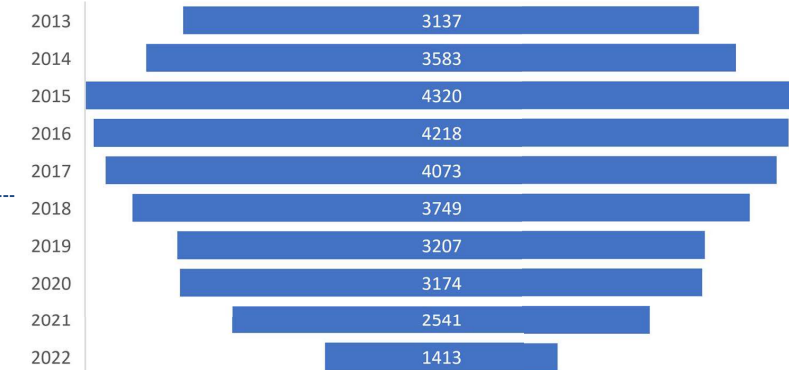
## 2022 Adult and Juvenile Arrests



## Juvenile Arrests 2013-2022



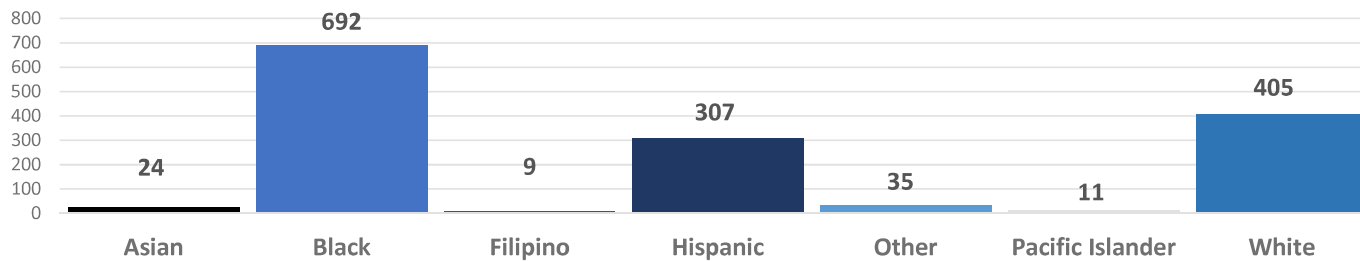
## Adult Arrests 2012-2022



\* Arrest Data is based on the Monthly Arrest and Citation Register (MACR) for years prior to December 2021

# Arrest Statistics

## 2022 Arrestees by Demographic



Females  
327



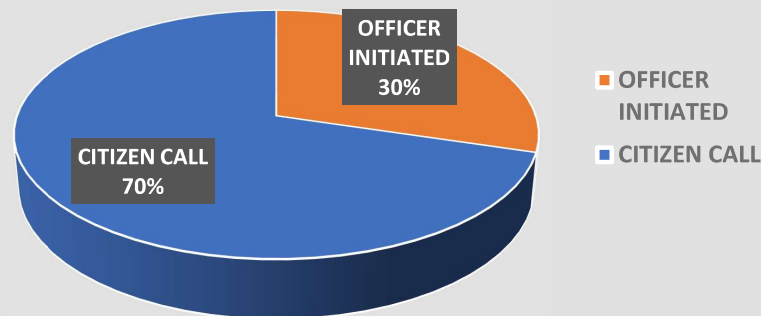
Males  
1155



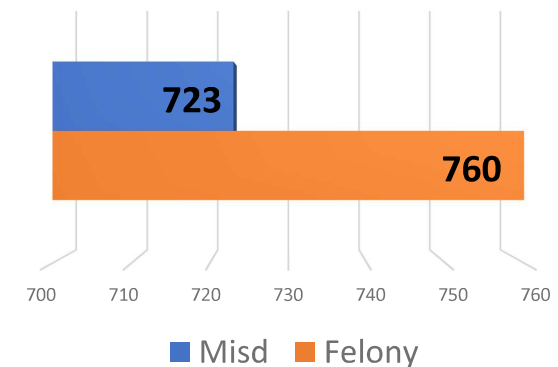
Transgender  
1



## Arrests - How Initiated



## Arrests by Level

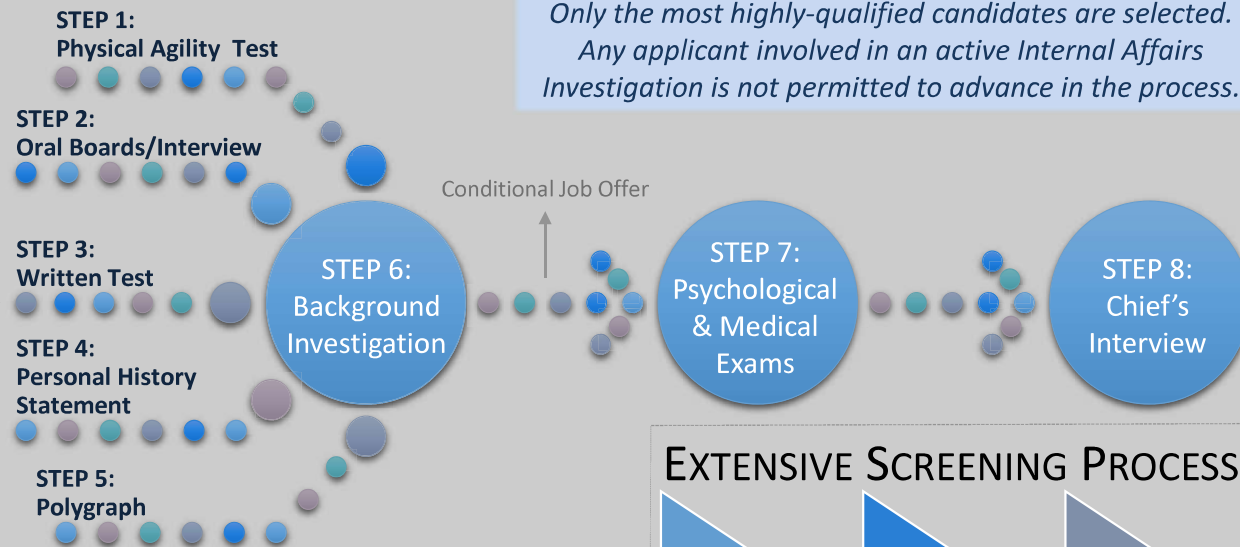


\* Arrest Data is based on the Monthly Arrest and Citation Register (MACR) for years prior to December 2021.

# Recruiting & Hiring



## SWORN HIRING PROCESS



## EXTENSIVE SCREENING PROCESS

### Polygraph

- Independent Examiner
- Review of Personal History Statement
- In-depth, highly invasive assessment

### Background

- Independent Examiner
- Credit, Criminal & Public Records Checks
- Detailed interviews of all personal contacts

### Psych Exam

- Independent Examiner
- Methodical testing & psychological evaluation
- Screening interview with assessment



The Personal History Statement is a California POST standardized form that can be located and reviewed at [post.ca.gov/forms](http://post.ca.gov/forms).

**[joinantiochpd.com](http://joinantiochpd.com)**

Our new recruitment website, as well as Facebook and Instagram recruitment accounts, were established to reach a more diverse audience for all police department positions.

- Specific efforts to increase Police Officer staffing include...
  - Frequent workshops, as well as a mentoring program, to prepare applicants for success in the testing and hiring process
  - Hold regular hiring sessions with an expedited testing and interview procedure to more efficiently process new applicants



# STAFFING & HIRING

## DEPARTMENT WIDE

2022 Number of APD Personnel = 132





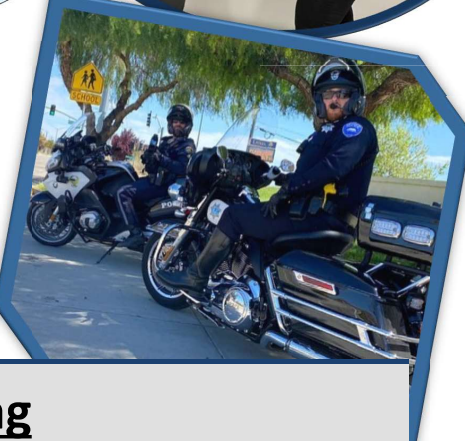
98 Sworn



34 Civilian Staff

2021 Staffing =  109 Sworn  36 Civilian Staff

2020 Staffing =  118 Sworn  58 Civilian Staff



**April  
2023**

### Current Sworn Staffing

(115) Authorized positions, (99) filled

(61) Sworn full-duty status

(38) Sworn assigned to Patrol





Midnight Basketball  
Easter Egg Hunt  
Chief's Community Forums  
Holiday Food Drive  
Holiday Toy Giveaway  
Citizen's Academy

Halloween Haunted House  
Citizen's Academy  
Coffee with the Cops  
Tip-A-Cop  
Torch Run  
National Night Out



# Community Engagement

# 2023 & Beyond

## Community Engagement Unit (CEU)

Established January 22, 2023, CEU was created to prioritize the principles of 21st century policing models by developing meaningful partnerships with our community. The CEU will listen to the community, foster new relationships, and strengthen old ones.



CEU initiates a multitude of outreach activities with community groups and schools.



Works with businesses to help combat organized retail theft and long-term quality of life matters.



Regularly meets with and support individual City Council Members to address the challenges in their Districts.



Promotes interaction and collaboration between the individual city entities to create a multi-faceted approach to address community concerns.

## ShotSpotter

Launched on March 15, 2023

- Will support our ability to combat gun violence, not only through corroborating and expediting the response to reported gunfire incidents, but also through exposing previously unreported incidents of gunfire that can now be investigated and used to gather evidence that may link incidents together.







## Strategic Plan

*The Antioch Police Department is committed to reducing violent crime by strengthening public safety partnerships, and engaging community stakeholders, to identify and address the circumstances that contribute to violent crime in Antioch. It is our goal to create a Public Safety Network (PSN), comprised of Criminal Justice agencies and community members, committed to building a model community identity, sustainable and tailored evidence-based violence reduction strategies, and data-driven solutions that leverage innovative technologies.*

### Goal #1

#### Identify Criminal Justice agencies for PSN

- Define violent crime, engage in violent crime analysis, tailor intervention services & support, focus enforcement on violence drivers, and increase case clearances and prosecutions.

### Goal #2

#### Identify community participants for PSN

- Bring together community members, organizations, and stakeholders to focus on prevention, intervention, and enforcement of high-risk areas, groups, and individuals

### Goal #3

#### Identify evidence-based technologies

- Use technologies to find data-driven solutions, build community trust, and inform PSN on the effective/efficient deployment of resources & tactics to address violent crime.





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

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

**March 14, 2023  
Council Chambers**

**6:30 P.M. - CLOSED SESSION**

Councilmember Wilson called the meeting to order at 6:30 P.M., and City Clerk Householder called the roll.

Present: Council/Agency Members District 2 Barbanica, District 3 Ogorchock, District 4 Wilson

Absent: Mayor Pro Tem/Agency Member (District 1) Torres-Walker and Mayor Thorpe

1. **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION** – Significant exposure to litigation pursuant to California Government Code section 54956.9(b): One case.

**PUBLIC COMMENTS** – None

**ADJOURNED TO CLOSED SESSION**

Councilmember Wilson adjourned to Closed Session at 6:31 P.M.

**7:00 P.M. REGULAR MEETING**

Councilmember Wilson called the meeting to order at 7:00 P.M., and City Clerk Householder called the roll.

Present: Council/Agency Members District 2 Barbanica, District 3 Ogorchock, District 4 Wilson, Mayor Pro Tem (District 1) Torres-Walker

Absent: Mayor Thorpe

Once a quorum was established, Councilmember Barbanica excused himself and left the meeting for health reasons. At the request of Mayor Pro Tem Torres-Walker, Councilmember Wilson presided over the meeting.

**CITY ATTORNEY TO REPORT OUT ON CLOSED SESSION**

City Attorney Smith reported the City Council had been in Closed Session and gave the following report: **#1 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**, Council voted to place City Manager Johnson on Administrative Leave effective immediately, by a 3-0 vote (Councilmember Torres-Walker and Mayor Thorpe - absent).

**A**  
**04-11-23**

## PLEDGE OF ALLEGIANCE

Councilmember Wilson led the Pledge of Allegiance.

### 1. INTRODUCTION OF NEW CITY EMPLOYEES

Acting Director of Public Works/City Engineer Buenting introduced Mitchell Loving, Junior Engineer and Jason Bonilla, Operations Supervisor who thanked Acting Director of Public Works/City Engineer Buenting for the introduction and stated they were looking forward to serving the citizens of Antioch.

Police Chief Ford introduced Tekari Kelley, Community Services Officer.

Finance Director Merchant introduced Monisha Mala, Payroll Specialist and Avangeline Balingit, Accounting Technician who thanked Finance Director Merchant for the introduction and stated they were looking forward to serving the citizens of Antioch.

Director of Community Development Ebbs introduced Danielle Wisniewski, Theodore Romano and Sequoia Taylor, Code Enforcement Officers, who thanked Director of Community Development Ebbs for the introduction and stated they were looking forward to serving the citizens of Antioch.

On behalf of Director of Economic Development Reed, Acting City Manager Cortez introduced Bret Sweet, Development Program Manager, who thanked Acting City Manager Cortez for the introduction and stated he looked forward to serving the citizens of Antioch.

City Attorney Smith introduced Rachel Hundley, Assistant City Attorney, who stated it was an honor to work in Antioch.

On behalf of Director of Parks and Recreation Helfenberger, Acting City Manager Cortez introduced La’Nae Jackson, Recreation Programs Coordinator, who stated she looked forward to serving the citizens of Antioch.

Councilmember Wilson thanked the new employees for their public service.

### 2. PROCLAMATION

*American Red Cross Month, March 2023*

On motion by Councilmember Ogorchock, seconded by Councilmember Wilson, the City Council members present unanimously approved the Proclamation.

Reverend Will McGarvey, Interfaith Council of Contra Costa County, accepted the *American Red Cross Month* proclamation, thanked the City Council for the recognition and highlighted some of their activities.

**ANNOUNCEMENTS OF CIVIC AND COMMUNITY EVENTS – None**

**PUBLIC COMMENTS**

Daniel Knight, Drama Factory, invited the community to attend a production of Death of Triboulet at the Nick Rodriguez Community Theatre.

Kathryn Wade announced she celebrated the anniversary of the death of her son and requested the Antioch Police Department release reports related to his case.

Lucas Stuart-Chilcote announced the El Campanil Theatre would host an Irish music concert on March 16, 2023.

**CITY COUNCIL COMMITTEE REPORTS/COMMUNICATIONS**

Councilmember Ogorchock provided an overview of AB1078.

Councilmember Torres-Walker reported the CDBG committee would be meeting soon to review allocations for this year's funding. She thanked Councilmember Wilson for presiding over the meeting and City Clerk Householder for managing public comments this evening because she was not feeling well. She thanked those who supported Proposition 47 and stated that it needed to be protected.

Councilmember Wilson reported on her attendance at a Policy Briefing Conference on behalf of Delta Diablo. She acknowledged Women's History Month and the women serving on the Antioch's City Council.

**MAYOR'S COMMENTS – None**

**PUBLIC COMMENTS – Continued**

City Clerk Householder announced she had overlooked a public comment and asked Council if they wanted to give that audience member the opportunity to speak now.

Patricia Granados spoke in support of reparations and encouraged the Council to participate in conversations related to AB3121.

**3. PRESENTATIONS**

Economic Development Program Manager Sweet introduced Joseph Dieguez, Senior Vice President, Kosmont Companies.

Due to technical difficulties, Council agreed to switch the order of the Presentations.

Sales Tax Citizens' Oversight Committee Member Williams and Vice Chairperson Mundhenk introduced their Committee Members and presented the Sales Tax Citizens' Oversight Committee Presentation - Measure W.

Mayor Thorpe arrived during the Sales Tax Citizens' Oversight Presentation at 7:46 P.M. and presided over the remainder of the City Council meeting.

Andrew Becker thanked the Committee for the presentation. He requested Council invest CDBG funds for unhoused residents and those in need.

Patricia G. expressed concern regarding the amount of money the City had invested in the Antioch Police Department.

Councilmember Ogorchock and Mayor Thorpe thanked the Sales Tax Citizens' Oversight Committee for the presentation. Mayor Thorpe commented that he supported prioritizing unhoused resident services. He discussed the decrease in violent crime and reported that with an increase in applicants and a significant number of individuals sent to the academy, there should be an increase in APD staff over the summer. Additionally, he noted there were ten Code Enforcement Officers, and the City was on track to hire an additional four.

Joseph Dieguez, Senior Vice President, Kosmont Companies gave the KOSMONT Presentation on Economic Development Public Financing Mechanisms.

Mayor Thorpe thanked Economic Development Program Manager Sweet for the presentation and noted that follow up would occur around this topic.

**ON MOTION BY COUNCILMEMBER WILSON, SECONDED BY COUNCILMEMBER TORRES-WALKER, THE CITY COUNCIL MEMBERS PRESENT UNANIMOUSLY SUSPENDED THE RULES AND MOVED MAYOR'S COMMENTS TO BE HEARD AS THE NEXT ORDER OF BUSINESS.**

**MAYOR'S COMMENTS – Continued**

Dwayne Eubanks and Linda Wallgren, Antioch Historical Society, thanked the City for the Civic Enhancement Award to fund new signage at the Antioch Historical Society.

- 4. CONSENT CALENDAR for City /City Council Members acting as Housing Successor to the Antioch Development Agency**
  - A. APPROVAL OF COUNCIL MEETING MINUTES FOR JANUARY 24, 2023**
  - B. APPROVAL OF COUNCIL MEETING MINUTES FOR FEBRUARY 14, 2023**
  - C. APPROVAL OF COUNCIL SPECIAL MEETING MINUTES FOR FEBRUARY 23, 2023**
  - D. APPROVAL OF COUNCIL MEETING MINUTES FOR FEBRUARY 28, 2023**

- E. APPROVAL OF COUNCIL WARRANTS
- F. APPROVAL OF HOUSING SUCCESSOR WARRANTS
- G. REJECTION OF CLAIMS: SUBMITTED BY JARROD GARNER, REAGAN DEGUZMAN AND ERICA TIFFANY THOMAS ON BEHALF OF HONESTII LUMSEY
- H. RESOLUTION NO. 2023/35 EIGHTH AMENDMENT TO THE DESIGN CONSULTANT SERVICES AGREEMENT WITH SWATT MIERS ARCHITECTS FOR IMPROVEMENTS TO CITY HALL COUNCIL CHAMBERS INTERIOR REMODEL/CITY HALL IMPROVEMENTS AND LEO FONTANA FOUNTAIN (P.W. 247-P, P.W. 247-S AND P.W. 247-R)
- I. RESOLUTION NO. 2023/36 ACCEPTING COMPLETED IMPROVEMENTS FOR PARK RIDGE PHASE 2, TRACT NO. 9845 (P.W. 674-2)
- J. RESOLUTION NO. 2023/37 ACCEPTING COMPLETED IMPROVEMENTS FOR PARK RIDGE PHASE 3, TRACT NO. 9517 (P.W. 674-3)
- K. RESOLUTION NO. 2023/38 ACCEPTING COMPLETED IMPROVEMENTS FOR PARK RIDGE PHASE 4, TRACT NO. 9490 (P.W. 674-4)
- L. RESOLUTION NO. 2023/39 CONSIDERATION OF BIDS FOR THE ANTIOCH CAPE SEAL 2023 PROJECT (P.W. 328-13)
- M. RESOLUTION NO. 2023/40 SECOND AMENDMENT TO THE AGREEMENT WITH TJKM TRANSPORTATION CONSULTANTS FOR DESIGN CONSULTING SERVICES (P.W. 282-20)
- N. RESOLUTION NO. 2023/41 DESIGNATING AUTHORIZED AGENTS OF THE CITY OF ANTIOCH FOR CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES (CAL-OES) AND FEMA PUBLIC ASSISTANCE GRANTS AND APPROVING CAL OES FORM 130

On motion by Councilmember Ogorchock, seconded by Councilmember Wilson, the City Council unanimously approved the Council Consent Calendar with the exception of Items H, L, M and N which were removed for further discussion.

**Item H** – In response to Councilmember Ogorchock, Acting Director of Public Works/City Engineer Buenting explained that this item related to finalized payments for all of the projects listed.

On motion by Councilmember Ogorchock, seconded by Councilmember Wilson, the City Council members present unanimously approved Item H.

**Item L** – In response to Councilmember Ogorchock, Acting Director of Public Works/City Engineer Buenting explained that only one bid was submitted, and they were confident it was reasonable. He added that these streets were on the schedule to be done last year.

On motion by Councilmember Ogorchock, seconded by Councilmember Wilson, the City Council members present unanimously approved Item L.

**Item M** – Andrew Becker recommended staff report out on agenda items removed from the Consent Calendar. He questioned what attributed to the additional cost requested.

On motion by Councilmember Ogorchock, seconded by Councilmember Wilson, the City Council approved Item M. The motion carried the following vote:

Ayes: Ogorchock, Wilson, Thorpe

Noes: Torres-Walker

Absent: Barbanica

**Item N** – Lucas Stuart-Chilcote recommended staff report out on agenda items when they were removed from the Consent Calendar. He requested staff provide a presentation on how property owners and renters could access grant funds.

On motion by Councilmember Ogorchock, seconded by Councilmember Wilson, the City Council members present unanimously approved Item N.

## **PUBLIC HEARING**

### **5. APPEAL OF THE PLANNING COMMISSION APPROVAL OF THE SOMERSVILLE LIQUOR STORE USE PERMIT**

Director of Community Development Ebbs presented the staff report dated March 14, 2023, recommending the City Council adopt the resolution: Denying the appeal and approving the use permit with Conditions of Approval; Or Granting the appeal and denying the use permit.

Director of Community Development Ebbs explained that this application could have been approved by the Zoning Administrator; however, he elected to defer to the Planning Commission, since they were better suited to address controversial items.

Mayor Thorpe opened the public hearing.

Kathryn Wade, Proponent representing District 4, reported the Somersville and Delta Fair communities were opposed to the development of a new liquor store at Somersville Plaza due to the oversaturation of these businesses in Antioch. She asked who would monitor the business to ensure they complied with their conditions of approval. She suggested the City focus on family-oriented businesses.

A family member speaking on behalf of the Somerville Liquor Store, reported that they had a history of running a clean, safe and well-served environment for the past 10 years. He

commented that beer and wine would be sold self-serve and liquor would be kept behind the counter served by employees. He stated they understood the responsibility that came with selling alcoholic beverages and they took it seriously. They requested Council approve their project and grant them 35% of the floor space for alcoholic beverages. He noted they wanted to serve the needs of the community and attract more business to the shopping center. He agreed to change the name of the establishment to something more community friendly and reduce their hours.

Ralph Hernandez, Antioch resident, spoke in support of denying the appeal and granting the use permit. He noted this business was a convenience store that would fill an empty storefront. He noted the reasons for the denial applied greater to the nearby dispensary. He further noted convenience stores did not cause illegal problems and this Use Permit would be reviewed in two years for compliance.

Norma Hernandez spoke in support of the convenience store, noting it was an essential business for the community. She encouraged Council to welcome new businesses especially with an applicant that already had a good business reputation in the community and could bring in needed sales tax dollars.

Devin Williams opposed the approval of the Use Permit citing oversaturation of these businesses in the area.

Michelle Hasan discussed oversaturation of liquor businesses and the potential impact this business may have on police services. She urged Council to grant the appeal, denying the Use Permit. She supported Council moving forward with a moratorium on liquor stores so they could better understand their impacts on the community.

Dominique King, Antioch resident, discussed the impact of liquor stores on youth and the potential for increased criminal activity occurring near these types of businesses. She reported they had collected over 300 signatures of Antioch residents who were asking Council to grant the appeal to deny the use permit. She discussed the oversaturation of liquor businesses in Antioch.

Nisha Toor, Business Owner, discussed oversaturation of liquor businesses in this area. She stated she had a competitive business in the area and had experienced illegal activity in their parking lot. She stated they held their business to a high level of integrity and values. She reported they had collected the signatures of 300 residents. She noted that another liquor store would not benefit this community and she encouraged Council to help create a safer, healthier and family friendly environment. She encouraged Council to stand with the community and thanked them for their stewardship.

Savannah, Antioch Middle School, opposed another liquor store in Antioch noting the negative health issues related to drug and alcohol use.



Nadia King, Antioch Middle School, opposed another liquor store in Antioch and discussed illegal activity associated with these types of businesses.

Andrew Becker encouraged the youth who spoke this evening to participate in the Antioch Council of Teens. He expressed concern that speakers were tying an entrepreneur to a lack of resources or support within this community. He spoke about opportunities to create successful economic communities.

Diego Irigoyen, Farmers Insurance, stated he was a current tenant in this shopping plaza and felt a liquor store would not attract new tenants. He discussed the inequality in the number of businesses selling alcohol and parks in Antioch. He expressed concern regarding illegal activity occurring around liquor stores.

Lucas Stuart-Chilcote stated this was a serious decision and recognized the speakers this evening. He commended the applicant for the ability to grow his business. He stated that he hoped Council was prepared to make their decision.

Mayor Thorpe closed the public hearing.

Councilmember Torres-Walker thanked the public speakers. She noted it was unfortunate that someone who wanted to expand their business and create more fiscal sustainability for their family was placed in this position. She acknowledged issues surrounding violence in the community. She commented that challenges in the community as a result of substances had nothing to do with tobacco, liquor stores or dispensaries. She stated communities had been under resourced in Antioch, which could be attributed to former decisions. She noted empty storefronts and blighted properties were also issues for illegal activity.

Councilmember Wilson stated she appreciated those who spoke regarding this item. She agreed that a lot of these issues were a result of past decisions. She stated she was concerned regarding the healthy community's index for Antioch and the oversaturation of liquor stores. She clarified that she was promoting a moratorium on future liquor stores and the Council needed to think about how to plan and zone to assure no oversaturation was occurring.

City Attorney Smith clarified that a rebuttal would be available for the proponent.

Councilmember Ogorchock expressed concern regarding the proximity of this business to an existing liquor store.

Mayor Thorpe stated that Council had the responsibility of making sure they were fair and equitable to all communities. He clarified that this appeal was based on location, not the applicant or business.

**RESOLUTION NO. 2023/42**



On motion by Councilmember Wilson, seconded by Councilmember Ogorchock, the City Council approved the resolution granting the appeal and denying the use permit. The motion carried the following vote:

Ayes: Ogorchock, Wilson, Thorpe

Abstain: Torres-Walker

Absent: Barbanica

**6. APPEAL OF PLANNING COMMISSION APPROVAL OF TREE REMOVAL PERMIT AT 411 WEST 5TH STREET**

Director of Community Development Ebbs presented the staff report dated March 14, 2023, recommending the City Council take the following action: Deny the appeal and approve the Tree Removal Permit; Or Approve the appeal and deny the Tree Removal Permit.

Mayor Thorpe opened the public hearing.

Kerry Motts, Proponent, read into record written statement presented to the City Council along with photos, to support his appeal. Speaking as a Planning Commissioner, past president of the Rivertown Preservation Community Group, and a community member in his last semester of a graduate degree in Sustainable Communities, he asked Council to join him in saving the historic trees so that Antioch can live up to their designation as a Tree City.

Diane Gibson-Gray played audio recordings of comments made by herself, Kerry Motts, Director of Community Development Ebbs, and Joy Motts at Planning Commission meetings addressing the tree removal permits.

Rachel Motts, Antioch resident and Sheri Thompson spoke in support of approving the appeal and denying the Tree Removal Permit. They provided a history of their Planning Commission testimony and previous actions taken. They reported the trees were surviving and requested the Council allow them to remain.

Andrew Becker reported process and policies were followed and the Planning Commission responded that the tree removal permit should be granted. He questioned why this item was coming before the Council. He commented that Public Works was beyond capacity to address these issues. He felt it was inappropriate that a Planning Commissioner filed the appeal for this item.

Lucas Stuart-Chilcote discussed the benefits of street trees and suggested approved replacement trees be planted if the tree removal permit were approved. He reported that there were street trees throughout the City that were not properly maintained.

**REBUTTAL**

Kerry Motts stated as a Planning Commissioner, he did not give up his right to advocate for community issues. He reported he had recused himself from the items when they were before the Commission. He spoke to the environmental value of trees.

Public comment submitted in writing was entered into the record from the following individual:  
Joy Motts.

Councilmember Ogorchock thanked the speakers for their comments. She clarified that homeowners were responsible for maintaining the property from their home to the street; however, she did not believe they should have to repair the infrastructure multiple times in order to retain trees causing damage. She questioned who would be liable for tripping hazards and root damage if the City determined the trees could remain. She spoke in support of denying the appeal.

In response to Councilmember Torres-Walker, Director of Community Development Ebbs clarified a permit application was submitted, staff assembled the tree committee who reviewed the permit and compared it against criteria given and they found damage to property was a major concern and they approved the Tree Removal Permit. He noted that action was appealable to the Planning Commission. He explained they had followed all legal requirements for notification.

Councilmember Wilson spoke in support of updating the City's tree policy. She supported preserving or replacing the existing trees.

In response to Councilmember Wilson, Director of Community Development Ebbs explained both trees were causing damage; however, tree "b" was in worse condition. He clarified the tree removal permit issued by the tree committee included a requirement for two replacement trees from the approved street tree list and the complete removal of the existing trees.

Mayor Thorpe reviewed the appeal process and spoke in support of allowing the trees to remain.

A motion by Councilmember Ogorchock, seconded by Councilmember Torres-Walker, to deny the appeal and approve the Tree Removal Permit with replacement of both trees, failed by the following vote:

Ayes: Ogorchock, Torres-Walker

Noes: Wilson, Thorpe

Absent: Barbanica

Mayor Thorpe announced that as the result of the previous vote, the Planning Commission's decision approving the Tree Removal Permit stands.

## **7. ORDINANCE FORMING A NEW ENGINEERING DEPARTMENT AND MODIFYING THE PUBLIC WORKS AND COMMUNITY DEVELOPMENT DEPARTMENTS**

Acting Director of Public Works/City Engineer Buenting presented the staff report dated March 14, 2023, recommending the City Council introduce, read by title only, and waive further reading of the ordinance amending and restating Articles 1, 2, and 9 and adding Article 10 to Chapter 3 Title 2 of the Antioch Municipal Code reorganizing the Public Works and Community Development Departments and creating a new Engineering Department.

In response to Councilmember Torres-Walker, Acting Director of Public Works/City Engineer Buenting clarified that the idea was to create a new engineering department that would include the engineering land development portion pulled out of Community Development.

City Attorney Smith explained City Manager Johnson's proposal was to separate Public Works from the Engineering Division which would be under a new Department Head/City Engineer and engineering functions from Community Development would be transported to that division.

Councilmember Torres-Walker stated she supported tabling this discussion, until Council began the process for hiring a new City Manager and Assistant City Manager.

Mayor Thorpe opened and closed the public hearing with no members of the public requesting to speak.

Councilmember Ogorchock stated she did not believe this action would be organizational or cost efficient. She suggested the item be postponed indefinitely.

Councilmember Torres-Walker stated she believed the separation of Public Works and Engineering could help with efficiency; however, she did not feel the timing was appropriate.

Mayor Thorpe agreed with Councilmember Torres-Walker.

A motion by Councilmember Ogorchock to table this item indefinitely died for the lack of a second.

City Attorney Smith explained the process for tabling and postponing agenda items.

On motion by Councilmember Torres-Walker, seconded by Councilmember Wilson, the City Council members present unanimously postponed Public Hearing Item #7.

## **COUNCIL REGULAR AGENDA**

***ON MOTION BY COUNCIL MEMBER WILSON, SECONDED BY COUNCILMEMBER TORRES-WALKER THE CITY COUNCIL MOTIONED TO REMOVE THE NEXT ITEM FROM THE TABLE TO DISCUSS. THE MOTION CARRIED THE FOLLOWING VOTE:***

*Ayes: Torres-Walker, Wilson, Thorpe*

*Noes: Ogorchock*

*Absent: Barbanica*

### **8. RESOLUTION APPROVING AN AMENDMENT TO THE 2022/23 FISCAL YEAR BUDGET TO INCLUDE EXPENDITURES FOR THE JULY 4, 2023, CELEBRATION IN THE AMOUNT OF \$110,000**

Director of Parks and Recreation Helfenberger presented the staff report dated March 14, 2023, recommending the City Council adopt the resolution approving an amendment to the 2022/23

Fiscal Year budget to include expenditures for the July 4, 2023, Celebration in the amount of \$110,000.

In response to Council, Director of Parks and Recreation Helfenberger explained that cost estimates were based on event costs for the past two years. He noted they had not explored expanding events outside of the Rivertown area; however, they could investigate that for future years.

Councilmember Ogorchock stated in speaking with Celebrate Antioch, the cost estimates were low. She stated she did not believe City staff had the capacity to assume responsibility for these events. She noted Celebrate Antioch Foundation had the experience and proven track record.

In response to Councilmember Torres-Walker, Director of Parks and Recreation Helfenberger stated expanding the parade to begin in Southeast Antioch and end in Rivertown could also be explored in future years.

### **RESOLUTION NO. 2023/43**

On motion by Councilmember Torres-Walker, seconded by Councilmember Wilson the City Council adopted the resolution approving an amendment to the 2022/23 Fiscal Year budget to include expenditures for the July 4, 2023, Celebration in the amount of \$110,000. The motion carried the following vote:

Ayes: Torres-Walker, Wilson, Thorpe

Noes: Ogorchock

Absent: Barbanica

## **9. FORMATION OF A HUMAN RIGHTS AND RACIAL EQUITY AD HOC COMMITTEE**

City Attorney Smith presented the staff report dated March 14, 2023 recommending the City Council take the following actions: 1) Determine if the City Council wishes to form a Human Rights and Racial Equity Ad Hoc Committee for the purposes described in the resolution; 2) Confirm the appointment of two (2) members for the Human Rights and Racial Equity Ad Hoc Committee; 3) Confirm the duration of the Human Rights and Racial Equity Ad Hoc Committee; and 4) Adopt the resolution forming the Human Rights and Racial Equity Ad Hoc Committee.

Councilmember Torres-Walker stated that the Human Rights and Racial Equity Ad Hoc Committee was unable to begin their meetings so this item was an extension so they could begin conversations on forming the Commission.

Ralph Hernandez, Antioch resident, spoke in support of postponing the formation of a Human Rights and Racial Equity Ad Hoc Committee to a future date since he believed staff were currently being overworked. He stated the staff report should clarify the purpose of the committee. He discussed inequity as it related to the makeup of the City Council.

Public comment submitted in writing was entered into the record from the following individual: Lucia Albers.

Councilmember Ogorchock suggested the committee be made up of two representatives from each district.

Mayor Thorpe explained that historically the purpose of an Ad Hoc Committee was to gather information to bring forward when considering the formation of a Commission. He clarified that Council established Ad Hoc Committees so staff would not have to take on the responsibilities.

Councilmember Torres-Walker added that public participation was encouraged, and the Ad Hoc Committee was the opportunity for residents to provide their input.

Councilmember Torres-Walker, Mayor Thorpe, and Councilmember Ogorchock volunteered to serve on the Ad Hoc Committee.

#### **RESOLUTION NO. 2023/44**

On motion by Councilmember Torres-Walker, seconded by Councilmember Wilson, the City Council members present unanimously adopted the resolution forming the Human Rights and Racial Equity Ad Hoc Committee appointing Councilmember Torres-Walker and Councilmember Ogorchock for a duration of 6-months.

#### **PUBLIC COMMENT**

Andrew Becker expressed concern regarding comments made by a previous speaker. He discussed grant opportunities for affordable housing projects.

Lucas Stuart Chilcote also expressed concern regarding comments made by a previous speaker and thanked Council for the work they were doing to provide equity in the community.

#### **STAFF COMMUNICATIONS – None**

#### **COUNCIL COMMUNICATIONS AND FUTURE AGENDA ITEMS**

Councilmember Wilson requested the following items be brought back for consideration, a Tree Policy, a moratorium on fast food, and a Study Session on water quality.

Councilmember Torres-Walker expressed concern regarding insufficient lighting throughout District 1 and she requested an update as to how the City was addressing the matter. She requested Council consider sunseting the Economic Development Commission and Police Crime Prevention Commission. She apologized to the public for not being in attendance for Closed Session and encouraged Council to appoint an Interim City Manager and begin a national search for a permanent City Manager, and Assistant City Manager as soon as possible.

Councilmember Ogorchock requested Council consider the formation of a Tree Committee and update the tree ordinance. She also requested an update on the Desalination project.

In response to Mayor Thorpe, Acting Director of Public Works/City Engineer Buenting reported the City was underway with a survey with PG&E related to lighting.

Mayor Thorpe apologized for being late for the meeting. He stated he understood changes occurred during Closed Session and he trusted his colleagues for the action that was taken. He explained that changes would not distract Council from increasing the quality of life for the community.

## **ADJOURNMENT**

On motion by Councilmember Ogorchock, seconded by Councilmember Torres-Walker, the City Council members present unanimously adjourned the meeting at 11:34 P.M.

Respectfully submitted:

Kitty Eiden

KITTY EIDEN, Minutes Clerk

## CITY COUNCIL MEETING

**Special Meeting/Closed Session**  
**10:00 A.M.**

**March 17, 2023**  
**Council Chambers**

### **10:00 A.M. - CLOSED SESSION**

Mayor Thorpe called the Special meeting to order at 10:00 A.M., and City Attorney Smith called the roll.

Present: Council Members District 2 Barbanica, District 3 Ogorchock, District 4 Wilson,  
Mayor Pro Tem (District 1) Torres-Walker and Mayor Thorpe

### **PLEDGE OF ALLEGIANCE**

Mayor Thorpe led the Pledge of Allegiance.

### **PUBLIC COMMENTS – None**

1. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION AND POSSIBLE ACTION** – This closed session is authorized pursuant to Government Code section 54957(b). Title: City Manager.
2. **PUBLIC EMPLOYEE APPOINTMENT** – This closed session is authorized pursuant to Government Code section 54957(b). Title: Acting City Manager.

### **PUBLIC COMMENTS – None**

### **ADJOURNED TO CLOSED SESSION**

Mayor Thorpe adjourned to closed session at 10:02 A.M.

### **RETURN TO OPEN SESSION FROM CLOSED SESSION TO REPORT OUT**

Mayor Thorpe called the meeting to order at 11:01 A.M., and City Attorney Smith called the roll.

Present: Council Members District 2 Barbanica, District 3 Ogorchock, District 4 Wilson,  
Mayor Pro Tem (District 1) Torres-Walker and Mayor Thorpe

### **CITY ATTORNEY TO REPORT OUT ON CLOSED SESSION**

City Attorney Smith reported the City Council had been in Closed Session and gave the following report: **#1 PUBLIC EMPLOYEE PERFORMANCE EVALUATION AND POSSIBLE ACTION**, Council voted to place City Manager Con Johnson on Administrative Leave by a 5-0 vote and, **#2 PUBLIC EMPLOYEE APPOINTMENT**, Council voted to appoint Forrest Ebbs as Acting City Manager by a 5-0 vote.

**ADJOURNMENT**

On motion by Councilmember Ogorchock, seconded by Councilmember Barbanica, the City Council unanimously adjourned the meeting at 11:03 A.M.

Respectfully submitted:

*Kitty Eiden*

KITTY EIDEN, Minutes Clerk





## STAFF REPORT TO THE CITY COUNCIL

**DATE:** Regular Meeting of April 11, 2023

**TO:** Honorable Mayor and Members of the City Council

**SUBMITTED BY:** Ellie Householder, MPP, City Clerk  
Christina Garcia, CMC, Deputy City Clerk *Cg*

**SUBJECT:** City Council Meeting Minutes of March 28, 2023

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### **RECOMMENDED ACTION**

It is recommended that the City Council continue the Meeting Minutes of March 28, 2023, to the next meeting.

### **FISCAL IMPACT**

None

### **DISCUSSION**

N/A

### **ATTACHMENT**

None.

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**100 General Fund**

***Non departmental***

00405669	CONTRA COSTA WATER DISTRICT	RESERVE CHARGES	168,299.81
00405678	DIAMOND HILLS SPORT CLUB	PAYROLL	80.00
00405682	ECC REG FEE AND FIN AUTH	ECCRFFA-RTDIM	532,406.14
00405695	IN SHAPE HEALTH CLUBS	PAYROLL	401.97
00405705	LIFE INSURANCE COMPANY OF NA	PAYROLL	4,449.70
00405713	MISSIONSQUARE 301362	PAYROLL	1,661.77
00405714	MUNICIPAL POOLING AUTHORITY	PAYROLL	2,206.89
00405715	MUNICIPAL POOLING AUTHORITY	PAYROLL	1,178.80
00405718	OPERATING ENGINEERS LOCAL NO 3	PAYROLL	4,080.00
00405723	PARS	PAYROLL	4,324.48
00405736	STATE OF CALIFORNIA	PAYROLL	1,158.59
00405737	STATE OF CALIFORNIA	PAYROLL	534.70
00405738	STATE OF CALIFORNIA	PAYROLL	221.25
00405754	AFLAC	PAYROLL	9,592.70
00405755	AFLAC	PAYROLL	4,512.14
00405808	MUNICIPAL POOLING AUTHORITY	PAYROLL	3,560.83
00405818	QUADIENT LEASING USA INC	POSTAGE	3,069.00
00405834	STENGER, JAMES E	CHECK REPLACEMENT	181.96
00944965	ANTIOCH PD SWORN MGMT ASSOC	PAYROLL	770.00
00944966	ANTIOCH POLICE OFFICERS ASSOCIATION	PAYROLL	20,726.73
00944967	ANTIOCH PW EMPLOYEE ASSOC	PAYROLL	2,100.00
00944975	NATIONWIDE RETIREMENT SOLUTIONS	PAYROLL	50,696.10
00944979	NATIONWIDE RETIREMENT SOLUTIONS	PAYROLL	30,430.00

***City Council***

00405649	BANK OF AMERICA	VARIOUS BUSINESS EXPENSES	625.00
00405650	BANK OF AMERICA	VARIOUS BUSINESS EXPENSES	858.69
00405672	COSTCO	SUPPLIES	179.21
00405812	OGORCHOCK, LORI ANN	REIMBURSEMENT	44.18

***City Attorney***

00405755	AFLAC	PAYROLL	70.46
00405789	FEDEX	MAILING	73.33

***City Manager***

00405649	BANK OF AMERICA	VARIOUS BUSINESS EXPENSES	2,313.50
00405808	MUNICIPAL POOLING AUTHORITY	PAYROLL	1.95
00405810	OFFICE DEPOT INC	OFFICE SUPPLIES	1.12

***City Clerk***

00405808	MUNICIPAL POOLING AUTHORITY	PAYROLL	7.79
00405839	TOTAL RECALL CAPTIONING	CLOSED CAPTIONING COUNCIL	1,221.87
00944982	BAY AREA NEWS GROUP - EAST BAY	LEGAL AD	1,101.60

***City Treasurer***

00405717	OFFICE DEPOT INC	OFFICE SUPPLIES	919.53
00405724	PFM ASSET MANAGEMENT LLC	ADVISORY SERVICES	11,432.15

***Human Resources***

00405789	FEDEX	MAILING	63.04
00405816	EMPLOYEE	CHECK REPLACEMENT	75.00

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***Economic Development***

00405767	BANK OF AMERICA	VARIOUS BUSINESS EXPENSES	9,104.79
00405808	MUNICIPAL POOLING AUTHORITY	PAYROLL	9.72

***Finance Administration***

00405652	BANK OF AMERICA	VARIOUS BUSINESS EXPENSES	184.44
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***Finance Accounting***

00405639	AMAZON CAPITAL SERVICES INC	SUPPLIES	401.63
00405717	OFFICE DEPOT INC	OFFICE SUPPLIES	191.58
00405808	MUNICIPAL POOLING AUTHORITY	PAYROLL	17.52
00944977	SUPERION LLC	ASP SERVICES	19,768.13

***Finance Operations***

00405639	AMAZON CAPITAL SERVICES INC	SUPPLIES	731.10
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***Non Departmental***

00405639	AMAZON CAPITAL SERVICES INC	MEMBERSHIP	1,425.65
00405652	BANK OF AMERICA	VARIOUS BUSINESS EXPENSES	160.28
00405769	BE EXCEPTIONAL	GRANT EXPENDITURES	10,000.00
00405778	CONTRA COSTA COUNTY LIBRARY	MAINTENANCE	39,982.93
00405787	EIDEN, KITTY J	MINUTES CLERK	270.00
00405802	LOAVES AND FISHES OF CONTRA COSTA	CIVIC ENH GRANT FY 22/23	5,000.00
00405808	MUNICIPAL POOLING AUTHORITY	PAYROLL	330.94
00944981	AVENU	SUTA SERVICES	4,237.30

***Public Works Administration***

00405639	AMAZON CAPITAL SERVICES INC	SUPPLIES	263.98
00405808	MUNICIPAL POOLING AUTHORITY	PAYROLL	9.73

***Public Works Street Maintenance***

00405696	INTERSTATE SALES	SUPPLIES	1,522.48
00405707	MANERI SIGN COMPANY	STREET SIGNS	2,619.77
00405717	OFFICE DEPOT INC	OFFICE SUPPLIES	99.86
00405730	SHERWIN WILLIAMS CO	PAINT SUPPLIES	197.76
00405755	AFLAC	PAYROLL	86.00
00405856	ZUMAR INDUSTRIES INC	PAVEMENT MARKERS	10,846.44

***Public Works-Signal/Street Lights***

00405721	PACIFIC GAS AND ELECTRIC CO	ELECTRIC	8,538.43
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***Public Works-Facilities Maintenance***

00405639	AMAZON CAPITAL SERVICES INC	SUPPLIES	281.29
00405654	BLUE STAR COMPANY INC	RECYCLING SERVICE	2,806.00
00405663	CONCORD GLASS INC	INSULATED GLASS	2,404.83
00405681	EAST BAY WELDING SUPPLY	EQUIPMENT RENTAL	161.85
00405717	OFFICE DEPOT INC	OFFICE SUPPLIES	155.24
00405721	PACIFIC GAS AND ELECTRIC CO	GAS	32,486.90
00405759	AMAZON CAPITAL SERVICES INC	SUPPLIES	764.61
00405782	DC ELECTRIC GROUP INC	EMERGENCY LIGHTS	5,156.00
00944971	GRAINGER INC	SUPPLIES	304.57
00944978	WILLIAMS SCOTSMAN INC	SUPPLIES	563.18
00944990	WILLIAMS SCOTSMAN INC	EQUIPMENT RENTAL	1,459.95

***Public Works-Parks Maint***

00405638	ALTA FENCE	FENCE REPAIR	2,195.00
00405712	MIRACLE PLAYSYSTEMS INC	REPAIR PARTS	834.12



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00405717	OFFICE DEPOT INC	OFFICE SUPPLIES	32.58
00405721	PACIFIC GAS AND ELECTRIC CO	ELECTRIC	1,136.92
00405740	STEWARTS TREE SERVICE INC	TREE SERVICE	6,225.00
00405779	CONTRA COSTA COUNTY TAX COLLECTOR	PROPERTY TAXES	18.94
00405835	STEWARTS TREE SERVICE INC	TREE SERVICE	1,300.00
00405838	TERRACARE ASSOCIATES	PARK MAINTENANCE	189,262.36
00405840	TRAYA, DEREK T	CHECK REPLACEMENT	65.15
00405852	WATERSAVERS IRRIGATION	IRRIGATION PARTS	389.34
<b>Public Works-Median/General Land</b>			
00405664	CONCRETE FENCE INSTALLERS INC	SOUNDWALL REPAIR	15,580.32
00405740	STEWARTS TREE SERVICE INC	EMERGENCY TREE REMOVAL	2,600.00
00405835	STEWARTS TREE SERVICE INC	EMERGENCY TREE REMOVAL	1,950.00
00405838	TERRACARE ASSOCIATES	LANDSCAPE MAINTENANCE	8,881.36
00405852	WATERSAVERS IRRIGATION	IRRIGATION REPAIRS	806.33
00944988	SITEONE LANDSCAPE SUPPLY LLC	IRRIGATION TOOLS	15.41
<b>Police Administration</b>			
00405636	ADAMSON POLICE PRODUCTS	EQUIPMENT	3,321.98
00405671	CORDICO PSYCHOLOGICAL CORPORATION	PROFESSIONAL SERVICES	1,200.00
00405674	CSI FORENSIC SUPPLY LLC	EVIDENCE SUPPLIES	1,260.34
00405675	CSULB FOUNDATION	TRAINING EXPENSE	386.00
00405677	D PREP INC	TRAINING EXPENSE	357.00
00405680	EAN SERVICES LLC	TOLL	11.95
00405688	FEDEX	FEDEX SHIPMENT	129.98
00405704	LEXISNEXIS	DATABASE SUBSCRIPTION	252.50
00405717	OFFICE DEPOT INC	OFFICE SUPPLIES	567.98
00405726	REACH PROJECT INC	PROFESSIONAL SERVICES	17,083.00
00405732	SNIPERCRAFT INC	TRAINING EXPENSE	930.00
00405734	SOUTH BAY REGIONAL PUBLIC SAFETY	TRAINING EXPENSE	190.00
00405735	STATE OF CALIFORNIA	BACKGROUNDS	3,262.00
00405743	TEMPLERS AUTO BODY INC	TOW FEES	1,000.00
00405755	AFLAC	PAYROLL	124.99
00405771	BLEDSON, LOREN M	TRAINING PER DIEM	138.00
00405786	EAN SERVICES LLC	RENTAL TOLL CHARGES	30.35
00405789	FEDEX	MAILING	359.20
00405790	FLORES, VANESSA SOFIA	TRAINING PER DIEM	138.00
00405792	GALLS LLC	EQUIPMENT	295.76
00405799	JEONG, JISEOK	EXPENSE REIMBURSEMENT	125.00
00405800	KENDALL, PRICE JULIUS	TRAINING PER DIEM	222.00
00405803	MARTIN, RICHARD B	TRAINING PER DIEM	296.00
00405805	MILLER, STEVEN MICHAEL	TRAINING PER DIEM	690.00
00405809	NET TRANSCRIPTS	TRANSCRIPT SERVICES	262.40
00405810	OFFICE DEPOT INC	OFFICE SUPPLIES	534.72
00405815	PALMA, KRISTIAN	TRAINING PER DIEM	690.00
00405819	RAMIREZ, JOHN ANTHONY	TRAINING PER DIEM	690.00
00405820	REINKE, LISA MARIE	EXPENSE REIMBURSEMENT	368.17
00405821	REINKE, LISA MARIE	EXPENSE REIMBURSEMENT	335.00
00405830	SOUZA MELLONE, MICHAEL C	EXPENSE REIMBURSEMENT	40.00
00405845	VEHICLE ROAD SAFETY SOLUTIONS	PROFESSIONAL SERVICES	2,218.00

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00405846	VERIZON WIRELESS	PATROL CAR MODEMS	3,046.44
00405848	VIGIL JR, JOSEPH	EXPENSE REIMBURSEMENT	40.00
00944972	IMAGE SALES INC	ID CARDS	109.60
00944978	WILLIAMS SCOTSMAN INC	EVIDENCE STORAGE	360.02
<b>Police Cadets</b>			
00405644	ANTIOCH POLICE EXPLORERS	EXPENSE REIMBURSEMENT	7,533.18
<b>Police Prisoner Custody</b>			
00405780	CONTRA COSTA HEALTH SERVICES	COUNTY PERMIT	710.00
<b>Police Community Policing</b>			
00405700	KOCH, MATTHEW T	TRAINING PER DIEM	138.00
00405708	MARQUES, SHAWN LUIS	TRAINING PER DIEM	138.00
00405710	MCELROY, STEVEN M	TRAINING PER DIEM	138.00
00405753	ADLERHORST INTERNATIONAL INC	POLICE CANINE	12,930.00
00405755	AFLAC	PAYROLL	91.92
00405763	ARK PET HOSPITAL INC, THE	VETERINARY SERVICES	985.89
00405795	HOPWOOD, DANIEL JOHN	EXPENSE REIMBURSEMENT	85.15
00405808	MUNICIPAL POOLING AUTHORITY	PAYROLL	52.51
<b>Police Investigations</b>			
00405637	ALHAMBRA	WATER SERVICE	356.23
00405647	AT AND T MCI	DIGITAL FORENSICS	95.00
00405742	T MOBILE USA INC	DIGITAL FORENSICS	600.00
00405755	AFLAC	PAYROLL	74.00
<b>Police Special Operations Unit</b>			
00405785	EAN SERVICES LLC	RENTAL VEHICLE	2,244.81
<b>Police Communications</b>			
00405641	AMERICAN TOWER CORPORATION	SERVICE FEES	264.43
00405646	AT AND T	PHONES	181.28
00405661	COMCAST	CABLE	330.80
00405690	GLOBALSTAR USA	SATELITE PHONE	273.89
00405717	OFFICE DEPOT INC	OFFICE SUPPLIES	75.69
00405722	PACIFIC TELEMAGEMENT SERVICES	PAY PHONE	78.00
00405808	MUNICIPAL POOLING AUTHORITY	PAYROLL	17.50
00944980	ALTURA COMMUNICATION SOLUTIONS LLC	PROFESSIONAL SERVICES	4,025.00
<b>Police Facilities Maintenance</b>			
00405721	PACIFIC GAS AND ELECTRIC CO	ELECTRIC	20,171.49
00405759	AMAZON CAPITAL SERVICES INC	SUPPLIES	58.11
00405823	ROBINS LOCK AND KEY	DOOR CLOSURE INSTALLATION	295.00
<b>Youth Network Services</b>			
00405648	BANK OF AMERICA	VARIOUS BUSINESS EXPENSES	535.50
<b>Housing and Homelessness</b>			
00405729	RUDRAM LLC	PROGRAM VOUCHER	2,125.00
00405791	FOCUS STRATEGIES	CONSULTANT SERVICES	38,282.50
<b>PSCR Administration</b>			
00405639	AMAZON CAPITAL SERVICES INC	SUPPLIES	121.01
00405766	BANK OF AMERICA	VARIOUS BUSINESS EXPENSES	70.69
<b>Community Development Land Planning Services</b>			
00405684	EIDEN, KITTY J	PROFESSIONAL SERVICES	525.00
00405688	FEDEX	MAILING	26.00



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00405725	RANEY PLANNING & MANAGEMENT INC	CONSULTING SERVICES	420.00
00405789	FEDEX	LATE FEE	2.32
00405817	PLACEWORKS INC	CONSULTANT SERVICES	10,198.75
00944982	BAY AREA NEWS GROUP - EAST BAY	LEGAL AD	2,141.10
<b>CD Code Enforcement</b>			
00405667	CONTRA COSTA COUNTY	FEBRUARY RECORDING FEES	40.00
00405673	CRYSTAL CLEAR LOGOS INC	UNIFORMS, BADGES	124.76
00405774	CACEO	WEBINAR	372.00
00405807	MOTOROLA SOLUTIONS INC	EQUIPMENT	725.38
00405808	MUNICIPAL POOLING AUTHORITY	PAYROLL	17.55
00405810	OFFICE DEPOT INC	PRINTING	46.75
00405833	STAMM ENTERPRISES, LTD	STORAGE RENTAL	255.00
<b>PW Engineer Land Development</b>			
00405770	BKF ENGINEERS INC	ENGINEERING SERVICES	6,840.05
00405849	VILLAGRANA, MONIQUE MONICA	CHECK REPLACEMENT	30.71
<b>Community Development Building Inspection</b>			
00405717	OFFICE DEPOT INC	OFFICE SUPPLIES	32.98
00405746	TYLER TECHNOLOGIES INC	CONSULTANT SERVICES	20,232.39
00405751	4LEAF INC	CONSULTANT SERVICES	33,944.00
<b>Capital Imp. Administration</b>			
00405653	BELLECCI AND ASSOCIATES INC	LAND SURVEYING	7,333.00
00405808	MUNICIPAL POOLING AUTHORITY	PAYROLL	17.52
<b>206 American Rescue Plan Fund</b>			
<b>Mayor's Apprenticeship Program</b>			
00405827	RUBICON PROGRAMS INC	CONSULTANT SERVICES	223.08
<b>Non Departmental</b>			
00405711	MEALS ON WHEELS & SENIOR OUTREACH	OUTREACH SERVICES	25,000.00
00405767	BANK OF AMERICA	VARIOUS BUSINESS EXPENSES	12.17
<b>212 CDBG Fund</b>			
<b>CDBG</b>			
00405733	SOCIETY OF ST VINCENT DE PAUL OF CCC	PROFESSIONAL SERVICES	4,350.00
00944982	BAY AREA NEWS GROUP - EAST BAY	LEGAL AD	501.30
<b>213 Gas Tax Fund</b>			
<b>Streets</b>			
00405721	PACIFIC GAS AND ELECTRIC CO	ELECTRIC	45,781.86
<b>214 Animal Services Fund</b>			
<b>Animal Services</b>			
00405701	KOEFRAN SERVICES INC	CREMATION SERVICES	1,928.00
00405721	PACIFIC GAS AND ELECTRIC CO	GAS	30,303.38
00405750	ZOETIS LLC	VETERINARY SUPPLIES	647.13
00405794	HARDING IV, GEORGE WARREN	EXPENSE REIMBURSEMENT	113.11
00405824	ROO VETERINARY INC	VETERINARY SERVICES	429.00
00405847	VICTOR MEDICAL COMPANY	FREIGHT	280.06
<b>216 Park-In-Lieu Fund</b>			
<b>Parks &amp; Open Space</b>			
00405793	GATES AND ASSOCIATES INC	DESIGN SERVICES	14,514.75
00405826	ROYSTON HANAMOTO ALLEY AND ABEY	CONSULTANT SERVICES	2,950.05
<b>219 Recreation Fund</b>			

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00405683	EDWARDS, TANISHA	DEPOSIT REFUND	500.00
00405703	LEVY, MARYANN	DEPOSIT REFUND	500.00
00405783	DEER VALLEY HIGH SCHOOL	DEPOSIT REFUND	500.00
00405854	WEST, LATANYA	DEPOSIT REFUND	271.50
00405855	WHITE, SANDRA	DEPOSIT REFUND	500.00

**Nick Rodriguez Community Cent**

00405639	AMAZON CAPITAL SERVICES INC	SUPPLIES	1,253.27
00405651	BANK OF AMERICA	VARIOUS BUSINESS EXPENSES	953.99
00405655	BRADY INDUSTRIES	JANITORIAL SUPPLIES	1,760.23
00405721	PACIFIC GAS AND ELECTRIC CO	GAS	14,627.49
00405808	MUNICIPAL POOLING AUTHORITY	PAYROLL	1.94

**Senior Programs**

00405651	BANK OF AMERICA	VARIOUS BUSINESS EXPENSES	3,658.77
00405717	OFFICE DEPOT INC	SUPPLIES	88.33
00405808	MUNICIPAL POOLING AUTHORITY	PAYROLL	1.97
00405811	OG CHARTER AND TOURS LLC	SENIOR TRIP	110.00

**Recreation Sports Programs**

00405639	AMAZON CAPITAL SERVICES INC	SUPPLIES	86.37
00405721	PACIFIC GAS AND ELECTRIC CO	ELECTRIC	3,734.94
00405798	JENNIFER LYNN HINES	DESIGN SERVICES	44.30

**Recreation-Comm Center**

00405639	AMAZON CAPITAL SERVICES INC	SUPPLIES	3,419.75
00405798	JENNIFER LYNN HINES	DESIGN SERVICES	5,469.43
00405804	MAX MARTIAL ARTS LLC	CONSULTANT SERVICES	1,440.00
00405808	MUNICIPAL POOLING AUTHORITY	PAYROLL	7.79
00405838	TERRACARE ASSOCIATES	PARK MAINTENANCE	4,522.39
00405843	UNITED STATES POSTAL SERVICE	POSTAGE	7,000.00
00944974	LSA ASSOCIATES INC	MONITORING SERVICES	2,534.80

**Recreation Water Park**

00405639	AMAZON CAPITAL SERVICES INC	SUPPLIES	1,808.11
00405642	AMS DOT NET INC	WIRELESS SERVICE	500.00
00405721	PACIFIC GAS AND ELECTRIC CO	GAS	16,814.48
00405772	BRADY INDUSTRIES	CLEANING SUPPLIES	475.72
00405808	MUNICIPAL POOLING AUTHORITY	PAYROLL	5.85
00405829	SILKE COMMUNICATION	EQUIPMENT	1,498.75
00405831	SPARKLEZ N SPIKEZ	PROFESSIONAL SERVICES	520.00
00405838	TERRACARE ASSOCIATES	PARK MAINTENANCE	4,351.75
00944970	CONSOLIDATED ELECTRICAL DIST INC	FREIGHT	20.82

**222 Measure C/J Fund**

**Streets**

00405688	FEDEX	MAILING	40.92
00405781	CC TRANSPORTATION AUTHORITY	ANNUAL MEMBERSHIP FEE	15,441.00
00405852	WATERSAVERS IRRIGATION	IRRIGATION REPAIRS	2,485.76
00944982	BAY AREA NEWS GROUP - EAST BAY	ADVERTISING	482.40
00944988	SITEONE LANDSCAPE SUPPLY LLC	IRRIGATIONPARTS	393.35

**226 Solid Waste Reduction Fund**

**Solid Waste**



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00405741	SURE-CLOSE INC	SUPPLIES	15,480.00
00405766	BANK OF AMERICA	VARIOUS BUSINESS EXPENSES	200.00
00405773	BUSCH SYSTEMS INTERNATIONAL INC	SUPPLIES	7,576.79
<b>229</b>	<b>Pollution Elimination Fund</b>		
	<b>Channel Maintenance Operation</b>		
00405668	CONTRA COSTA HEALTH SERVICES	PROFESSIONAL SERVICES	248.75
00405709	MCCAMPBELL ANALYTICAL INC	PROFESSIONAL SERVICES	290.00
00405756	AL FRESCO LANDSCAPING INC	LANDSCAPING SERVICES	5,400.00
<b>251</b>	<b>Lone Tree SLLMD Fund</b>		
	<b>Lonetree Maintenance Zone 1</b>		
00405721	PACIFIC GAS AND ELECTRIC CO	ELECTRIC	939.59
00405838	TERRACARE ASSOCIATES	LANDSCAPE MAINTENANCE	4,911.58
	<b>Lonetree Maintenance Zone 2</b>		
00405721	PACIFIC GAS AND ELECTRIC CO	ELECTRIC	828.59
00405838	TERRACARE ASSOCIATES	LANDSCAPE MAINTENANCE	10,681.11
	<b>Lonetree Maintenance Zone 3</b>		
00405838	TERRACARE ASSOCIATES	LANDSCAPE MAINTENANCE	9,162.86
	<b>Lonetree Maintenance Zone 4</b>		
00405838	TERRACARE ASSOCIATES	LANDSCAPE MAINTENANCE	2,421.21
<b>252</b>	<b>Downtown SLLMD Fund</b>		
	<b>Downtown Maintenance</b>		
00405721	PACIFIC GAS AND ELECTRIC CO	ELECTRIC	426.63
00405808	MUNICIPAL POOLING AUTHORITY	PAYROLL	1.97
00405838	TERRACARE ASSOCIATES	LANDSCAPE MAINTENANCE	1,273.22
<b>253</b>	<b>Almondridge SLLMD Fund</b>		
	<b>Almondridge Maintenance</b>		
00405721	PACIFIC GAS AND ELECTRIC CO	ELECTRIC	249.92
00405838	TERRACARE ASSOCIATES	LANDSCAPE MAINTENANCE	2,363.29
<b>254</b>	<b>Hillcrest SLLMD Fund</b>		
	<b>Hillcrest Maintenance Zone 1</b>		
00405721	PACIFIC GAS AND ELECTRIC CO	ELECTRIC	821.55
00405838	TERRACARE ASSOCIATES	LANDSCAPE MAINTENANCE	8,056.90
	<b>Hillcrest Maintenance Zone 2</b>		
00405653	BELLECCI AND ASSOCIATES INC	DESIGN SERVICES	10,221.00
00405721	PACIFIC GAS AND ELECTRIC CO	ELECTRIC	878.34
00405835	STEWARTS TREE SERVICE INC	EMERGENCY TREE REMOVAL	4,250.00
00405838	TERRACARE ASSOCIATES	LANDSCAPE MAINTENANCE	8,005.46
	<b>Hillcrest Maintenance Zone 4</b>		
00405721	PACIFIC GAS AND ELECTRIC CO	ELECTRIC	817.94
00405838	TERRACARE ASSOCIATES	LANDSCAPE MAINTENANCE	8,666.35
<b>255</b>	<b>Park 1A Maintenance District Fund</b>		
	<b>Park 1A Maintenance District</b>		
00405721	PACIFIC GAS AND ELECTRIC CO	ELECTRIC	134.71
00405838	TERRACARE ASSOCIATES	LANDSCAPE MAINTENANCE	1,396.23
<b>256</b>	<b>Citywide 2A Maintenance District Fund</b>		
	<b>Citywide 2A Maintenance Zone 3</b>		
00405721	PACIFIC GAS AND ELECTRIC CO	ELECTRIC	92.78
00405838	TERRACARE ASSOCIATES	LANDSCAPE MAINTENANCE	1,466.85



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**Citywide 2A Maintenance Zone 4**

00405721	PACIFIC GAS AND ELECTRIC CO	ELECTRIC	429.70
00405838	TERRACARE ASSOCIATES	LANDSCAPE MAINTENANCE	5,152.26

**Citywide 2A Maintenance Zone 5**

00405721	PACIFIC GAS AND ELECTRIC CO	ELECTRIC	785.36
00405838	TERRACARE ASSOCIATES	LANDSCAPE MAINTENANCE	2,381.42

**Citywide 2A Maintenance Zone 6**

00405721	PACIFIC GAS AND ELECTRIC CO	ELECTRIC	286.19
00405838	TERRACARE ASSOCIATES	LANDSCAPE MAINTENANCE	2,242.69

**Citywide 2A Maintenance Zone 8**

00405838	TERRACARE ASSOCIATES	LANDSCAPE MAINTENANCE	4,070.43
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**Citywide 2A Maintenance Zone 9**

00405721	PACIFIC GAS AND ELECTRIC CO	ELECTRIC	573.74
00405838	TERRACARE ASSOCIATES	LANDSCAPE MAINTENANCE	5,381.46

**Citywide 2A Maintenance Zone10**

00405721	PACIFIC GAS AND ELECTRIC CO	ELECTRIC	178.14
00405838	TERRACARE ASSOCIATES	LANDSCAPE MAINTENANCE	2,581.23

**257 SLLMD Administration Fund**

**SLLMD Administration**

00405640	AMBRIZ, BENJAMIN M	TRAINING REIMBURSEMENT	116.00
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**259 East Lone Tree SLLMD Fund**

**Zone 1-District 10**

00405838	TERRACARE ASSOCIATES	LANDSCAPE MAINTENANCE	3,357.92
00944976	SITEONE LANDSCAPE SUPPLY LLC	LANDSCAPING SERVICES	1,250.00

**376 Lone Diamond Fund**

**Assessment District**

00405775	CENTRAL SELF STORAGE ANTIOCH	STORAGE FEE	407.00
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**410 2015 Refunding Bond (2001ABAG) Fund**

**Non departmental**

00405768	BANK OF NEW YORK MELLON	FISCAL AGENT FEE	766.50
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**Non Departmental**

00405768	BANK OF NEW YORK MELLON	FISCAL AGENT FEE	355.00
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**417 2015 Ref Bond (02 Lease Rev) Fund**

**Non departmental**

00405768	BANK OF NEW YORK MELLON	FISCAL AGENT FEE	766.50
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**Non Departmental**

00405768	BANK OF NEW YORK MELLON	FISCAL AGENT FEE	412.00
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**570 Equipment Maintenance Fund**

**Non departmental**

00405693	HUNT AND SONS INC	GASOLINE AND DIESEL FUEL	12,740.29
00405796	HUNT AND SONS INC	FUEL	10,006.27

**Equipment Maintenance**

00405639	AMAZON CAPITAL SERVICES INC	SUPPLIES	44.69
00405659	CLASSY GLASS TINTING	WINDOW TINT	200.00
00405660	COAST COUNTIES TRUCK AND EQUIPMENT	AUTOMOTIVE REPAIR PARTS	148.46
00405699	KEN KELLER SALES	AUTOMOTIVE REPAIR PARTS	108.68
00405706	LIM AUTOMOTIVE SUPPLY INC	AUTOMOTIVE REPAIR PARTS	2,607.94
00405719	OREILLY AUTO PARTS	AUTOMOTIVE REPAIR PARTS	66.21



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00405747	UNICO GLASS LLC	AUTO GLASS INSTALLATION	854.85
00405764	ARROWHEAD 24 HOUR TOWING INC	TOWING SERVICE	102.00
00405776	CLASSY GLASS TINTING	VEHICLE WINDOW TINT	200.00
00405801	LIM AUTOMOTIVE SUPPLY INC	AUTOMOTIVE REPAIR PARTS	1,720.61
00405806	MITCHELLS MODESTO HARLEY DAVIDSON	AUTOMOTIVE SERVICE	2,271.59
00405808	MUNICIPAL POOLING AUTHORITY	PAYROLL	9.72
00405825	ROYAL BRASS INC	PARTS	371.89
00405836	STOMMEL INC	PARTS	84.20
00405841	TRED SHED, THE	TIRES	5,501.77
00405850	WALNUT CREEK FORD	AUTOMOTIVE REPAIR PARTS	550.31
00944969	BIG SKY ENVIRONMENTAL SOLUTIONS	TIRE DISPOSAL	416.75
<b>573</b>	<b>Information Services Fund</b>		
	<b>Network Support &amp; PCs</b>		
00405639	AMAZON CAPITAL SERVICES INC	SUPPLIES	558.52
00405760	AMERICAN MESSAGING	PAGER AND PAGECOPY SERVICE	39.03
00405777	COMCAST	CONNECTION SERVICES	328.13
00405808	MUNICIPAL POOLING AUTHORITY	PAYROLL	11.70
00405842	TREDENT DATA SYSTEMS INC	ANNUAL FEE	4,829.00
	<b>Telephone System</b>		
00944980	ALTURA COMMUNICATION SOLUTIONS LLC	PROFESSIONAL SERVICES	3,762.50
	<b>GIS Support Services</b>		
00405685	ESRI INC	LICENSE MAINTENANCE	27,196.71
	<b>Office Equipment Replacement</b>		
00944984	COMPUTERLAND	COMPUTER PART	1,089.78
<b>577</b>	<b>Post Retirement Medical-Police Fund</b>		
	<b>Non Departmental</b>		
00405858	RETIREE	MEDICAL AFTER RETIREMENT	1,676.38
00405860	RETIREE	MEDICAL AFTER RETIREMENT	913.74
00405868	RETIREE	MEDICAL AFTER RETIREMENT	1,310.98
00405872	RETIREE	MEDICAL AFTER RETIREMENT	1,676.48
00405875	RETIREE	MEDICAL AFTER RETIREMENT	415.50
00405877	RETIREE	MEDICAL AFTER RETIREMENT	415.50
00405878	RETIREE	MEDICAL AFTER RETIREMENT	156.11
00405879	RETIREE	MEDICAL AFTER RETIREMENT	1,585.11
00405881	RETIREE	MEDICAL AFTER RETIREMENT	1,585.11
00405882	RETIREE	MEDICAL AFTER RETIREMENT	709.38
00405883	RETIREE	MEDICAL AFTER RETIREMENT	1,676.48
00405886	RETIREE	MEDICAL AFTER RETIREMENT	49.30
00944991	RETIREE	MEDICAL AFTER RETIREMENT	415.50
00944992	RETIREE	MEDICAL AFTER RETIREMENT	2,224.72
00944996	RETIREE	MEDICAL AFTER RETIREMENT	1,045.99
00944997	RETIREE	MEDICAL AFTER RETIREMENT	351.56
00944999	RETIREE	MEDICAL AFTER RETIREMENT	1,676.48
00945000	RETIREE	MEDICAL AFTER RETIREMENT	1,473.30
00945005	RETIREE	MEDICAL AFTER RETIREMENT	1,676.48
00945012	RETIREE	MEDICAL AFTER RETIREMENT	1,676.48
00945017	RETIREE	MEDICAL AFTER RETIREMENT	415.50
00945019	RETIREE	MEDICAL AFTER RETIREMENT	879.00



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00945021	RETIREE	MEDICAL AFTER RETIREMENT	689.04
00945024	RETIREE	MEDICAL AFTER RETIREMENT	676.18
00945037	RETIREE	MEDICAL AFTER RETIREMENT	1,563.12
00945038	RETIREE	MEDICAL AFTER RETIREMENT	1,827.48
00945043	RETIREE	MEDICAL AFTER RETIREMENT	1,676.48
00945044	RETIREE	MEDICAL AFTER RETIREMENT	879.00
00945045	RETIREE	MEDICAL AFTER RETIREMENT	1,676.48
00945059	RETIREE	MEDICAL AFTER RETIREMENT	415.50
00945060	RETIREE	MEDICAL AFTER RETIREMENT	689.04
00945061	RETIREE	MEDICAL AFTER RETIREMENT	222.52
00945062	RETIREE	MEDICAL AFTER RETIREMENT	1,676.48
00945072	RETIREE	MEDICAL AFTER RETIREMENT	1,563.12
00945073	RETIREE	MEDICAL AFTER RETIREMENT	493.80
00945074	RETIREE	MEDICAL AFTER RETIREMENT	1,644.73
00945075	RETIREE	MEDICAL AFTER RETIREMENT	1,676.48
00945078	RETIREE	MEDICAL AFTER RETIREMENT	453.25
00945089	RETIREE	MEDICAL AFTER RETIREMENT	1,219.61
00945091	RETIREE	MEDICAL AFTER RETIREMENT	1,219.61
00945093	RETIREE	MEDICAL AFTER RETIREMENT	2,077.36
00945097	RETIREE	MEDICAL AFTER RETIREMENT	828.24
00945099	RETIREE	MEDICAL AFTER RETIREMENT	762.74
00945100	RETIREE	MEDICAL AFTER RETIREMENT	269.02
00945108	RETIREE	MEDICAL AFTER RETIREMENT	1,035.91
00945110	RETIREE	MEDICAL AFTER RETIREMENT	1,676.48
00945111	RETIREE	MEDICAL AFTER RETIREMENT	689.04
00945113	RETIREE	MEDICAL AFTER RETIREMENT	415.50
00945115	RETIREE	MEDICAL AFTER RETIREMENT	1,219.61
00945119	RETIREE	MEDICAL AFTER RETIREMENT	305.87
00945128	RETIREE	MEDICAL AFTER RETIREMENT	132.25
00945130	RETIREE	MEDICAL AFTER RETIREMENT	1,676.48
00945139	RETIREE	MEDICAL AFTER RETIREMENT	1,676.48
00945140	RETIREE	MEDICAL AFTER RETIREMENT	1,676.48
00945142	RETIREE	MEDICAL AFTER RETIREMENT	700.03
00945147	RETIREE	MEDICAL AFTER RETIREMENT	415.50
00945148	RETIREE	MEDICAL AFTER RETIREMENT	1,676.48
00945151	RETIREE	MEDICAL AFTER RETIREMENT	305.87
00945157	RETIREE	MEDICAL AFTER RETIREMENT	607.89
00945161	RETIREE	MEDICAL AFTER RETIREMENT	674.61
00945162	RETIREE	MEDICAL AFTER RETIREMENT	762.74
00945164	RETIREE	MEDICAL AFTER RETIREMENT	283.24
00945166	RETIREE	MEDICAL AFTER RETIREMENT	762.74
<b>578</b>	<b>Post Retirement Medical-Misc Fund</b>		
<b>Non Departmental</b>			
00405857	RETIREE	MEDICAL AFTER RETIREMENT	269.02
00405863	RETIREE	MEDICAL AFTER RETIREMENT	85.69
00405864	RETIREE	MEDICAL AFTER RETIREMENT	558.38
00405865	RETIREE	MEDICAL AFTER RETIREMENT	558.38
00405867	RETIREE	MEDICAL AFTER RETIREMENT	85.69



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00405869	RETIREE	MEDICAL AFTER RETIREMENT	85.69
00405871	RETIREE	MEDICAL AFTER RETIREMENT	283.25
00405884	RETIREE	MEDICAL AFTER RETIREMENT	85.69
00405885	RETIREE	MEDICAL AFTER RETIREMENT	182.85
00405888	RETIREE	MEDICAL AFTER RETIREMENT	100.00
00944993	RETIREE	MEDICAL AFTER RETIREMENT	890.87
00944995	RETIREE	MEDICAL AFTER RETIREMENT	322.38
00944998	RETIREE	MEDICAL AFTER RETIREMENT	558.38
00945003	RETIREE	MEDICAL AFTER RETIREMENT	85.69
00945007	RETIREE	MEDICAL AFTER RETIREMENT	203.69
00945010	RETIREE	MEDICAL AFTER RETIREMENT	203.69
00945011	RETIREE	MEDICAL AFTER RETIREMENT	558.38
00945013	RETIREE	MEDICAL AFTER RETIREMENT	203.69
00945014	RETIREE	MEDICAL AFTER RETIREMENT	558.38
00945015	RETIREE	MEDICAL AFTER RETIREMENT	322.38
00945018	RETIREE	MEDICAL AFTER RETIREMENT	558.38
00945025	RETIREE	MEDICAL AFTER RETIREMENT	322.38
00945029	RETIREE	MEDICAL AFTER RETIREMENT	85.69
00945030	RETIREE	MEDICAL AFTER RETIREMENT	203.69
00945033	RETIREE	MEDICAL AFTER RETIREMENT	85.69
00945036	RETIREE	MEDICAL AFTER RETIREMENT	85.69
00945040	RETIREE	MEDICAL AFTER RETIREMENT	558.38
00945041	RETIREE	MEDICAL AFTER RETIREMENT	558.38
00945042	RETIREE	MEDICAL AFTER RETIREMENT	322.38
00945049	RETIREE	MEDICAL AFTER RETIREMENT	709.38
00945050	RETIREE	MEDICAL AFTER RETIREMENT	85.69
00945051	RETIREE	MEDICAL AFTER RETIREMENT	220.00
00945052	RETIREE	MEDICAL AFTER RETIREMENT	558.38
00945057	RETIREE	MEDICAL AFTER RETIREMENT	322.38
00945058	RETIREE	MEDICAL AFTER RETIREMENT	85.69
00945066	RETIREE	MEDICAL AFTER RETIREMENT	85.69
00945067	RETIREE	MEDICAL AFTER RETIREMENT	85.69
00945071	RETIREE	MEDICAL AFTER RETIREMENT	85.69
00945077	RETIREE	MEDICAL AFTER RETIREMENT	85.69
00945082	RETIREE	MEDICAL AFTER RETIREMENT	203.69
00945083	RETIREE	MEDICAL AFTER RETIREMENT	322.38
00945084	RETIREE	MEDICAL AFTER RETIREMENT	322.38
00945086	RETIREE	MEDICAL AFTER RETIREMENT	322.38
00945087	RETIREE	MEDICAL AFTER RETIREMENT	322.38
00945094	RETIREE	MEDICAL AFTER RETIREMENT	85.69
00945096	RETIREE	MEDICAL AFTER RETIREMENT	85.69
00945102	RETIREE	MEDICAL AFTER RETIREMENT	203.69
00945106	RETIREE	MEDICAL AFTER RETIREMENT	709.38
00945107	RETIREE	MEDICAL AFTER RETIREMENT	85.69
00945112	RETIREE	MEDICAL AFTER RETIREMENT	322.38
00945116	RETIREE	MEDICAL AFTER RETIREMENT	85.69
00945118	RETIREE	MEDICAL AFTER RETIREMENT	85.69
00945122	RETIREE	MEDICAL AFTER RETIREMENT	85.69



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00945127	RETIREE	MEDICAL AFTER RETIREMENT	322.38
00945129	RETIREE	MEDICAL AFTER RETIREMENT	85.69
00945134	RETIREE	MEDICAL AFTER RETIREMENT	85.69
00945145	RETIREE	MEDICAL AFTER RETIREMENT	322.38
00945150	RETIREE	MEDICAL AFTER RETIREMENT	140.36
00945153	RETIREE	MEDICAL AFTER RETIREMENT	85.69
00945160	RETIREE	MEDICAL AFTER RETIREMENT	322.38
00945163	RETIREE	MEDICAL AFTER RETIREMENT	85.69
00945165	RETIREE	MEDICAL AFTER RETIREMENT	558.38
<b>579</b>	<b>Post Retirement Medical-Mgmt Fund</b>		
<b>Non Departmental</b>			
00405859	RETIREE	MEDICAL AFTER RETIREMENT	85.69
00405861	RETIREE	MEDICAL AFTER RETIREMENT	1,370.61
00405862	RETIREE	MEDICAL AFTER RETIREMENT	862.90
00405866	RETIREE	MEDICAL AFTER RETIREMENT	85.69
00405870	RETIREE	MEDICAL AFTER RETIREMENT	203.69
00405873	RETIREE	MEDICAL AFTER RETIREMENT	278.48
00405874	RETIREE	MEDICAL AFTER RETIREMENT	85.69
00405876	RETIREE	MEDICAL AFTER RETIREMENT	82.77
00405880	RETIREE	MEDICAL AFTER RETIREMENT	438.38
00405887	RETIREE	MEDICAL AFTER RETIREMENT	2,224.72
00405889	RETIREE	MEDICAL AFTER RETIREMENT	558.38
00944994	RETIREE	MEDICAL AFTER RETIREMENT	322.28
00945001	RETIREE	MEDICAL AFTER RETIREMENT	558.38
00945002	RETIREE	MEDICAL AFTER RETIREMENT	322.38
00945004	RETIREE	MEDICAL AFTER RETIREMENT	558.38
00945006	RETIREE	MEDICAL AFTER RETIREMENT	132.25
00945008	RETIREE	MEDICAL AFTER RETIREMENT	143.69
00945009	RETIREE	MEDICAL AFTER RETIREMENT	2,224.72
00945016	RETIREE	MEDICAL AFTER RETIREMENT	322.38
00945020	RETIREE	MEDICAL AFTER RETIREMENT	322.38
00945022	RETIREE	MEDICAL AFTER RETIREMENT	709.38
00945023	RETIREE	MEDICAL AFTER RETIREMENT	862.90
00945026	RETIREE	MEDICAL AFTER RETIREMENT	689.04
00945027	RETIREE	MEDICAL AFTER RETIREMENT	143.69
00945028	RETIREE	MEDICAL AFTER RETIREMENT	206.70
00945031	RETIREE	MEDICAL AFTER RETIREMENT	393.75
00945032	RETIREE	MEDICAL AFTER RETIREMENT	322.38
00945034	RETIREE	MEDICAL AFTER RETIREMENT	438.38
00945035	RETIREE	MEDICAL AFTER RETIREMENT	85.69
00945039	RETIREE	MEDICAL AFTER RETIREMENT	269.02
00945046	RETIREE	MEDICAL AFTER RETIREMENT	322.38
00945047	RETIREE	MEDICAL AFTER RETIREMENT	322.38
00945048	RETIREE	MEDICAL AFTER RETIREMENT	322.38
00945053	RETIREE	MEDICAL AFTER RETIREMENT	452.00
00945054	RETIREE	MEDICAL AFTER RETIREMENT	322.38
00945055	RETIREE	MEDICAL AFTER RETIREMENT	322.38
00945056	RETIREE	MEDICAL AFTER RETIREMENT	132.25



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00945063	RETIREE	MEDICAL AFTER RETIREMENT	439.12
00945064	RETIREE	MEDICAL AFTER RETIREMENT	400.00
00945065	RETIREE	MEDICAL AFTER RETIREMENT	322.38
00945068	RETIREE	MEDICAL AFTER RETIREMENT	322.38
00945069	RETIREE	MEDICAL AFTER RETIREMENT	236.69
00945070	RETIREE	MEDICAL AFTER RETIREMENT	2,224.72
00945076	RETIREE	MEDICAL AFTER RETIREMENT	862.90
00945079	RETIREE	MEDICAL AFTER RETIREMENT	322.38
00945080	RETIREE	MEDICAL AFTER RETIREMENT	322.38
00945081	RETIREE	MEDICAL AFTER RETIREMENT	322.38
00945085	RETIREE	MEDICAL AFTER RETIREMENT	676.18
00945088	RETIREE	MEDICAL AFTER RETIREMENT	1,500.22
00945090	RETIREE	MEDICAL AFTER RETIREMENT	534.31
00945092	RETIREE	MEDICAL AFTER RETIREMENT	322.38
00945095	RETIREE	MEDICAL AFTER RETIREMENT	1,493.73
00945098	RETIREE	MEDICAL AFTER RETIREMENT	269.02
00945101	RETIREE	MEDICAL AFTER RETIREMENT	143.69
00945103	RETIREE	MEDICAL AFTER RETIREMENT	1,676.48
00945104	RETIREE	MEDICAL AFTER RETIREMENT	322.38
00945105	RETIREE	MEDICAL AFTER RETIREMENT	322.38
00945109	RETIREE	MEDICAL AFTER RETIREMENT	85.69
00945114	RETIREE	MEDICAL AFTER RETIREMENT	762.74
00945117	RETIREE	MEDICAL AFTER RETIREMENT	85.69
00945120	RETIREE	MEDICAL AFTER RETIREMENT	322.38
00945121	RETIREE	MEDICAL AFTER RETIREMENT	322.38
00945123	RETIREE	MEDICAL AFTER RETIREMENT	85.69
00945124	RETIREE	MEDICAL AFTER RETIREMENT	132.25
00945125	RETIREE	MEDICAL AFTER RETIREMENT	682.90
00945126	RETIREE	MEDICAL AFTER RETIREMENT	203.69
00945131	RETIREE	MEDICAL AFTER RETIREMENT	322.38
00945132	RETIREE	MEDICAL AFTER RETIREMENT	322.38
00945133	RETIREE	MEDICAL AFTER RETIREMENT	85.69
00945135	RETIREE	MEDICAL AFTER RETIREMENT	269.02
00945136	RETIREE	MEDICAL AFTER RETIREMENT	689.04
00945137	RETIREE	MEDICAL AFTER RETIREMENT	85.69
00945138	RETIREE	MEDICAL AFTER RETIREMENT	322.38
00945141	RETIREE	MEDICAL AFTER RETIREMENT	438.38
00945143	RETIREE	MEDICAL AFTER RETIREMENT	516.88
00945144	RETIREE	MEDICAL AFTER RETIREMENT	85.69
00945146	RETIREE	MEDICAL AFTER RETIREMENT	558.38
00945149	RETIREE	MEDICAL AFTER RETIREMENT	220.00
00945152	RETIREE	MEDICAL AFTER RETIREMENT	322.38
00945154	RETIREE	MEDICAL AFTER RETIREMENT	85.69
00945155	RETIREE	MEDICAL AFTER RETIREMENT	322.38
00945156	RETIREE	MEDICAL AFTER RETIREMENT	2,224.72
00945158	RETIREE	MEDICAL AFTER RETIREMENT	85.69
00945159	RETIREE	MEDICAL AFTER RETIREMENT	1,748.00
<b>580</b>	<b>Loss Control Fund</b>		

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**Human Resources**

00405754	AFLAC	PAYROLL	101.01
00405755	AFLAC	PAYROLL	202.41

**611 Water Fund**

**Non departmental**

00405639	AMAZON CAPITAL SERVICES INC	SUPPLIES	52.65
00405788	FASTENAL CO	SUPPLIES	144.80
00405837	SUNRISE ENVIRONMENTAL	SUPPLIES	125.60
00944985	GRAINGER INC	SUPPLIES	198.50

**Water Production**

00405643	ANIMAL DAMAGE MANAGEMENT	PEST CONTROL SERVICE	425.00
00405645	ARAMARK UNIFORM SERVICES	UNIFORM SERVICES	86.81
00405670	CONTRA COSTA WATER DISTRICT	CCWD RAW WATER	265,494.74
00405686	EXPONENT INC	CONSULTANT SERVICES	3,498.50
00405687	FASTENAL CO	TOOLS	315.88
00405691	GUALCO GROUP INC, THE	GOV RELATION SERVICES	4,000.95
00405694	IDN WILCO	OPERATING SUPPLIES	90.00
00405697	KARL NEEDHAM ENTERPRISES INC	SLUDGE REMOVAL	28,801.65
00405702	KRUGER INC	ACTIFLO PARTS	62,700.81
00405706	LIM AUTOMOTIVE SUPPLY INC	AUTOMOTIVE REPAIR PARTS	18.64
00405717	OFFICE DEPOT INC	OFFICE SUPPLIES	152.18
00405721	PACIFIC GAS AND ELECTRIC CO	GAS	184,113.76
00405748	UNIVAR SOLUTIONS USA INC	CHEMICALS	9,273.40
00405761	ANTIOCH ACE HARDWARE	TOOLS AND HARDWARE	87.87
00405762	ARAMARK UNIFORM SERVICES	UNIFORM SERVICES	86.81
00405765	AVEVA SELECT CALIFORNIA	SOFTWARE RENEWAL	16,850.00
00405825	ROYAL BRASS INC	PLUMBING PARTS	2,642.14
00405844	UNIVAR SOLUTIONS USA INC	CAUSTIC	15,985.40
00405851	WALTER BISHOP CONSULTING	CONSULTANT SERVICES	6,188.12
00405853	WATERWISEPRO TRAINING LLC	DISTRIBUTION TRAINING	466.88
00944971	GRAINGER INC	PARTS	315.15
00944985	GRAINGER INC	PARTS	3,378.12
00944986	ICR ELECTRICAL CONTRACTORS	ELECTRICAL SERVICE	5,980.36
00944989	VINCENT ELECTRIC MOTOR CO	SUPPLIES	1,303.83

**Water Distribution**

00405639	AMAZON CAPITAL SERVICES INC	SUPPLIES	321.49
00405658	CHECK PROCESSORS INC	LOCKBOX PROCESSING	441.32
00405676	CWEA SFBS	CERTIFICATION RENEWAL	100.00
00405706	LIM AUTOMOTIVE SUPPLY INC	AUTOMOTIVE REPAIR PARTS	1,169.90
00405717	OFFICE DEPOT INC	OFFICE SUPPLIES	254.07
00405720	PACE SUPPLY CORP	CONCRETE METER BOX LIDS	21,209.19
00405744	TIMMONS GROUP INC	IMPLEMENTATION SERVICES	10,165.62
00405749	WESTERN PACIFIC TRUCK SCHOOL	CERTIFICATION FEE	4,995.00
00405752	ACCONTEMPPS	TEMP HELP	763.82
00405758	ALTERED CANVAS	BACKFLOW COVER BAGS	6,675.00
00405784	DELTA DIABLO	RECYCLE WATER FEE	7,897.67
00405814	PACE SUPPLY CORP	TOOLS	16,859.86
00405822	REYES, ADRIAN EDGARDO	TRAINING PER DIEM	222.00



CITY OF  
**ANTIOCH**  
CALIFORNIA

CLAIMS BY FUND REPORT  
FOR THE PERIOD OF  
MARCH 17-30, 2023  
FUND/CHECK#

00405832	SPOHN, WARREN	TRAINING PER DIEM	222.00
00944968	BADGER METER INC	METER BASES	9,396.80
00944971	GRAINGER INC	MATERIALS	870.84
00944973	INFOSEND INC	PRINT AND MAIL SERVICES	4,885.47
00944978	WILLIAMS SCOTSMAN INC	STORAGE CONTAINER	563.17
00944985	GRAINGER INC	SUPPLIES	326.27
00944990	WILLIAMS SCOTSMAN INC	STORAGE CONTAINER RENTAL	1,459.91
<b>Public Buildings &amp; Facilities</b>			
00405657	CDM SMITH INC	PROFESSIONAL SERVICES	357,154.34
00405665	CONSTRUCTION TESTING SERVICES	PROFESSIONAL SERVICES	43,378.20
00405692	HB CONSULTING GROUP INC	CONSULTING SERVICES	17,005.00
<b>Water Systems</b>			
00944968	BADGER METER INC	METER REGISTERS	51,331.39
<b>621</b>	<b>Sewer Fund</b>		
<b>Swr-Wastewater Administration</b>			
00405639	AMAZON CAPITAL SERVICES INC	SUPPLIES	48.34
00405658	CHECK PROCESSORS INC	LOCKBOX PROCESSING	441.32
00405689	FISCHER COMPLIANCE LLC	AUDITING SERVICE	15,600.00
00405717	OFFICE DEPOT INC	OFFICE SUPPLIES	649.35
00405721	PACIFIC GAS AND ELECTRIC CO	ELECTRIC	1,067.44
00405727	RHODES, MICHAEL LEE	EXPENSE REIMBURSEMENT	185.00
00405728	ROBERTS AND BRUNE CO	SUPPLIES	510.45
00405731	SIGN A RAMA INC	SUPPLIES	417.47
00405744	TIMMONS GROUP INC	IMPLEMENTATION SERVICES	10,165.63
00405745	TRENCH PLATE RENTAL CO INC	REPAIR SERVICE	151.55
00405752	ACCONTEMPPS	TEMP HELP	763.82
00405755	AFLAC	PAYROLL	1,382.38
00405757	ALL STAR RENTS	RENTAL EQUIPMENT	25.02
00405797	JACK DOHENY COMPANY	SEWER SUPPLIES	619.42
00405810	OFFICE DEPOT INC	OFFICE SUPPLIES	301.77
00405813	PAC MACHINE CO INC	EMERGENCY PUMP REPAIR	9,089.73
00944973	INFOSEND INC	PRINT AND MAIL SERVICES	4,885.45
00944978	WILLIAMS SCOTSMAN INC	STORAGE CONTAINER	563.17
00944983	CANON FINANCIAL SERVICES	PRINTER RENTAL FEE	99.14
00944985	GRAINGER INC	SUPPLIES	189.44
00944987	SCOTTO, CHARLES W AND DONNA F	APRIL 2023 RENT	5,000.00
00944990	WILLIAMS SCOTSMAN INC	STORAGE CONTAINER RENTAL	1,459.92
<b>631</b>	<b>Marina Fund</b>		
<b>Marina Administration</b>			
00405656	CALIFORNIA DELTA CHAMBERS	ANNUAL DUES	165.00
00405662	COMCAST	CONNECTION SERVICES	420.45
00405679	DRONE FOR HIRE	IMAGING SERVICES	255.00
00405698	KECO INC	EQUIPMENT & SUPPLIES	487.46
00405721	PACIFIC GAS AND ELECTRIC CO	GAS	7,742.44
00405739	STEPHANIES AUTO CLEARANCE	LIEN SALE FEE	605.00
00405755	AFLAC	PAYROLL	201.63



CLAIMS BY FUND REPORT  
FOR THE PERIOD OF  
MARCH 17-30, 2023  
FUND/CHECK#

**752**                    **Storm Drain Deposits Fund**  
***Non departmental***

00405666      CONTRA COSTA COUNTY

DRAINAGE FEES

949,280.53



CLAIMS BY FUND REPORT FOR THE PERIOD OF  
MARCH 17-30, 2023  
FUND/CHECK #

<b>227</b>	<b>Housing Fund</b>		
<b><i>Housing</i></b>			
00405828	SHELTER INC	PROFESSIONAL SERVICES	8,905.13



## STAFF REPORT TO THE CITY COUNCIL

**DATE:** Regular Meeting of April 11, 2023

**TO:** Honorable Mayor and Members of the City Council

**SUBMITTED BY:** Thomas Lloyd Smith, City Attorney *TLS*

**SUBJECT:** REJECTION OF CLAIM: VICTORIA COLLINS

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### **RECOMMENDED ACTION**

It is recommended that the City Council reject the claims submitted by Victoria Collins.

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

### **ATTACHMENTS**

None.

**STAFF REPORT TO THE CITY COUNCIL**

**DATE:** Regular Meeting of April 11, 2023

**TO:** Honorable Mayor and Members of the City Council

**SUBMITTED BY:** Ana Cortez, Human Resources Director *AC*

**SUBJECT:** Resolution Approving the Class Specification Updates for the Confidential Unit and Operating Engineers Local Union No. 3 Bargaining Units with no Salary Changes.

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**RECOMMENDED ACTION**

It is recommended the City Council adopt the resolution approving class specification updates to the Confidential and Operating Engineers Local Union No.3 Bargaining Units.

**FISCAL IMPACT**

Approving the updates to the class specifications do not have a financial impact.

**DISCUSSION**

Staff is recommending updating the class specifications for Accounting Technician, Lead Customer Service Representative, GIS Technician, and GIS Specialist. After further review of the above-listed classifications, it was determined that the requirements did not reflect the appropriate level of education and experience required to effectively perform the duties of the job.

**Accounting Technician**

The Accounting Technician class specification currently includes business license duties; however, in June 2014, the Business License Representative class specification was updated to include some duties currently being performed by the Accounting Technician. Since the update of the Business License Representative class specification, the Accounting Technician is no longer required to perform business license duties.

Additionally, the required experience for the Accounting Technician is being changed from three years of increasingly responsible customer service and clerical accounting experience to only two years. By changing this requirement, the City will be able to recruit at the appropriate level and provide more opportunities for entry-level staff.

**Lead Customer Service Representative**

The Lead Customer Service Representative class specification is being updated to decrease the customer service and clerical accounting experience from four years to three years of increasingly responsible customer service and clerical accounting

experience, including one year of experience comparable to that of a Customer Service Representative I/II in the City of Antioch. Revisions to the experience requirements are being made in an effort to increase promotional opportunities and retention of current employees.

#### GIS Technician

The GIS Technician class specification is being revised to update a higher level educational and experience required for this specialized position.

The current class specification requires twelfth grade education and two years of experience in Geographic Information Systems (GIS), Computerized Maintenance and Management Software (CMMS), mapping or related field. The proposed change will require an Associate's Degree, with two years of experience in GIS, CMMS, mapping or related field. Possession of a Bachelor's Degree may be substituted for two years of experience. The substitution of education for experience will allow us to be more flexible in the recruitment efforts as it will increase the pool of qualified applicants.

Additionally, instead of requiring a California driver's license at the time of application a California driver's license will be required at the time of appointment.

#### GIS Specialist

The GIS Specialist class specification is being revised to require a higher level of education and experience for this specialized position.

The current class specification requires an Associate's Degree and four years of responsible experience in system design and analysis, application development, project management, automated mapping or GIS. The proposed change will require a Bachelor's Degree and four years of responsible experience in system design and analysis, application development, project management, automated mapping or GIS. Possession of a Master's Degree with major coursework in geography, environmental science, computer science, information systems/technology, or closely related field may be substituted for two years of experience. The substitution of education for experience will allow us to be more flexible in the recruitment efforts as it will increase the pool of qualified applicants.

Additionally, instead of requiring a California driver's license at the time of application a California driver's license will be required at the time of appointment.

### **ATTACHMENTS**

- A. Resolution Approving the Class Specification Updates for the Confidential Unit and Operating Engineers Local Union No. 3 Bargaining Units with no Salary Changes.
  - Exhibit A - Accounting Technician Class Specification
  - Exhibit B - Lead Customer Service Representative Class Specification
  - Exhibit C - GIS Technician Class Specification
  - Exhibit D - GIS Specialist Class Specification

**RESOLUTION NO. 2023/XX**

**RESOLUTION APPROVING THE CLASS SPECIFICATION UPDATES FOR THE  
CONFIDENTIAL UNIT AND OPERATING ENGINEERS LOCAL UNION NO. 3  
BARGAINING UNITS WITH NO SALARY CHANGES**

**WHEREAS**, the City has an interest in updating the class specifications for classifications;

**WHEREAS**, the City Council has considered updated class specifications on a case-by-case basis as needed for recruitments and retention;

**WHEREAS**, the Confidential Bargaining Unit and Operating Engineers Local Union No. 3 have reviewed and approved the Class Specifications; and

**WHEREAS**, department management have reviewed and updated the descriptions to reflect current organizational structure and operational needs.

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

**Section 1.** The class specification updates for the Confidential and Operating Engineers Local Union No. 3 Bargaining Units, which are attached hereto as Exhibits "A" Accounting Technician, "B" Lead Customer Service Representative, "C" GIS Technician, and "D" GIS Specialist are hereby approved; and

**Section 2.** There is no adjustment to the established salary ranges for the aforementioned class specifications; and

\* \* \* \* \*

**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 11<sup>th</sup> day of April, 2023, by the following vote:

**AYES:**

**NOES:**

**ABSTAINED:**

**ABSENT:**

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**ELIZABETH HOUSEHOLDER  
CITY CLERK OF THE CITY OF ANTIOCH**



**ACCOUNTING TECHNICIAN**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under general supervision, performs a wide variety of responsible technical accounting and financial record keeping and reporting duties in support of assigned accounting system, function, or program area; ; prepares, processes, maintains, and verifies financial/accounting and statistical documents and records; prepares various reports and statements; provides information and assistance to the general public and City departments; and performs a variety of technical tasks relative to assigned area of responsibility.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Perform a variety of responsible technical accounting and financial office support duties in support of assigned accounting system, function, or program area including in the areas of accounts payable and accounts receivable.
2. Prepare, maintain, and/or verify a variety of accounting, financial, and statistical records, ledgers, logs, and files; gather, assemble, tabulate, enter, check, verify, balance, adjust, record, and file financial data; code data according to prescribed accounting procedures; review information to ensure accurate reporting; resolve discrepancies; establish and maintain various files and records.
3. Utilize various computer programs; enter and maintain data; post information to ledgers, journals, logs, and reports; generate reports from a database or in-house system; create spreadsheets and generate reports using spreadsheet software; create documents using word processing software.
4. Perform duties in support of the City's accounts payable function; receive incoming invoices for payment and review for accuracy and proper authorizations and account coding; research discrepancies; prepare batches for data entry; ensure that payments are included and processed in a timely manner.
5. Proofread and check materials for accuracy, completeness and compliance with departmental policies and regulations.
6. Process accounts payable disbursements from batches entered in current accounts payable cycle; prepare warrant listing and distribute to appropriate department; receive and input special accounts payable batches for manual checks on an as- needed basis.

**CITY OF ANTIOCH**  
**ACCOUNTING TECHNICIAN (CONTINUED)**

7. Review employee time reports for accuracy and compliance with policies and procedures; reconcile and compute payments due for various benefit program providers; prepare quarterly tax reports for federal and state agencies.
8. Perform technical and complex clerical accounting duties in support of the utility billing function; receive and process payments in person and through the mail as well as automatic draft/credit card payments; enter returned payments and send notifications as necessary; review and enter adjustments to customer accounts as necessary.
9. Create past due packets for delinquent water accounts and prepare past due notices; review accounts in non-payment status to process shut offs; create cut off orders and post past due penalties; produce final bills for disconnected accounts.
10. Prepare and analyze monthly collection report for closed accounts with outstanding balances to send to collection agency.
11. Perform technical and complex clerical accounting duties in support of accounts receivable functions; create invoices; review and process payments; print various reports and monthly statements; and mail out invoices.
12. Perform technical and complex accounting duties in support of revenue collection, including receiving and processing payments collected by various City departments.
13. May provide customer service support functions related to utility accounts.
14. Perform a variety of general office support work, such as, organizing and maintaining various files, typing correspondence, reports, forms, and specialized documents.
15. Provide technical information and assistance to other City staff regarding procedures and methods; confer with City departments and individuals regarding changes and corrections; interpret and explain rules and regulations; may provide lead direction, training and work review for one or more Customer Service Representatives.
16. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Financial record keeping, bookkeeping and basic governmental accounting principles and practices.
- Methods and techniques of coding, verifying, balancing, and reconciling accounting records.
- Basic auditing principles and practices.
- Principles and practices used in establishing and maintaining accounting files and information retrieval systems.
- Principles and practices of fiscal, statistical, and administrative record keeping and reporting.
- Methods and techniques for basic report preparation and writing.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

**CITY OF ANTIOCH  
ACCOUNTING TECHNICIAN (CONTINUED)**

- Mathematical principles.
- English usage, spelling, grammar, and punctuation.
- Customer service techniques, practices, and principles.
- Methods and techniques of proper phone etiquette.
- Pertinent federal, state, and local laws, codes, and regulations.

**Ability to:**

- Effectively apply accounting knowledge in the performance of a variety of accounting, fiscal, and statistical record keeping duties.
- Participate in the preparation of a variety of administrative and financial reports.
- Review financial records, reports, and related documents, identify discrepancies, and resolve problems related to assigned area of responsibility.
- Implement and maintain filing systems.
- Compile a variety of information and records and exercise good judgment in maintaining information, records, and reports.
- Perform mathematical calculations quickly and accurately including to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Work independently in the absence of supervision.
- Plan and organize work to meet changing priorities and deadlines.
- Understand and apply pertinent laws, codes, and regulations as well as organization and unit rules, policies, and procedures with good judgment.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Deal successfully with the public, in person and over the telephone; respond tactfully, clearly, concisely, and courteously to issues, concerns, and needs.
- Type and enter data at a speed necessary for successful job performance.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines**

**Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by specialized or college level course work in accounting, bookkeeping, business administration or other related field.

**Experience:**

Two years of responsible bookkeeping, payroll, clerical accounting or other related experience.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

CITY OF ANTIOCH  
ACCOUNTING TECHNICIAN (CONTINUED)

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

LSA: Non-Exempt

Revised January 1993; June 2014; March 2023

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

## EXHIBIT B

CITY OF ANTIOCH

### LEAD CUSTOMER SERVICE REPRESENTATIVE

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

#### **SUMMARY DESCRIPTION**

Under direction, leads, oversees, and participates in the more complex and difficult work of staff responsible for providing a variety of routine to difficult financial, statistical and accounting office support for general accounting, billing and cashiering functions; provides information and assistance to customers, the general public, and other City staff and departments; maintains files and records; and performs general office support duties, including typing and recordkeeping.

#### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Lead, plan, train, schedule and review the work of staff responsible for providing customer service functions and services; participate in performing the most complex work of the unit.
2. Train assigned employees in their areas of work including customer service related methods, procedures and techniques, software updates, new policies.
3. Provide first level response for escalated customer service issues.
4. Verify the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.
5. Perform a variety of responsible customer service, clerical accounting, and office support duties in support of assigned function or program area including in the areas of general accounting, utility billing and cashiering, backup to the Accounting Technician for billing.
6. Respond to inquiries, requests, and complaints in person or by phone; provide explanation of established procedures and policies of the work unit and/or designated program area; refer customers to appropriate personnel as necessary; start and stop services; solve customer issues and answer customer questions including billing questions.
7. Prepare, maintain, and/or verify a variety of accounting, financial, and statistical records, ledgers, logs, and files including customer account information files; review information for accuracy and completeness; resolve discrepancies and arrange for needed corrections; forward information to appropriate departments.
8. Create new utility customer accounts; obtain required information from customers to begin or discontinue water service; verify existing credit history information; receive customer payments and guaranteed deposits for service; issue receipts as necessary.
9. Process all monies received for the City whether by cash, check or bankcard; collect fees and other monies for various City services, issuing receipts, preparing deposits, and balancing accounts on a regular basis; extend payments for overdue bills within specified limits.

**CITY OF ANTIOCH**  
**LEAD CUSTOMER SERVICE REPRESENTATIVE (CONTINUED)**

10. Create, print, process, and file service orders including shut off service orders for failed arrangement.
11. Disburse and maintain petty cash records.
12. Provide double counts of cash for deposit at other departments as needed.
13. Perform a variety of general office support duties such as typing, proofreading, filing, answering the telephone and preparing periodic and special reports.
14. Ensure proper authorization and compliance with City policies and procedures.
15. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Basic principles, procedures, and methods used in the performance of customer service and clerical accounting duties.
- Customer service techniques, practices, and principles.
- Principles of lead supervision and training.
- Financial recordkeeping and bookkeeping practices and procedures.
- Basic auditing principles and practices.
- Basic mathematical principles.
- Methods and techniques of proper phone etiquette.
- Principles and procedures of record keeping and filing.
- English usage, spelling, grammar and punctuation.
- Business letter writing and basic report preparation.
- Modern office procedures, methods, and equipment including computers.
- Computer applications such as word processing, spreadsheet, and database applications as well as financial and statistical software.
- Pertinent federal, state, and local laws, codes, and regulations.

**Ability to:**

- Lead, organize, and review the work of assigned staff.
- Independently perform the most difficult customer service duties.
- Perform a variety of customer services, clerical accounting, and office support duties and activities in support of assigned function.
- Prepare, maintain, and reconcile various financial, accounting, statistical and numerical records.
- Perform a variety of accounting, fiscal, and statistical record keeping duties
- Make accurate arithmetic calculations.
- Perform ten-key operations by touch.
- Understand and apply pertinent laws, codes, and regulations as well as organization and unit rules, policies, and procedures with good judgment.
- Implement and maintain filing systems.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Maintain composure and exercise good judgment when answering demanding questions.
- Utilize public relations techniques in responding to inquires and complaints.

CITY OF ANTIOCH  
LEAD CUSTOMER SERVICE REPRESENTATIVE (CONTINUED)

- Prioritize work and coordinate several activities.
- Understand and carry out oral and written directions.
- Type and enter data at a speed necessary for successful job performance.
- Operate and use modern office equipment including a computer and various software packages.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Use applicable office terminology, forms, documents, and procedures in the course of the work.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines**

**Lead Customer Service Representative**

**Education/Training:**

Equivalent to the completion of the twelfth grade. Additional specialized training or college level course work in accounting, bookkeeping, business administration, or a related field is highly desirable; and

**Experience:**

Three (3) years of increasingly responsible customer service and clerical accounting experience including one year of experience comparable to that of a Customer Service Representative I/II in the City of Antioch.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Non-Exempt

Created: May 2020

Revised: March 2023

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.



## EXHIBIT C

### CITY OF ANTIOCH

#### GIS TECHNICIAN

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

#### **SUMMARY DESCRIPTION**

Under general supervision, performs a variety of responsible, technical, sub-professional office and field tasks in support of the City's Geographical Information System (GIS) and the Computerized Maintenance and Management Software (CMMS) programs; responsible for maintenance, troubleshooting and support of hardware and software used; collects GIS data, updates physical GIS maps and maintains the GIS database for the mapping of City and public works infrastructure.

#### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Perform the design, development, implementation, and maintenance of the City's GIS/CMMS systems; compile, store, inventory, and analyze data.
2. Create and maintain GIS data to support enterprise GIS efforts for the City.
3. Design and develop various GIS analysis maps for different City departments to accommodate their GIS needs.
4. Interpret engineering plans, future developments, annexations, Capital Improvement projects, and model interpretations for GIS layer and database development.
5. Conduct GPS data collection and data post-processing for GIS layer development efforts.
6. Assist in the progress of enhancing the City's GIS services to aid in the development of various City departments.
7. Ensure the integrity, quality, and accuracy of a variety of GIS information and data; field check data by driving to locations, verifying features and recording changes.
8. Operate a variety of GIS input and output devices including GPS receivers, scanners, printers, and plotters.
9. Capture data using GPS equipment; export data into shapefile format and import data into the existing GIS database.
10. Research geographic and tabular data from various sources for integration into the City's GIS database; provide updated information to external agencies as necessary.
11. Stay abreast of new and emerging trends and changing technologies in the field of GIS; read pertinent industry publications; attend meetings and training as required.
12. Gather all base data sources including improvement plans and other resources in field.

**CITY OF ANTIOCH**  
**GIS TECHNICIAN (CONTINUED)**

13. Prepare and print a variety of routine and special request maps.
14. Maintain all project data updates by adding subdivision improvement plans, capital improvement plans, public works project plans, maintenance field work and pipe inspection feature changes to GIS database.
15. Manipulate developed GIS data into Public Works Computerized Maintenance and Management Systems (CMMS).
16. Provide services for Public Works CMMS, including GIS implementation and maintenance of CMMS database.
17. Ensure the maintenance of CMMS data and data input for users to withdraw and extract information for citizen requests.
18. May provide oversight and limited direction to intern or part-time staff.
19. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Operations, services and activities of a GIS/CMMS program.
- Principles and techniques of GIS/CMMS.
- Methods and techniques of developing maps.
- Methods and techniques of assembling and compiling geographic data.
- Personal computer hardware and software.
- Uses, capabilities, and operational characteristics of GIS equipment and specialized hardware and software.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent federal, state, and local codes, laws, and regulations.

**Ability to:**

- Provide technical support to GIS/CMMS programs.
- Compile and analyze GIS/CMMS data.
- Read and interpret maps and data.
- Prepare accurate maps; scan maps and photographs.
- Create, edit and plot GIS data and graphics in specialized software programs.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Identify necessary changes and update and/or post data.
- Implement, maintain and operate GIS database systems, including related hardware and software.
- Make complete, logical and accurate mathematical calculations.
- Operate office equipment including computers, plotter, and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Take coaching, instruction, and feedback with a cooperative and positive attitude.

**CITY OF ANTIOCH**  
**GIS TECHNICIAN (CONTINUED)**

- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines**

**Education/Training:**

An Associate Degree from an accredited college with major coursework in geography, environmental science, computer science, information systems/technology, or closely related field.

**Experience:**

Two (2) years experience in GIS, CMMS, mapping, or related field. A Bachelor's Degree from an accredited college with major coursework in geography, environmental science, computer science, information systems/technology, or closely related field may be substituted for two (2) years of experience.

**License or Certificate:**

Possession of a valid California driver's license. For out-of-state candidates, we will accept an out-of-state driver's license at the time of application; however, a valid California driver's license must be obtained by the time of appointment.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting with occasional travel from site to site and exposure to all types of weather and temperature conditions.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Non-Exempt

Created: March 1987

Revised: February 1997, December 2003; March 2010; June 2014, June 2017; March 2023

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

## EXHIBIT D

CITY OF ANTIOCH

### GIS SPECIALIST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

#### **SUMMARY DESCRIPTION**

With limited supervision, install and maintain a variety of computer-based software and hardware including but not limited to Geographical Information Systems software (GIS), and Computerized Maintenance and Management Software (CMMS); perform system administration, system integration, system maintenance, project management, training, evaluate system hardware and software requirements; perform other tasks related to system development and implementation of a comprehensive GIS and CMMS; responsible for recommendations, installation, maintenance, troubleshooting and support of hardware and software used; expected to take ownership of, and complete implementation of the City's GIS and CMMS asset management and reporting system; and perform other duties as assigned. This is a skilled, journey-level position serving as the technical expert; may supervise Technicians or Interns.

#### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. In a leading capacity, provides design, development, implementation, integration, installation, and maintenance of the City's GIS/CMMS system.
2. Recommend, purchase, install and support GIS/CMMS software.
3. Make equipment recommendations; troubleshoot hardware, software and peripheral problems.
4. Interpret base maps; monitor and maintain parcel/land use maps and databases; assign, verify and coordinate boundaries.
5. Interact with technical service teams on system solutions related to GIS/CMMS, including Information Systems Department, application developers, and consultants.
6. Prepare and maintain written records and reports.
7. Coordinate contract work and projects with City departments and external agencies.
8. Develops reporting data from existing GIS/CMMS databases.
9. May supervise subordinate staff, such as the GIS Technician, part-time assistant, or Interns.
10. Maintain safe working areas and conditions.
11. Performs manipulation of developed GIS data into Public Works Computerized Maintenance and Management Systems (CMMS).
12. Provides services for Public Works CMMS, including GIS implementation, maintenance of CMMS database.
13. Provides reporting to Public Works Divisions on work history, asset history, and state mandated requirements.
14. Performs continued development of CMMS to help enhance Public Works services, customer relationships, and asset management.
15. Ensures the maintenance of CMMS data and data input for users to withdraw and extract information for citizen requests.
16. Maintain reports, work history, and asset information to streamline Utility Divisions master plan and state mandated requirements.

17. Interpret engineering plans, future developments, annexations, Capital Improvements projects, and model interpretations for GIS layer and database development.
18. Coordinate system development to serve GIS/CMMS users, including special projects and work with contractors, consultants, and external agencies.
19. Provides administration for integrated software as it ties into the City's GIS/CMMS.
20. Provides training and instruction to users of GIS/CMMS software.
21. Perform a variety of other duties as assigned.

### **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

- Operations, services, and activities of a GIS program.
- Principles and practices of land-based mapping application theory.
- Methods and techniques of implementing and deploying GIS-related applications and solutions using a variety of technologies.
- Principles of supervision, training, and performance evaluation.
- Principles and procedures of record keeping.
- Principles of business letter writing, business arithmetic, and basic report preparation.
- GIS hardware, software, server-based applications, and web-based applications.
- A range of software tools for GIS map creation and maintenance, data analysis, and Internet-enabled GIS, City standard software, database and operating systems.
- Global Positioning System (GPS) hardware and software.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent federal, state, and local laws, codes, and regulations.

#### **Ability to:**

- Coordinate and direct a GIS program.
- Supervise, organize, and review the work of assigned staff involved in City infrastructure mapping and a variety of GIS services.
- Select, train, and evaluate staff.
- Recommend and implement goals, objectives, policies and procedures for providing GIS mapping services.
- Understand the organization and operation of the organization and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
- Prepare clear and concise reports.
- Participate in the preparation and administration of assigned budgets.
- Exercise independent judgment within procedural guidelines.
- Work independently in the absence of supervision.
- Take coaching, instruction, and feedback with a cooperative and positive attitude.
- Identify and conceptualize information needs, workflow sequences, and data acquisition problems.
- Develop economical and feasible presentations, making the best use of available GIS applications and design constraints.
- Effectively participate in GIS application programming and testing activities.
- Reason logically and clearly with symbolic information.
- Perform effectively under the conditions associated with the work.
- Develop and maintain appropriate documentation.

- Exercise good judgment and maintain confidentiality regarding critical and sensitive information, records, and reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Provide technical advice, staff training, and consultation to ensure efficient GIS systems utilization.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Plan and organize work to meet changing priorities and deadlines.
- Effectively represent the GIS program to outside individuals and agencies to accomplish the goals and objectives of the unit.
- Work cooperatively with other departments, City officials, and outside agencies.
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in area of responsibility.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **Education and Experience Guidelines**

#### **Education/Training:**

A Bachelor's Degree from an accredited college with major coursework in geography, environmental science, computer science, information systems/technology, or closely related field.

#### **Experience:**

Four (4) years of responsible experience related system design and analysis, application development, project management, automated mapping or GIS. A Master's Degree from an accredited college with major coursework in geography, environmental science, computer science, information systems/technology, or closely related field may be substituted for two (2) years of experience.

#### **License or Certificate:**

Possession of a valid California driver's license. For out-of-state candidates, we will accept an out-of-state driver's license at the time of application; however, a valid California driver's license must be obtained by the time of appointment.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting with occasional travel from site to site and exposure to all types of weather and temperature conditions.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**CITY OF ANTIOCH**  
**GIS SPECIALIST (CONTINUED)**

FLSA: Non-exempt

Created: February 2000

Revised: June 2014, June 2017; March 2023

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.




CITY OF  
**ANTIOCH**  
CALIFORNIA

**STAFF REPORT TO THE CITY COUNCIL**

**DATE:** Regular Meeting of April 11, 2023

**TO:** Honorable Mayor and Members of the City Council

**SUBMITTED BY:** Lori Medeiros, Administrative Analyst I 

**APPROVED BY:** Scott Buenting, Acting Public Works Director/City Engineer

**SUBJECT:** Resolution Authorizing an Increase of the Loan Application with the State Water Resources Control Board for a Drinking Water State Revolving Fund Loan up to \$60,000,000 for the Brackish Water Desalination Project; P.W. 694

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**RECOMMENDED ACTION**

It is recommended that the City Council adopt the resolution authorizing the Acting City Manager to increase the City's loan application with the State Water Resources Control Board for a Drinking Water State Revolving Fund Loan by \$5,000,000 for a total of amount of \$60,000,000 for the Brackish Water Desalination Project.

**FISCAL IMPACT**

The cost of amending the City's Drinking Water State Revolving Fund loan application is included in an existing contract with Carollo Engineers. The current interest rate on the City's Drinking Water State Revolving Fund Loan (DWSRF) is 1.8% with a repayment term of up to 30 years. The interest rate and repayment term will remain the same with the amendment. The DWSRF loan is being used for the planning, design and construction of the project on an as-needed basis and the City can cease withdrawing funds at any time. The cost of loan repayment may be included into future Water Enterprise Fund budgets.

**DISCUSSION**

As the purveyor of the Antioch water system, the City treats and distributes raw water obtained from two sources; the San Joaquin River and the Contra Costa Canal. The City's ability to divert water from the San Joaquin River is dependent upon the concentration of chlorides in the water. During dry years the chloride levels in the river exceed that which is currently treatable at the Water Treatment Plant and therefore prohibit the City from obtaining water from the river. At these times, the City relies solely upon the Contra Costa Water District through the Contra Costa Canal for our raw water.

The City has utilized \$1,000,000 from State Water Resources Control Board (SWRCB) Drinking Water State Revolving Fund (DWSRF) Loan program to identify grant opportunities and perform initial planning, engineering, and environmental certification of

a brackish water treatment facility. The brackish water desalination facility, a 6 million gallons per day (MGD) reverse osmosis (RO) facility, will be located on the southern end of the City's existing Water Treatment Plant (WTP). This setting, within the existing WTP footprint, allows the brackish water desalination facility to utilize portions of the existing WTP for pretreatment. A new pipeline segment that connects the City's River Pump pipeline on Lone Tree Way to the WTP provides a cost-effective means of conveying raw water to the new facility. A brine disposal pipeline within existing City rights of way will be constructed from the WTP to Delta Diablo located off of the Antioch/Pittsburg Highway. The brine could be discharged through the existing Delta Diablo outfall.

The project Notice to Proceed was issued on January 20, 2021, with the Final Completion date of May 25, 2023 (850 days after the start date). The project is now approaching 80% complete, with the Contractor (Shimmick) anticipating that the project will be ready to test the new brackish water system by late summer. However, there have been project delays associated with the installation of a new power supply to be completed by PG&E; and supply chain related delays in acquiring electrical equipment and the backup generator for the RO building. These challenges have resulted in an extension of the Project closeout period until late Spring of 2024. With the extension in the contractor's schedule, the City has also needed to extend Construction Management (CDM Smith), and Engineering Services During Construction (Carollo Engineers, Inc.) activities for the duration of Construction.

On July 25, 2017, the City Council authorized the City Manager to submit an application to the California Department of Water Resources for grant funding up to \$10,000,000 for the design and construction of the Brackish Water Desalination project from the Proposition 1 Water Desalination Grant Program. In March 2018, the City was awarded this grant in the amount of \$10,000,000.

On March 9, 2021, the City Council authorized the City Manager to enter into an agreement with the State of California Water Resources Control Board, DWSRF program for a low interest loan in the amount of \$55,000,000 to fund the design and construction of a brackish water treatment facility.

The City is seeking an amendment of \$5,000,000 to the existing DWSRF loan, for a total of \$60,000,000 in low interest loan financing, to pay for the increased costs of the Construction Management and ESDC budgets, associated with the extension of the Project Closeout Period. In addition, the amendment will extend the performance schedule in the DWSRF loan to late Spring 2024. The loan will be used on an as-needed basis and the City can cease withdrawing funds at any time.

#### **ATTACHMENTS**

A. Resolution



**ATTACHMENT "A"**

**RESOLUTION NO. 2023/\*\***

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ANTIOCH  
AUTHORIZING THE ACTING CITY MANAGER TO INCREASE THE CITY'S LOAN  
APPLICATION WITH THE STATE WATER RESOURCES CONTROL BOARD FOR A  
DRINKING WATER STATE REVOLVING FUND LOAN BY \$5,000,000 FOR A TOTAL  
AMOUNT OF \$60,000,000 FOR THE BRACKISH WATER DESALINATION PROJECT  
P.W. 694**

**WHEREAS**, the State of California has established a State Revolving Fund (SRF) loan and grant program to provide financial assistance to public agencies for the planning, design, and construction of publicly owned community water systems;

**WHEREAS**, the City has utilized \$1,000,000 from State Water Resources Control Board (SWRCB) Drinking Water State Revolving Fund (DWSRF) Loan program to identify grant opportunities and perform initial planning, engineering, and environmental certification of a brackish water treatment facility;

**WHEREAS**, on July 25, 2017, the City Council authorized the City Manager to submit an application to the California Department of Water Resources for grant funding up to \$10,000,000 for the design and construction of the Brackish Water Desalination Project (Project) from the Proposition 1 Water Desalination Grant Program and in March 2018, the City was awarded a grant in the amount of \$10,000,000;

**WHEREAS**, on March 9, 2021, the City Council authorized the City Manager to enter into an agreement with the State of California Water Resources Control Board, DWSRF program for a low interest loan in the amount of \$55,000,000 to fund the design and construction of a brackish water treatment facility; and

**WHEREAS**, on April 11, 2023, the City Council of the City of Antioch (City) considered an amendment to increase the existing DWSRF loan by \$5,000,000 for a total of \$60,000,000 in low interest loan financing to pay for the increased costs of the construction management and engineering services during construction associated with the extension of the project closeout period for the Project.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Antioch (Entity) hereby authorizes the Acting City Manager to increase the City's loan application with the State Water Resources Control Board for a Drinking Water State Revolving Fund Loan by \$5,000,000 for a total amount of \$60,000,000 for the Brackish Water Desalination Project.

**RESOLUTION NO. 2023/\*\***

April 11, 2023

Page 2

\* \* \* \* \*

**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 11th day of April 2023, by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

---

**ELIZABETH HOUSEHOLDER**  
**CITY CLERK OF THE CITY OF ANTIOCH**

CITY OF  
**ANTIOCH**  
CALIFORNIA

**STAFF REPORT TO THE CITY COUNCIL**

**DATE:** Regular Meeting of April 11, 2023

**TO:** Honorable Mayor and Members of the City Council

**SUBMITTED BY:** Carlos Zepeda, Deputy Public Works Director **CZ**

**APPROVED BY:** Scott Buenting, Acting Public Works Director/City Engineer **CZ FOR SB**

**SUBJECT:** Second Amendment to the Honeywell Building Solutions Agreement for HVAC Maintenance Services No. 400984420 for Extra Work to HVAC Equipment at City Facilities

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**RECOMMENDED ACTION**

It is recommended that the City Council adopt a resolution:

1. Approving a second amendment to the agreement with Honeywell International Inc. No. 400984420 to increase the remaining contract year amounts by \$435,000 in year three (3) fiscal year 2022/23, \$113,300 in year four (4) fiscal year 2023/24, and \$152,300 in year five (5) fiscal year 2024/25 for a total amount of \$700,600 in substantially the form attached as Exhibit "1" to the Resolution (Attachment "A"); and
2. Authorizing the Acting City Manager or designee to execute the second amendment to agreement No. 400984420 with Honeywell International Inc. in a form approved by the City Attorney.

**FISCAL IMPACT**

Funding for this contract increase of \$435,000 in fiscal year 2022/23 is allocated within the currently approved fiscal year 2022/23 General Fund within the respective Police and Public Works Facilities Maintenance operating budgets. Funding for the contract increases in fiscal year 2023/24 of \$113,300 and fiscal year 2024/25 of \$152,300 will be requested as part of the City's current biennial budget process within the Public Works Facilities Maintenance operating budget.

**DISCUSSION**

The City has a three (3) year maintenance agreement with an option to extend two (2) additional years with Honeywell International Inc. (Honeywell) for the maintenance and repair of its HVAC systems at all City owned facilities. Staff works with the vendor to identify needed replacement of HVAC equipment which is at or exceeds its useful life.

On July 26, 2022, the City Council approved the first amendment to the agreement with Honeywell for HVAC maintenance services and extra work (agreement no. 400984420).

This amendment increased the extra work performed for an additional amount of \$54,339.02 for the second year of the agreement, to cover outstanding bills for extra work and repairs performed on equipment not under contract in fiscal year 2021/22; and \$75,000 for any extra work performed for the third (3) year of the agreement 2022/23, for a total amount of \$129,339.02.

Approval of this second amendment will cover the replacement of the existing chiller at the Antioch Police Department/Animal Services, which is approaching its useful life, replacement of multiple HVAC units at the Water Park Main Building and Kiosk, replacement of temperature controls at City Hall for more efficient energy use and needed HVAC repairs at the Water Treatment Plant as well as additional repairs that may be needed. Staff now recommends approving this second amendment to the Honeywell agreement which will allow the Public Works Department to continue to maintain the functional integrity of the HVAC systems at City facilities and provide better air quality to the City's employees and customers.

#### **ATTACHMENTS**

##### **A. Resolution**

**ATTACHMENT "A"**

**RESOLUTION NO. 2023/\*\***

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ANTIOCH APPROVING A SECOND AMENDMENT TO THE AGREEMENT WITH HONEYWELL INTERNATIONAL INC. NO. 400984420 INCREASING THE REMAINING CONTRACT YEAR AMOUNTS BY \$435,000 IN YEAR THREE (3) FY 2022/23, \$113,300 IN YEAR FOUR (4) FY 2023/24, AND \$152,300 IN YEAR FIVE (5) FY 2024/25 FOR A TOTAL AMOUNT OF \$700,600 AND AUTHORIZING CITY MANAGER OR DESIGNEE TO EXECUTE THE SECOND AMENDMENT**

**WHEREAS**, the City has a three (3) year maintenance agreement (Agreement) with an option to extend two (2) additional years with Honeywell International Inc. (Honeywell) for the maintenance and repair of its HVAC systems at all City owned facilities;

**WHEREAS**, on July 26, 2022, the City Council approved the first amendment to the agreement with Honeywell for maintenance and extra work repairs to HVAC systems at various City facilities;

**WHEREAS**, staff has identified additional HVAC repairs needed to replace the chiller at the Antioch Police Department/Animal Services, which is approaching its useful life, replacement of multiple HVAC units at the Water Park Main Building and Kiosk, replacement of temperature controls at City Hall for more efficient energy use and needed HVAC repairs at the Water Treatment Plant as well as additional repairs that may be needed; and

**WHEREAS**, on April 11, 2023, the City Council has considered approving this second amendment to the Agreement which will allow the Public Works Department to continue to maintain the functional integrity of the HVAC systems at City facilities and provide better air quality to the City's employees and customers.

**RESOLUTION NO. 2023/\*\***

April 11, 2023

Page 2

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

1. Approves a second amendment to the Agreement with Honeywell International Inc. No. 400984420 to increase the remaining contract year amounts by \$435,000 in year three (3) fiscal year 2022/23, \$113,300 in year four (4) fiscal year 2023/24, and \$152,300 in year five (5) fiscal year 2024/25 for a total amount of \$700,600 in substantially the form attached as Exhibit "1"; and
2. Authorizes the Acting City Manager or designee to execute the second amendment to agreement No. 400984420 with Honeywell International Inc. in a form approved by the City Attorney.

\* \* \* \* \*

**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 11<sup>th</sup> day of April 2023, by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

---

**ELIZABETH HOUSEHOLDER**  
**CITY CLERK OF THE CITY OF ANTIOCH**



## **EXHIBIT "1"**

### **SECOND AMENDMENT TO THE HONEYWELL BUILDING SOLUTIONS AGREEMENT WITH THE CITY OF ANTIOCH FOR HVAC MAINTENANCE SERVICES (AGREEMENT NO. 40098420)**

**THIS SECOND AMENDMENT TO THE HONEYWELL BUILDING SOLUTIONS AGREEMENT FOR HVAC MAINTENANCE SERVICES (AGREEMENT NO. 400984420)** is entered into as of this 11<sup>th</sup> day of April, 2023, by and between the CITY OF ANTIOCH, a municipal corporation with its principal place of business at 200 H Street, Antioch California 94509 ("**City**") and Honeywell Building Solutions (Honeywell), a California corporation with its principal place of business at 1099 Sneath Ln, San Bruno, CA 94066 ("**Contractor**").

### **R E C I T A L S**

**WHEREAS**, on September 8, 2020, the City and Contractor entered into a Maintenance Services Agreement for the HVAC Maintenance Services ("**Agreement**") in the amount not to exceed \$790,700 for the original three (3) year term of the agreement, ending on June 30, 2023 with an optional two (2) year extension in an amount not to exceed \$504,266 for the original two (2) year extension, ending on June 30, 2025 for a grand total five (5) year contract amount of \$1,294,966;

**WHEREAS**, on July 26, 2022, the City and Honeywell amended the original contract with a first amendment to the Honeywell Building Solutions agreement for HVAC maintenance services (agreement no. 400984420) which increased the extra work performed for an additional amount not to exceed \$54,339.02 for the second year of the Agreement, to cover outstanding bills for extra work and repairs performed on equipment not under contract in fiscal year 2021/22; and \$75,000 for any extra work performed for the final year of the agreement 2022/23, for a total not to exceed amount of \$129,339.02;

**WHEREAS**, the Agreement provides for HVAC maintenance services and extra misc. work for the following City facilities: City Hall, RV Lot, Community Center (Parks & Recreation), Public Works Maintenance Service Center Police Department and the Marina, as detailed in Exhibit "A" of the Agreement and the attachments thereto; and

**WHEREAS**, on April 11, 2023 the City Council approved the second amendment to the agreement to increase the extra work performed in the amount of \$435,000 for the third year of the agreement, to cover extra work and repairs performed on equipment not under contract in fiscal year 2022/23 and \$113,300 for any extra work performed for the optional fourth year of the agreement 2023/24, and \$152,300 for any extra work performed for the optional fifth and final year of the agreement 2024/25 for a total amount of \$700,600.

### **NOW, THEREFORE, THE PARTIES DO MUTUALLY AGREE AS FOLLOWS:**

1. **Section 3.1 "SCOPE OF SERVICES AND TERM, 3.1.1 General Scope of Services" the first paragraph shall be amended to read as follows:**
  1. "Subject to the terms and conditions set forth in this Agreement, Contractor promises and agrees to furnish to the City all labor, materials, tools, equipment, services, and

incidental and customary work necessary to fully and adequately supply the professional maintenance services necessary for the Project ("Services") attached as Exhibit A to the Agreement, Exhibit A to Amendment No. 1 and Exhibit A to Amendment No. 2 of the Agreement at the time and place and in the manner specified therein ("Services"). All Services shall be subject to, and performed in accordance with, this Agreement, the exhibits attached hereto and incorporated herein by reference, and all applicable local, state and federal laws, rules and regulations. In the event of a conflict in or inconsistency between the terms of this Agreement and the Exhibits, the Agreement shall prevail."

**2. Section 3.1 "SCOPE OF SERVICES AND TERM, 3.1.2 Term" the first paragraph shall be amended to read as follows:**

"The term of this Agreement shall be from:

Year 3, and optional years 4, and 5 of the Agreement shall read as follows:

Year 3: Seven Hundred Sixty-Six Thousand, Nine Hundred Fifty-Eight Dollars (\$766,958), plus applicable taxes. (Mechanical Maintenance Contract \$167,088, Extra Work \$587,700, EBI Upgrade software and Hardware \$12,170);

Year 4: Three Hundred Sixty-Two Thousand, Seven Hundred Twenty-Nine Dollars (\$362,729), plus applicable taxes. (Mechanical Maintenance Contract \$170,429, Extra Work \$213,300, Yearly EBI PM, and Updates \$2,300);

Year 5: Four Hundred Six Thousand, One Hundred Thirty-Seven Dollars (\$406,137), plus applicable taxes. (Mechanical Maintenance Contract \$173,837, Extra Work \$230,000, Yearly EBI PM, and Updates \$2,300); and

The total compensation for Year 3 shall not exceed \$766,958, total compensation for optional year 4 shall not exceed \$362,729, and total compensation for optional year 5 shall not exceed \$406,137 for a total remainder contract amount of not to exceed \$1,535,824 without written approval of City's Deputy Public Works Director unless earlier terminated as provided herein. The City reserves the right to review the Contractor's performance at the end of each year and cancel all or part of the Agreement.

All other terms and conditions of the Agreement shall remain in full force and effect.

[Signatures on following page]

**SIGNATURE PAGE TO  
SECOND AMENDMENT TO  
THE HONEYWELL BUILDING SOLUTIONS AGREEMENT  
WITH THE CITY OF ANTIOCH FOR  
HVAC MAINTENANCE SERVICES (AGREEMENT NO. 40098420)**

CITY OF ANTIOCH

Honeywell Building Solutions

By: \_\_\_\_\_  
Forrest Ebbs  
Acting City Manager

By: \_\_\_\_\_  
Paul Newton, Account Manager

ATTEST:

\_\_\_\_\_  
Elizabeth Householder,  
City Clerk of the City of Antioch

APPROVED AS TO FORM:

\_\_\_\_\_  
Thomas Lloyd Smith  
City Attorney

CITY OF  
**ANTIOCH**  
CALIFORNIA

**STAFF REPORT TO THE CITY COUNCIL**

**DATE:** Regular Meeting of April 11, 2023

**TO:** Honorable Mayor and Members of the City Council

**SUBMITTED BY:** Carlos Zepeda, Deputy Public Works Director **CZ**

**APPROVED BY:** Scott Buenting, Acting Public Works Director/City Engineer **CZ FOR SB**

**SUBJECT:** Resolution Authorizing to Purchase Up to Three (3) 2024 New-to-Fleet Vehicles and Up to Twenty (20) 2024 Replacement Vehicles Utilizing Cooperative Purchase Agreements

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**RECOMMENDED ACTION**

It is recommended that the City Council adopt the resolution authorizing the Acting City Manager to execute an agreement for the purchase of:

1. three (3) 2024 new-to-fleet **hybrid or electric vehicles** and up to twenty (20) 2024 **hybrid or electric vehicle** replacement vehicles utilizing cooperative purchase agreements for an amount of \$1,843,897.

**OR**

2. if hybrid and electric vehicles are not available for order this year, three (3) 2024 new-to-fleet **gas-powered** vehicles and up to twenty (20) 2024 **gas-powered** replacement vehicles utilizing cooperative purchase agreements for an amount of \$1,843,897.

**FISCAL IMPACT**

Funding for all twenty-three (23) vehicles in the total amount of \$1,843,897 will be included within the proposed fiscal year 2023/24 biennial budget process in the Vehicle Replacement Fund, Water Enterprise Fund, and General Fund. Replaced vehicles will be sold at auction and revenue from the sales will be returned to the Vehicle Replacement Fund.

**DISCUSSION**

The City's inventory of vehicles and equipment is examined annually in conjunction with the budget process to determine which existing units meet replacement criteria and which divisions have new operational needs. The Fleet Division is committed to purchasing alternative fuel options such as all electric or hybrid service vehicles when available. Staff are constantly in contact with regional sales managers of Ford and

Chevy as well as state contract vendors to stay up to date on vehicle availability and market trends. However, City staff has not been able to secure alternative fuel options such as hybrid engines due to supply shortages from the manufacturers for sedans, SUVs, and smaller pickup trucks in the F150 line. Even gas-powered vehicles have become difficult to acquire. Additionally, alternative fuel options for larger service trucks in the F250, F350, F450, or F650 line are not available from manufacturers currently to meet City needs.

The Public Works Department has been notified by its vendors that the vehicle ordering banks will only be open for short periods of time. Some of these ordering banks can be as short as forty-eight (48) hours. To be able to purchase vehicles on short notice, the City Council's authorization is requested to purchase up to three (3) 2024 new-to-fleet and twenty (20) 2024 gas-powered replacement vehicles for an amount of \$1,843,897. The ability to place the order during this short time frame is critical to ensure that staff, work crews and police officers have the vehicles necessary to continue to provide critical services to the residents of Antioch. Exhibit A of the resolution is a list of the vehicles included in the request.

Staff acknowledges that this action is a departure from the City Council's past direction to solely pursue electric or hybrid vehicles and requests this exception due to the problems identified above with acquiring vehicles through our current sourcing. Should the City Council disagree with the need for an exception, City staff can pursue alternative sourcing or purchasing options for its light vehicles, which include police interceptors. This alternative would likely delay the acquisition of these vehicles and may not result in a superior option. Larger trucks are not produced in electric or hybrid configurations and could not be acquired under the current direction. However, if an alternative sourcing or purchasing option is found, City staff would ultimately be able to purchase electric or hybrid vehicles.

City Staff will utilize cooperative purchase agreements as outlined in the City's municipal code to obtain pricing and purchase the vehicles. Further, staff will continue to pursue new purchasing avenues that may improve our ability to acquire electric and/or hybrid vehicles. If these avenues become available prior to purchasing the gas vehicles, staff will purchase the electric and/or hybrid alternative. For example, if vendors have excess unsold retail market hybrid inventory vehicles, staff may be able to purchase from that supply. However, government pricing may not be available on these vehicles.

## **ATTACHMENT**

### **A. Resolution, Exhibit A**

## ATTACHMENT "A"

### RESOLUTION NO. 2023/\*\*

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ANTIOCH  
AUTHORIZING THE CITY MANAGER OR DESIGNEE TO PURCHASE UP TO  
THREE (3) 2024 NEW-TO-FLEET VEHICLE AND UP TO TWENTY (20) 2024  
REPLACEMENT VEHICLES AND AUTHORIZING THE ACTING CITY MANAGER TO  
PURCHASE THE VEHICLES UTILIZING COOPERATIVE PURCHASE  
AGREEMENTS IN AN AMOUNT NOT TO EXCEED \$1,843,897**

**WHEREAS**, the City's Fleet Division annually assesses its inventory of vehicles and equipment in conjunction with the operational needs of each division based on standard replacement criteria;

**WHEREAS**, the City's Fleet Division maintains the City's fleet through timely replacement of vehicles and equipment that are at or beyond their useful life, which is critical in managing costs and liability associated with an aging fleet;

**WHEREAS**, the Public Works Department has been notified by its vendors that order banks will only be open for short periods of time;

**WHEREAS**, the Public Works Department seeks authorization to purchase the vehicles listed in Exhibit A in order to be able to purchase the vehicles during these short periods of time;

**WHEREAS**, the City of Antioch will obtain quotes from qualified vendors offering cooperative purchase agreements; and

**WHEREAS**, by utilizing cooperative purchasing agreements as outlined in the City's Municipal Code, the City of Antioch will be guaranteed significant cost savings while maintaining the principles of fair and open competition in public procurement.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Antioch hereby authorizes the Acting City Manager to execute an agreement for the purchase of:

1. three (3) 2024 new-to-fleet **hybrid or electric vehicles** and up to twenty (20) 2024 **hybrid or electric vehicle** replacement vehicles utilizing cooperative purchase agreements for an amount of \$1,843,897.

**OR**

2. if hybrid and electric vehicles are not available this year, three (3) 2024 new-to-fleet **gas-powered** vehicles and up to twenty (20) 2024 **gas-powered** replacement vehicles utilizing cooperative purchase agreements for an amount of \$1,843,897.

**RESOLUTION NO. 2023/\*\***

April 11, 2023

Page 2

\* \* \* \* \*

**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 11<sup>th</sup> day of April 2023, by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

---

**ELIZABETH HOUSEHOLDER**  
**CITY CLERK OF THE CITY OF ANTIOCH**

Vehicles to be Replaced					Replacement Vehicle			
Public Works								
Vehicle #	Year	Make	Model	Division	Year	Make	Model	Engine Type
240	1991	Ford	Chipper Truck	SLLM/Landscape	2024	Chevy	5500 Chipper Truck	Gas
263	2002	Ford	F-350 Dump	SLLM/Landscape	2024	Chevy	3500 Dump	Gas
276	2003	Ford	F-350 QuadCab P/U	SLLM/Landscape	2024	Chevy	1500 Pick Up Truck	Gas
277	2004	Ford	F-250	Facilities	2024	Chevy	3500 Service Truck	Gas
690	2003	Ford	F-250	Water Production	2024	Chevy	2500 Service Truck	Gas
661	1998	Jeep	Cherokee	Water Production	2024	Chevy	1500 Pick Up Truck	Gas
Police Department								
Vehicle #	Year	Make	Model	Division	Year	Make	Model	Engine Type
732	2007	CHEVY	IMPALA	Investigations	2024	Ford	Utility Interceptor	Gas
733	2007	CHEVY	IMPALA	Investigations	2024	Ford	Utility Interceptor	Gas
735	2007	CHEVY	IMPALA	Investigations	2024	Ford	Utility Interceptor	Gas
802	2013	FORD	TAURUS	Administration	2024	Ford	Utility Interceptor	Gas
1364	2015	FORD	INTERCEPTOR UTILITY	Patrol	2024	Ford	Utility Interceptor	Gas
1365	2015	FORD	INTERCEPTOR UTILITY	Patrol	2024	Ford	Utility Interceptor	Gas
1369	2016	FORD	UTILITY INTERCEPTOR	Patrol	2024	Ford	Utility Interceptor	Gas
1370	2016	FORD	UTILITY INTERCEPTOR	Patrol	2024	Ford	Utility Interceptor	Gas
1371	2016	FORD	UTILITY INTERCEPTOR	Patrol	2024	Ford	Utility Interceptor	Gas
1382	2018	FORD	EXPLORER	Patrol	2024	Ford	Utility Interceptor	Gas
1383	2018	FORD	EXPLORER	Patrol	2024	Ford	Utility Interceptor	Gas
734R	2006	CHEVY	IMPALA	Investigations	2024	Ford	Utility Interceptor	Gas
Animal Services								
Vehicle #	Year	Make	Model	Division	Year	Make	Model	Engine Type
762	2008	Ford	F-250	Animal Services	2024	Chevy	Supercab 3500 SRW 60" CA	GAS
Community Development								
Vehicle #	Year	Make	Model	Division	Year	Make	Model	Engine Type
60	2007	Ford	Ranger	Building Inspection	2024	Chevy	AWD Blazer	Gas

Vehicles New to Fleet				
Public Safety & Community Resources				
Year	Make	Model	Division	Engine Type
2024	Chevy	Blazer	Public Safety & CR	Gas
Community Development				
Year	Make	Model	Division	Engine Type
2024	Chevy	AWD Blazer	Code Enforcement	Gas
2024	Chevy	AWD Blazer	Code Enforcement	Gas





## **STAFF REPORT TO THE CITY COUNCIL**

**DATE:** Regular Meeting of April 11, 2023

**TO:** Honorable Mayor and Members of the City Council

**SUBMITTED BY:** Marcus Woodland, Senior Water Treatment Plant Operator

**APPROVED BY:** Scott Buenting, Acting Public Works Director/City Engineer *CZ FORSB*

**SUBJECT:** Increase to the Purchase Order with Chemtrade Chemicals US LLC, for the Purchase of Aluminum Sulfate

---

### **RECOMMENDED ACTION**

It is recommended that the City Council adopt a resolution approving an increase of \$207,570 with Chemtrade Chemicals US LLC for the purchase of aluminum sulfate. The total purchase order would increase from \$192,430 to a total amount of \$400,000.

### **FISCAL IMPACT**

Funding for this request is included in the approved fiscal year 2022/23 Water Enterprise Fund Budget.

### **DISCUSSION**

The City of Antioch is a member of the Bay Area Chemical Consortium (BACC) consisting of Antioch, Pittsburg, Martinez, and Diablo Water District. The BACC's purpose is to obtain the most competitive prices, while minimizing procurement costs and duplication of efforts.

The BACC advertised a request for proposals to provide water and wastewater chemicals for the period of July 1, 2022, through June 30, 2023. Although jointly bid, the chemical products are delivered and invoiced separately to the respective cities. The City of Antioch purchases chemical products within the North Bay only, and will be purchasing from Chemtrade Chemicals, LLC US, Brenntag Pacific, Inc., Pennco, Inc., and Univar Solutions USA, Inc.

At the regular meeting of May 24, 2022, Council approved a joint agency cooperative purchase agreement for Water Treatment Plant chemicals for the period of July 1, 2022 through June 30, 2023, in the amount of \$1,121,629.

Staff need to make additional purchases of aluminum sulfate for the removal of particulate, colloidal, and dissolved substances as part of the water treatment process. Chemtrade Chemicals, LLC US is the supplier of aluminum sulfate under the current joint agency cooperative agreement. Staff recommends this request in order to continue to supply the residents of Antioch with a safe and reliable potable water supply.

**ATTACHMENTS**

- A. Resolution
- B. Joint Agency Cooperative Agreement

**ATTACHMENT "A"**

**RESOLUTION NO. 2023/\*\***

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ANTIOCH  
APPROVING AN INCREASE IN THE AMOUNT OF \$192,430 FOR A TOTAL  
AMOUNT OF \$400,000 FOR THE CHEMTRADE CHEMICALS US LLC. PURCHASE  
ORDER**

**WHEREAS** on May 24, 2022, the City Council approved a joint agency cooperative purchase agreement for Water Treatment Plant chemicals for the period of July 1, 2022 through June 30, 2023, in the total amount of \$1,121,629;

**WHEREAS**, staff need to make additional purchases of aluminum sulfate for the removal of particulate, colloidal, and dissolved substances as part of the water treatment Process; and

**WHEREAS**, funding for this request is included in the approved fiscal year 2022/23 Water Enterprise Fund budget.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Antioch, hereby approves the purchase order increase in the amount of \$192,430 for a total amount of \$400,000 for fiscal year 2022/23.

\* \* \* \* \*

**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 11th day of April, 2023, by the following vote:

**AYES:**

**NOES:**

**ABSTAINED:**

**ABSENT:**

---

**ELIZABETH HOUSEHOLDER  
CITY CLERK OF THE CITY OF ANTIOCH**

**ATTACHMENT 'B'**  
**BAY AREA CHEMICAL CONSORTIUM (BACC) Bid Awards & Tabulation**

Bay Area Clean Water Agencies

**Aluminum Sulfate** Bid No. 01-2022, **Hydroflusilicic Acid** Bid No. 08-2022, **Ammonium Sulfate** Bid No. 02-2022, **Sodium Hypochlorite 12.5%** Bid No. 13-2022, **Sodium Hydroxide** Bid No. 12-2022

\*Lowest responsive bid

Description:	<b>ALUMINUM SULFATE 44%-49% Liquid Solution – 222,000 Gallons</b>			
Service Area:	<b>North Bay</b>	Sacramento	South Bay	Tri Valley
Unit of Measure:	gal	gal	gal	gal
Univar Solutions USA Inc.	no bid	no bid	no bid	no bid
<b>Chemtrade Chemicals, LLC US</b>	<b>\$0.8668</b>	\$0.8668	\$0.8668	\$0.8668
Thatcher Company of California, Inc.	\$1.0900	\$1.0900	\$1.1700	\$1.0900

**City of Antioch FY 2022/23 Purchase Amount: \$192,430**

Description:	<b>HYDROFLUOROSILICIC ACID 23-24% SOLUTION – 16,000 Gallons</b>					
Service Area:	East Bay	Marin Sonoma Napa	<b>North Bay</b>	Sacramento	South Bay	Tri Valley
Unit of Measure:	gal	gal	gal	gal	gal	gal
Univar Solutions USA, Inc.	no bid	no bid	no bid	no bid	no bid	no bid
TR International Trading Company	no bid	no bid	\$3.05	no bid	no bid	no bid
<b>Pencoco, Inc.</b>	\$2.41	\$2.35	<b>\$2.43</b>	\$2.39	\$2.35	\$3.01
*Thatcher Company of California, Inc.	\$3.42	\$3.42	\$5.70	\$3.26	\$4.06	\$5.94

**City of Antioch FY 2022/23 Purchase Amount: \$38,880**

Description:	<b>AMMONIUM SULFATE 40% Liquid Solution – 35,000 Gallons</b>		
Service Area:	East Bay	<b>North Bay</b>	South Bay
Unit of Measure:	gal	gal	gal
BIDDERS:			
Univar Solutions USA Inc.	no bid	no bid	no bid
Hill Brothers Chemical Co.	no bid	no bid	no bid
<b>Brenntag Pacific, Inc.</b>	\$1.6900	<b>\$1.6900</b>	\$1.6900
Industrial Solution Services	\$2.1900	\$2.1900	\$2.1900


**City of Antioch FY 2022/23 Purchase Amount: \$59,150**



## STAFF REPORT TO THE CITY COUNCIL

**DATE:** Regular Meeting of April 11, 2023

**TO:** Honorable Mayor and Members of the City Council

**SUBMITTED BY:** Dawn Merchant, Finance Director 

**SUBJECT:** Increase of Purchase Order with CentralSquare for Finance Enterprise Software Upgrade

---

### **RECOMMENDED ACTION**

It is recommended that the City Council adopt a resolution approving an increase to the purchase order with CentralSquare for \$65,000 for finance enterprise software upgrades and amending the fiscal year 2023 budget.

### **FISCAL IMPACT**

The cost of the upgrade is estimated to be \$65,000. A fiscal year 2023 General Fund budget amendment is requested.

### **DISCUSSION**

Since 2003, the City has been utilizing finance enterprise software, OneSolution provided by CentralSquare, as the General Ledger software that maintains and processes all financial and personnel transactions of the City including: payroll, timekeeping, human resources, accounting, budgeting, stores inventory, accounts payable, and accounts receivable. The software is hosted on a server maintained by CentralSquare and the City has an annual purchase order with them for hosting and maintenance. Periodic version upgrades are released, but the City has not found the need to upgrade in the last several years due to the time and implementation involved as the version we are currently on has been meeting City needs. CentralSquare has notified clients that the current software version we are on will no longer be supported by the end of the year due to significant changes made in the newest version platform and therefore the City must upgrade to the latest version in order to maintain adequate software support. The implementation process will also include upgrading the City's timekeeping software from Executime, which used to partner with CentralSquare, to IntelliTime, which is their new partner. One-time costs for the upgrade, which includes installation, Finance staff training, interface updates, and report updates that may be needed are estimated not to exceed \$65,000.

### **ATTACHMENTS**

A. Resolution

**ATTACHMENT A**

**RESOLUTION NO. 2023/**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ANTIOCH APPROVING A  
PURCHASE ORDER INCREASE WITH CENTRALSQUARE IN THE AMOUNT OF  
\$65,000 FOR FINANCE ENTERPRISE SOFTWARE UPGRADES AND AMENDING  
THE FISCAL YEAR 2023 GENERAL FUND BUDGET**

**WHEREAS**, the City currently utilizes OneSolution finance enterprise provided by CentralSquare for its General Ledger software;

**WHEREAS**, the current software version will no longer be supported by CentralSquare and is required to be upgraded to the newest version; and

**WHEREAS**, the upgrade will also include changing timekeeping software from Executime to Intellitime;

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

Section 1. Approves an increase to the purchase order with CentralSquare in the amount of \$65,000 for finance enterprise software upgrades; and

Section 2. Amends the fiscal year 2023 General Fund budget in the amount of \$65,000.

\* \* \* \* \*

**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 11th day of April 2023, by the following vote:

**AYES:**

**NOES:**

**ABSTAINED:**

**ABSENT:**

---

**ELIZABETH HOUSEHOLDER  
CITY CLERK OF THE CITY OF ANTIOCH**



## STAFF REPORT TO THE CITY COUNCIL

**DATE:** Regular Meeting of April 11, 2023

**TO:** Honorable Mayor and Members of the City Council

**SUBMITTED BY:** Thomas Lloyd Smith, City Attorney *TLS*

**SUBJECT:** Resolution Authorizing the Acceptance of a Grant Deed Conveying to the City of Antioch Property Located at Delta Fair Blvd.  
Assessor's Parcel Number 074-080-034-7

---

### **RECOMMENDED ACTION**

It is recommended that the City Council adopt a resolution:

1. Authorizing the acceptance of a grant deed conveying property located at Delta Fair Blvd. (Assessor's Parcel Number 074-080-034-7) consisting of approximately 4.79 acres located along the southern line of Delta Fair Boulevard, immediately east of the Antioch city limit, in the City of Antioch; and
2. Authorizing the City Attorney to execute the Certificate of Acceptance for said property in substantially the form attached to the resolution.

### **FISCAL IMPACT**

There is no projected financial impact.

### **DISCUSSION**

On March 11, 2020, the City of Antioch signed and notarized a grant deed that transferred the Delta Fair Property to the Contra Costa County (County) for the purposes of building housing and services to address homelessness. The grant deed contained restrictions pertaining to the use of the property, the City's right to reenter, and covenants on the property.

Under the first restriction pertaining to use of the property, the County was required to use property only for navigation centers/assessment centers, emergency shelter, transitional and bridge housing, and/or permanent supportive housing for individuals experiencing homelessness.

The second restriction imposed a deadline on the County for commencing and completing construction of the facility on the property. The County was required to commence construction of the facility within two (2) years after recording of the grant deed. However,

the deadline for commencement of construction has passed and no construction has been commenced on the site. Therefore, the City contacted the County and exercised its right to reenter and take possession of the real property.

The County has provided the City with a grant deed conveying the property back to the City. The City Council's acceptance of the grant deed will enable the conveyance of the property back to the City.

**ATTACHMENTS**

- A. Resolution
- B. Grant Deed
- C. Contra Costa County Assessor's Parcel Map



RESOLUTION NO. 2023/\*\*

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ANTIOCH AUTHORIZING THE ACCEPTANCE OF A GRANT DEED CONVEYING TO THE CITY OF ANTIOCH PROPERTY LOCATED AT DELTA FAIR BLVD. (ASSESSOR'S PARCEL NUMBER 074-080-034-7) CONSISTING OF APPROXIMATELY 4.79 ACRES LOCATED ALONG THE SOUTHERN LINE OF DELTA FAIR BOULEVARD, IMMEDIATELY EAST OF THE ANTIOCH CITY LIMIT, IN THE CITY OF ANTIOCH**

**WHEREAS**, on March 11, 2020, the City of Antioch ("**City**") signed and notarized a grant deed that conveyed the Delta Fair Property (Assessor's Parcel Number 074-080-034-7) to the Contra Costa County ("**County**") for the purposes of building housing and services to address homelessness;

**WHEREAS**, the grant deed contained restrictions pertaining to the use of the property, the City's right to reenter, and covenants on the property;

**WHEREAS**, the grant deed required the County to use the property only for navigation centers/assessment centers, emergency shelter, transitional and bridge housing, and/or permanent supportive housing for individuals experiencing homelessness ("**Approved Use**");

**WHEREAS**, the grant deed authorized the City to reenter and take possession of the property if the County (a) uses the Property for any other use other than the Approved Use; (b) fails to commence construction of the facility for the Approved Use within two years after recording of the grant deed; or (c) fails to complete construction of the facility for the Approved Use within three years after commencing construction of the facility;

**WHEREAS**, the deadline for commencement of construction on the Property has passed and no construction has been commenced on the Property;

**WHEREAS**, the City has exercised its right to reenter and take possession of the Property;

**WHEREAS**, the County has provided the City with a grant deed conveying the property back to the City; and

**WHEREAS**, the City Council has considered authorizing acceptance of the grant deed to enable conveyance of the Property back to the City.

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

1. Accepts the grant deed conveying property located at Delta Fair Blvd. (Assessor's Parcel Number 074-080-034-7) consisting of approximately 4.79 acres of real

property located along the southern line of Delta Fair Boulevard, immediately east of the Antioch city limit, in the City of Antioch; and

2. Authorizes the City Attorney to execute the Certificate of Acceptance for the Property in substantially the form attached to this resolution.

\* \* \* \* \*

**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 11<sup>th</sup> day of April 2023, by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

---

**ELIZABETH HOUSEHOLDER, MPP  
CITY CLERK OF THE CITY OF ANTIOCH**

ATTACHMENT B

Recorded at the request of:  
Contra Costa County Public Works  
Department

When recorded mail tax statements  
and return to:  
City of Antioch  
P.O. Box 5007  
Antioch, CA 94531  
Attn: John Samuelson

EXEMPT FROM RECORDING FEES PURSUANT TO GOV'T. CODE SECTION 27383 AND DOCUMENTARY TRANSFER TAX  
PURSUANT TO REVENUE AND TAXATION CODE SECTION 11922.

Assessor's Parcel No. 074-080-034-7

**GRANT DEED**

For valuable consideration, receipt of which is hereby acknowledged,

CONTRA COSTA COUNTY, a political subdivision of the State of California,

**Grants to** the City of Antioch, a municipal corporation, the following described real property in  
the City of Antioch, County of Contra Costa, State of California.

**FOR DESCRIPTION SEE EXHIBIT "A" ATTACHED HERETO AND MADE A PART  
HEREOF.**

CONTRA COSTA COUNTY

Dated 3/16/23

By John Gioia  
John Gioia  
Chair, Board of Supervisors

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA )

COUNTY OF CONTRA COSTA )

On MARCH 16, 2023 before me, BRANDON W. MIELKE Clerk of the Board of Supervisors, Contra Costa County, personally appeared JOHN GIOIA, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature: [Signature]

Deputy Clerk



Ma:

G:\realprop\LEASE MANAGEMENT\ANTIOCH\T00855 - VACANT LAND HHHS\DE.03 Grant Deed - Delta Fair Grant to City of Antioch  
Final.docx

**EXHIBIT A**  
**LEGAL DESCRIPTION**

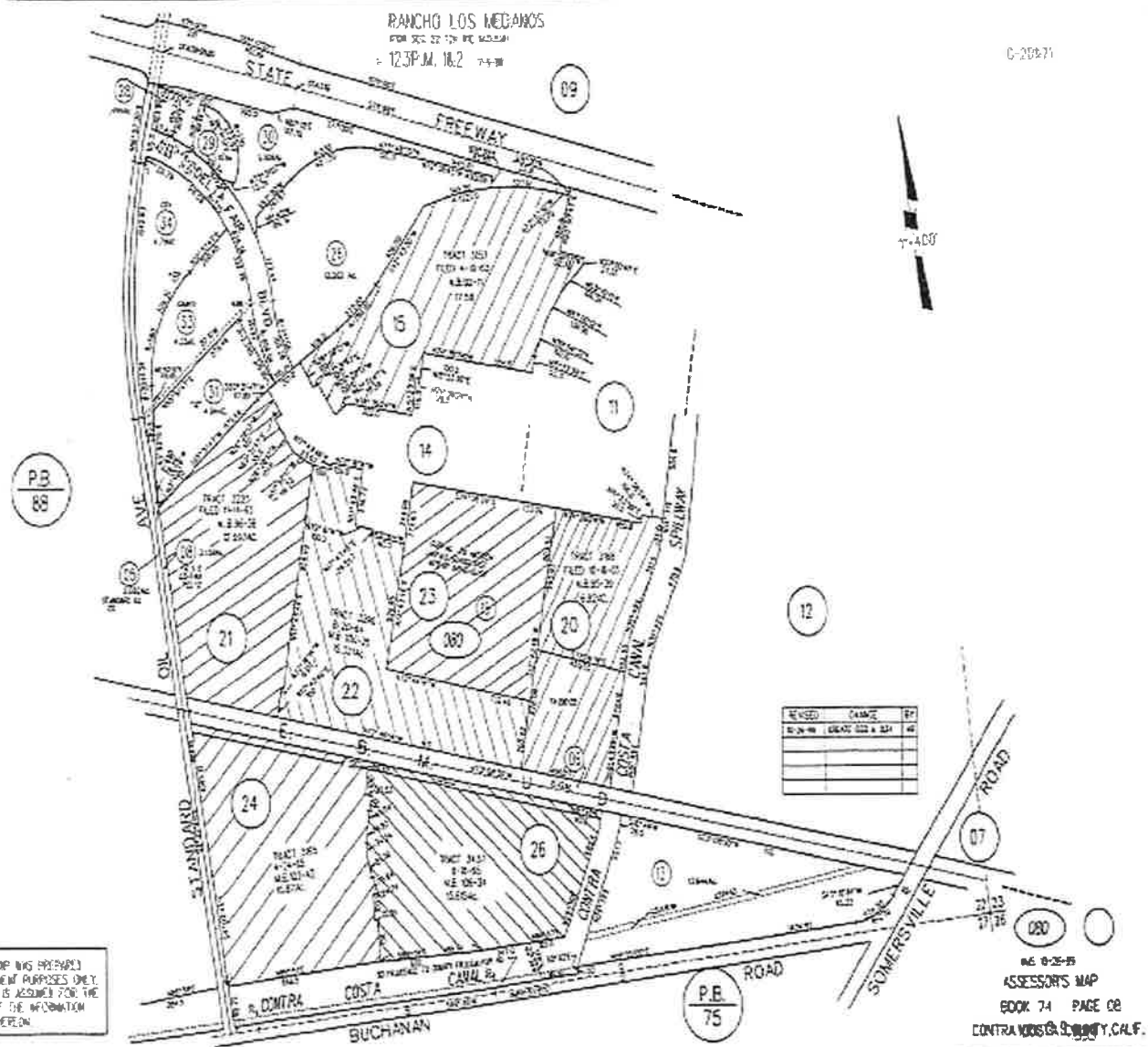
**The land referred to is situated in the County of Contra Costa, City of Antioch, State of California, and is described as follows:**

**Parcel B as shown on the Parcel Map entitled "Subdivision MS 19-84A, a portion of the Rancho Los Medanos, City of Antioch", filed in the Office of the Recorder of Contra Costa County on July 9, 1986 in Book 123 of Parcel Maps, at Page 1.**

**Excepting therefrom that portion thereof described in the Grant Deed to Contra Costa County, a political subdivision of the State of California, recorded August 3, 1999 as Instrument No. 1999-0207644 of Official Records.**

**APN: 074-080-034-7**

RANCHO LOS NEGROS  
FOR SALE 17 AC. 1000000  
123PM, 10:2 7-5-88




CITY OF  
**ANTIOCH**  
CALIFORNIA

**STAFF REPORT TO THE CITY COUNCIL**

**DATE:** Regular Meeting of April 11, 2023

**TO:** Honorable Mayor and Members of the City Council

**SUBMITTED BY:** Anthony Morefield, Police Captain

**APPROVED BY:** Steven A. Ford, Chief of Police 

**SUBJECT:** Police Crime Prevention Commission Review of Past Purpose and Future Value

---

**RECOMMENDED ACTION**

It is recommended that the City Council discuss the future relevance of the Police Crime Prevention Commission.

**FISCAL IMPACT**

This discussion has no fiscal impact.

**DISCUSSION**

Background – The Antioch Police Crime Prevention Commission makes recommendations to the City Council relative to crime prevention and reports on programs. Commissioners are involved in public presentations, coordination of various Neighborhood Watch groups, and special community events such as National Night Out. The Commission consists of 7 members, who each serve a 4-year term. **Applicants must not be a full-time police officer.** The Commission meets on the third Monday evening of the month barring holidays at which time the meeting will be held the following Wednesday.

Due to a lack of attendance and commissioner vacancies, the Police Crime Prevention Commission has met infrequently during the calendar years 2021 and 2022. Worthwhile endeavors like Neighborhood Watch and National Night Out can still exist outside the purview of the Commission through the Police Department staff as well as our Volunteers in Police Services (VIPS) program. The benefits of the Police Crime Prevention Commission should be evaluated in the context of limited staff resources and other initiatives with greater impact.

The City Council is asked to provide direction on the future of the Police Crime Prevention Commission. The following alternatives are provided for discussion:

1. Reinstate the Police Crime Prevention Commission by seeking 7 new members
2. Dissolve the Police Crime Prevention Commission
3. Other City Council recommendation

**ATTACHMENTS**

None



## **STAFF REPORT TO THE CITY COUNCIL**

**DATE:** Regular Meeting of April 11, 2023

**TO:** Honorable Mayor and Members of the City Council

**SUBMITTED BY:** Thomas Lloyd Smith, City Attorney *TLS*

**SUBJECT:** Consideration of a Change to the City Administration's Organizational Structure by Transferring, from the City Manager to the City Council, the Authority to Appoint, Supervise, and Remove the Chief of Police

---

### **RECOMMENDED ACTION**

It is recommended that the City Council provide direction to staff regarding whether to prepare an ordinance changing the organizational structure of the City's administration by transferring, from the City Manager to the City Council, the authority to appoint, supervise, and remove the Chief of Police.

### **FISCAL IMPACT**

There is no anticipated direct or indirect fiscal impact as a result of this item.

### **DISCUSSION**

The purpose of this staff report is to provide information, so the City Council can consider whether it seeks to change the organizational structure of the City's administration by transferring, from the City Manager to the City Council, the authority to appoint, supervise, and remove the Chief of Police.

#### **City Council's Statutory Authority**

City councils are granted wide latitude in deciding how a city will be administered and operated. The Government Code provides a city council with the statutory authority to appoint and remove the chief of police. (Gov. Code, § 36505; Gov. Code, § 36506.) A city council can also adopt a city manager form of government and vest the authority, by ordinance, in the city manager to appoint and remove the chief of police and other subordinate appointive officers and employees, except the city attorney. (Gov. Code, § 34856.)

The City of Antioch currently operates under a city council-city manager form of government. The ordinance establishes the authority of the City Manager and vests the



authority to appoint, remove, and supervise the Chief of Police. In the city council-city manager form of government, the city council conducts policymaking functions, approves the budget and certain decisions, and supervises the city manager and the city attorney. The chief of police is generally appointed and supervised by the city manager.

In some cities, the city council appoints department heads, including the chief of police. Under this organizational structure, the chief of police reports directly to the city council, but many routine day-to-day police department issues may be coordinated by the city manager. In this way, more routine matters are handled by the city manager and the city council has a more direct relationship with the chief of police. An example of this structure is found in the City of Fullerton, CA, where the Chief of Police is appointed by and serves at the pleasure of the City Council. (Ord. 3185, § 2, 2012)

### The City of Antioch Has a Council-City Manager Form of Government

The City of Antioch has a council-city manager organizational structure. The City Manager is responsible to the City Council for the efficient administration of all the affairs of the City that are under his control.

The City Manager exercises control over all departments and divisions of the City government and over all appointive officers and employees, except as provided by local, state, or federal law. The City Manager has power, subject to the City personnel rules, to employ, discipline, or remove all heads of departments or subordinate officers and employees, to transfer employees from one department to another, and to consolidate or combine offices, positions, departments, or units under his or her jurisdiction.<sup>1</sup>

### The Police Oversight Standing Committee Previously Considered Transferring the Authority to Appoint and Remove the Chief of Police from the City Manager to the City Council

In 2021, the City Council explored the idea of changing the authority of the City Manager to hire and remove the Chief of Police. At the October 26, 2021 meeting of the Police Oversight Standing Committee, Mayor Thorpe, Mayor Pro Tem Wilson and Council Member Torres-Walker requested a working draft of the Police Chief hiring process that includes the following: an external recruitment pool, one representative from each district involved in the hiring process, the City Council's ability to ratify the contract prior to hiring. Notably, the City Council expressed interest in transferring authority from the City Manager to the City Council to make the final decision regarding hiring of a police chief.

At the November 23, 2021 meeting, former City Manager Ron Bernal prepared a staff report on the City's "Police Chief Recruitment and Hiring Process". Councilmember Barbanica made a motion to approve the policy prepared by City Manager Bernal. The motion was seconded by Councilmember Ogorchock, but it failed with only Councilmembers Barbanica and Ogorchock voting in favor of it. Mayor Pro Tem Wilson and Councilmember Torres-Walker voted against the motion. Mayor Thorpe was absent.

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<sup>1</sup> This authority does not apply to the City Attorney, the City Clerk, or the City Treasurer.

At the end of that meeting, Councilmember Torres-Walker requested a Municipal Code review of the police chief appointment process to include the City Council.

Transferring the Appointment Supervision, and Removal Authority for the Chief of Police from the City Manager to the City Council Would Require Amending the Antioch Municipal Code

The existing structure of the city council-city manager form of government is established by ordinance. Therefore, the Antioch City Council would need to adopt an ordinance amending the City's municipal code if it desired to change the reporting structure of the Chief of Police. A new ordinance could remove the existing authority of the City Manager with regard to the Chief of Police position and vest the authority to appoint, supervise, and remove the Chief of Police in the City Council.

Supervision and Performance Evaluation of the Chief of Police

The Chief of Police is currently supervised by the City Manager. If the Chief of Police were to report directly to the City Council, then the City Council would supervise the Chief and evaluate his performance. This authority would be vested in the City Council as a whole. The procedure for supervising this position could include annual, semi-annual, and/or as-needed performance evaluations. If the City Council desires to maintain closer oversight, the City Council could meet more regularly for this purpose. It would also be exercised by the City Council as a whole via noticed closed and open session public meetings.

Under this reporting structure, the City Manager, City Attorney, and Chief of Police would all report to the City Council. Therefore, the City Council may wish to consider the extra workload for an additional direct report. That being said, a direct reporting relationship between the City Council and the Chief of Police may support enhanced communication and alignment between the City Council and the Police Chief.

On the other hand, if the City Council elects to retain the current reporting relationship between the City Manager and the Chief of Police, the City Manager could include community-provided information in the evaluation the Police Chief.

The California League of Cities, in its Mayors and Council Members Resource Guide, describes the importance of the relationship between the City Council and Police Department as follows:

"The internal policies and procedures of the [police] department are determined by the police chief and need to be consistent with the law and policies of the city manager or city administrator and the council. Since the police function is primarily concerned with a broad range of order maintenance activities and with the provision of services to the community, these matters are clearly local concerns requiring responsiveness to the public and accountability to community priorities. Coordination of services, development of priorities, and maintenance of a balance between the services offered and the financial resources of the community require that the agencies delivering the services be responsible to the public. The

determination of what services a police agency will provide, what priorities will exist, and what police responses will be sanctioned are proper decisions for the city council. A police department exists within a political arena, and a city council can be asked to answer to the electorate based on the actions of the police department. It is therefore, important that a police department understand its connection and relationship within this political arena.”

The City Council may also be well positioned to evaluate the effectiveness of the police department by soliciting input from their respective constituencies. The City Council has extensive relationships that position them to understand the perception of the police by diverse communities of residents, the business community, the faith-based community, and by other communities and individuals interacting with law enforcement. For example, the presence of officers on “Patrol” assignment on the streets may be perceived differently by different segments of the community; for some it may suggest comforting security, but others may view it as intimidating. Certain statistical measurements may suggest varying degrees of productivity, but these may be counter to the community’s perception.

#### City Council Discussion and Public Comment

The City Council’s decision of whether to transfer, from the City Manager to the City Council, the authority to appoint, supervise, and remove the Chief of Police is likely to have city-wide implications. Therefore, the City Council may wish to invite input from the City Manager, department heads, other city staff, and the broader Antioch community.

#### **ATTACHMENTS**

- A. Antioch Municipal Code: City Manager
- B. Fullerton Municipal Code: Appointment of Chief of Police
- C. November 11, 2021 Police Oversight Commission Staff Report: Police Chief Recruitment and Hiring Process
- D. October 26, 2021 Police Oversight Commission Staff Report: Police Chief Recruitment and Hiring Process

**ATTACHMENT A****CHAPTER 2: CITY MANAGER**

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**Section**

- 2-2.01 Office established
- 2-2.02 Appointment; qualifications
- 2-2.03 Removal
- 2-2.04 Resignation
- 2-2.05 Acting City Manager
- 2-2.06 Powers and duties
- 2-2.07 Powers and duties; purchases
- 2-2.08 Powers and duties; requisitions
- 2-2.09 Powers and duties; claims and demands
- 2-2.10 Council interference
- 2-2.11 Council direction and control
- 2-2.12 City Manager administrator only
- 2-2.13 Political activities prohibited
- 2-2.14 Salary
- 2-2.15 Bond

**§ 2-2.01 OFFICE ESTABLISHED.**

The office of City Manager for the city is hereby established.

('66 Code, § 2-2.01) (Ord. 246-A, passed 1-13-48)

**§ 2-2.02 APPOINTMENT; QUALIFICATIONS.**

The City Manager shall be appointed by the Council solely on the basis of his executive and administrative qualifications. No person elected to membership on the Council shall, subsequent to such election, be eligible for appointment as City Manager until one year has elapsed after he has ceased to be a member of the Council.

('66 Code, § 2-2.02) (Ord. 246-A, passed 1-13-48)

**§ 2-2.03 REMOVAL.**

The Council shall, by majority vote of its members, appoint a City Manager for an indefinite term and may, by majority vote after not less than 30 days' notice to the City Manager, remove the City Manager from office for any reason, but it is expressly provided that the Council shall, at the time of giving such 30 days' notice, either orally or in writing, state to the City Manager the reason or reasons therefor.

('66 Code, § 2-2.03) (Ord. 246-A, passed 1-13-48; Am. Ord. 415-A, passed 6-9-58)

## **§ 2-2.04 RESIGNATION.**

Should the City Manager desire to resign or in any other manner terminate his employment with the city, he shall first give 30 days' written notice of his intention to resign or otherwise terminate his employment to the Council, and during such 30 day period shall be required to perform his duties as City Manager unless the Council shall otherwise provide by resolution.

('66 Code, § 2-2.04) (Ord. 246-A, passed 1-13-48)

## **§ 2-2.05 ACTING CITY MANAGER.**

During the absence or disability of the City Manager, the Council may designate some properly qualified person to perform the duties of the office of the City Manager.

('66 Code, § 2-2.05) (Ord. 246-A, passed 1-13-48)

## **§ 2-2.06 POWERS AND DUTIES.**

(A) The City Manager shall be the administrative head of the city government under the direction and control of the Council, except as otherwise provided by law. He shall be responsible to the Council for the efficient administration of all the affairs of the city which are under his control.

(B) In addition to the City Manager's general powers as administrative head and not as a limitation thereon, it shall be his duty and he shall have the power:

(1) To see that all laws and ordinances are duly enforced;

(2) Subject to the city personnel rules, to employ, discipline, or remove all heads of departments or subordinate officers and employees, to transfer employees from one department to another, and to consolidate or combine offices, positions, departments, or units under his or her jurisdiction. Nothing contained in this subdivision shall apply, however, to the City Attorney, the City Clerk, or the City Treasurer;

(3) To exercise control over all departments and divisions of the city government and over all appointive officers and employees thereof, except as provided in this chapter;

(4) To attend all meetings of the Council and its committees unless excused therefrom by the Council or the committee, and except when the City Manager's removal is under consideration by the Council;

(5) To recommend to the Council for adoption such measures and laws as he deems necessary or expedient;

(6) To keep the Council at all times advised as to the financial conditions and needs of the city, and at least quarterly to submit a financial report;

(7) To prepare the budget annually, submit it to the Council, and be responsible for its administration after adoption;

(8) To prepare and submit to the Council, as of the end of the fiscal year, a complete report on the finances and administrative activities of the city for the preceding year;

(9) To prepare and recommend to the Council a salary plan;

(10) To purchase all supplies for all of the departments or divisions of the city, and no expenditure shall be submitted or recommended to the Council except upon the report or approval of the City Manager;

(11) To make investigations into the affairs of the city, or any department or division thereof, or any contract or the proper performance of any obligation running to the city;

(12) To investigate all complaints in relation to all matters concerning the administration of the government of the city and in regard to the service maintained by public utilities in the city and to see that all franchises, permits, and privileges granted by the city are faithfully observed;

(13) To exercise general supervision over all public buildings, public parks, streets, and other public property which are under the control and jurisdiction of the Council;

(14) To prepare and submit to the Council an organization chart showing the organization plan for all departments of the city government;

(15) To issue on behalf of the Council all licenses and permits not otherwise provided for by law;

(16) To superintend the construction of all public work done by the city;

(17) To devote his entire time to the duties and interests of the city; and

(18) To perform such other duties and exercise such other powers as may be delegated by ordinance or motion of the Council.

('66 Code, § 2-2.06) (Ord. 246-A, passed 1-13-48; Am. Ord. 415-A, passed 6-9-58)

### **§ 2-2.07 POWERS AND DUTIES; PURCHASES.**

The City Manager shall be the purchasing agent of the city. It shall be his duty to make all purchases for and in behalf of the city upon requisitions presented and approved in accordance with the provisions of this chapter; provided, however, in those cases where the laws of the state require that sealed proposals be called for by the Council, the City Manager shall lay before the Council such information as may assist the Council in accepting or rejecting such proposals.

('66 Code, § 2-2.07) (Ord. 246-A, passed 1-13-48)

### **§ 2-2.08 POWERS AND DUTIES; REQUISITIONS.**

No officer or employee shall incur any indebtedness on behalf of the city unless the power to do so has been expressly conferred upon such officer by the laws of the state, except upon a requisition signed by the City Manager.

('66 Code, § 2-2.08) (Ord. 246-A, passed 1-13-48)

### **§ 2-2.09 POWERS AND DUTIES; CLAIMS AND DEMANDS.**

No claim or demand shall be audited or allowed by the Council which is not approved by the City Manager.

('66 Code, § 2-2.09) (Ord. 246-A, passed - - )

### **§ 2-2.10 COUNCIL INTERFERENCE.**

Except for the purpose of inquiry, the Council and its members shall deal with the administrative service solely through the City Manager, and neither the Council, nor any member thereof, shall give orders to any of the subordinates of the City Manager.

('66 Code, § 2-2.10) (Ord. 246-A, passed 1-13-48)

### **§ 2-2.11 COUNCIL DIRECTION AND CONTROL.**

Notwithstanding the provisions of § 2-2.10 of this chapter, nothing contained in this chapter shall be deemed to restrict or prohibit the Council, acting in its official capacity, from exercising complete direction and control over the City Manager in all matters pertaining to the government of the city, and it is expressly provided that the City Manager shall promptly execute all lawful orders issued to him by the Council, acting in its official capacity.

('66 Code, § 2-2.11) (Ord. 246-A, passed 1-13-48; Am. Ord. 415-A, passed 6-9-58)

#### **§ 2-2.12 CITY MANAGER ADMINISTRATOR ONLY.**

There is hereby retained to the Council the sole power of being the policy making and legislative body for the city, and the duties and powers of the City Manager are expressly confined to the administration service of the city.

('66 Code, § 2-2.12) (Ord. 246-A, passed 1-13-48)

#### **§ 2-2.13 POLITICAL ACTIVITIES PROHIBITED.**

The City Manager shall not participate in any city political activities or politics.

('66 Code, § 2-2.13) (Ord. 246-A, passed 1-13-48)

#### **§ 2-2.14 SALARY.**

The City Manager shall receive such salary as the Council shall from time to time determine and fix by resolution or motion.

('66 Code, § 2-2.14) (Ord. 246-A, passed 1-13-48)

#### **§ 2-2.15 BOND.**

The City Manager shall furnish a surety company bond, to be approved by the Council, in such sum as may be determined by the Council.

('66 Code, § 2-2.15) (Ord. 246-A, passed 1-13-48)

## Chapter 2.06

### CHIEF OF POLICE

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Sections:

2.06.010. Appointment of Chief of Police.

2.06.020. Duties and responsibilities

#### **2.06.010. Appointment of Chief of Police.**

The Chief of Police shall be appointed by and serve at the pleasure of the City Council. (Ord. 3185, § 2, 2012)

#### **2.06.020. Duties and Responsibilities.**

Under general administrative direction is responsible for all activities of the Police Department, which is charged with the enforcement of laws and regulations and the provision of round-the-clock protection of lives and property, and performs related work as required. (Ord. 3185, § 2, 2012)





**STAFF REPORT TO THE CITY COUNCIL  
MEETING AS THE POLICE OVERSIGHT STANDING COMMITTEE**

**DATE:** Meeting of November 23, 2021

**TO:** Honorable Mayor and Members of the City Council

**SUBMITTED BY:** Ron Bernal, City Manager

**SUBJECT:** Police Chief Recruitment and Hiring Process

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**RECOMMENDED ACTION**

It is recommended that the City Council discuss and recommend a policy by formal action at a regular meeting of the Antioch City Council or provide direction to staff in accordance with the standing committee's instructions.

**FISCAL IMPACT**

There is no fiscal impact at this time.

**DISCUSSION**

At the October 26, 2021 meeting, the standing committee received an overview of the current hiring process for the Police Chief. The City Council directed staff by consensus to incorporate several additional elements. The revised approach is summarized and recommended as follows:

1. The City Manager selects one individual from each Council district to be a participant in the Search Committee.
2. The City Manager works in tandem with HR and the Search Committee to review and update the job description and minimum qualifications for the position as appropriate.
3. The City Manager initiates the RFP process to solicit and select an executive search firm to conduct a nationwide recruitment. Once a firm is selected, the brochure content is developed, as well as the overall timeline and approach. Once an adequate applicant pool is achieved, the executive search firm reviews applications and identifies candidates for interview.
4. Different audiences convene in a panel interview format, including city managers, public safety executives, department heads, police department personnel, the Search Committee and other community members.

5. Once the panel interview process informs the ranking of candidates, the City Manager interviews the top candidates for final ranking. The City Council Members are advised of the finalist.
6. The City Manager makes a conditional offer to the top candidate.
7. The recruiting firm conducts a thorough background check which includes credit history, criminal background, professional and personal references and neighbors. The finalist's current / last place of employment may be visited to gather additional information.
8. Upon clearance of all conditions, the City Manager notifies the Mayor and City Council Members, makes the appointment, followed by a public announcement.

The standing committee's request to have the City Council ratify the Police Chief contract is in conflict with the existing Antioch Municipal Code. As such, contract ratification is not incorporated in the above proposed policy.

Some additional elements for an enhanced community engagement effort may also be of interest. These include:

- The recruiter's facilitation of Town Hall style meeting(s) that would include the Mayor and City Council, Search Committee and the community at-large.
- Polls and surveys to gather information on the community's desires and expectations.

Approaches like these could inform the task of revising the Police Chief job description which would require City Council approval.

Once the standing committee determines what elements to include in the new Police Chief recruitment policy, the recommendation would be brought before the City Council for approval.

#### **ATTACHMENTS**

None

**STAFF REPORT TO THE CITY COUNCIL  
MEETING AS THE POLICE OVERSIGHT STANDING COMMITTEE**

**DATE:** Meeting of October 26, 2021

**TO:** Honorable Mayor and Members of the City Council

**SUBMITTED BY:** Rosanna Bayon Moore, Assistant City Manager

**APPROVED BY:** Ron Bernal, City Manager

**SUBJECT:** Police Chief Recruitment and Hiring Process

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**RECOMMENDED ACTION**

It is recommended that the City Council approve a policy by formal action at a regular meeting of the Antioch City Council or provide direction to staff in accordance with the standing committee's instructions.

**FISCAL IMPACT**

There is no fiscal impact at this time.

**DISCUSSION**

It was previously requested that this item be placed on the agenda for review and discussion. As background information, staff prepared a description of the hiring process for the Chief of Police, which is typical for all department head positions that are directly hired by the City Manager. The steps are described as follows:

1. Work in tandem with HR to review and update the job description and minimum qualifications for the position as appropriate.
2. If an in house pool exists, determine whether an internal or external recruitment best serves City goals and agency needs.
3. If an internal recruitment is the selected pathway, publish minimum qualifications, open the application process and establish the candidate pool. Review applications and invite qualifying applicants to the interview process.
4. If an external recruitment is the selected pathway, initiate the RFP process to solicit and select an executive search firm to conduct the recruitment. Once a firm is selected, contribute to brochure content and work with firm to establish the

overall timeline and approach. Once adequate applicant pool is achieved, review applications and identify candidates for interview.

5. Utilize a panel interview format comprised of different audiences - city managers, public safety executives, department heads, police department personnel and community members.
6. Once the panel interview process informs the ranking of candidates, City Manager interviews the top candidates then extends conditional offer to the top candidate.
7. Conduct a thorough background check which includes, credit history, criminal background, professional and personal references, neighbors. If an external candidate is selected, visit finalist's current / last place of employment to gather additional information.
8. Upon clearance of all conditions, make appointment and announce appointment.