

**ANTIOCH CRIME PREVENTION COMMISSION
REGULAR MEETING**

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

**May 17, 2021
Meeting Conducted Remotely**

The City of Antioch, in response to the Executive Order of the Governor and the Order of the Health Officer of Contra Costa County concerning the Novel Coronavirus Disease (COVID-19), held Police Crime Prevention Commission meeting live stream (at www.antiochca.gov/apcpc/meeting/). The Police Crime Prevention Commission meeting was conducted utilizing Zoom Audio/Video Technology.

1. ROLL CALL

Chairperson Dawson called the meeting to order at 7:03 P.M., on May 17, 2021.

Present: Commissioners Randolph, Everett, Munton, Lewis, Eubanks and Chairperson Dawson

Staff: Lieutenant, Powell Meads
Coordinator, Hans Ho
Minutes Clerk, Kitty Eiden
SP+, Michelle Dugan

PLEDGE OF ALLEGIANCE

Coordinator Ho led the Pledge of Allegiance.

2. PUBLIC COMMENTS - None

3. COMMISSION COMMITTEE REPORTS/COMMUNICATIONS:

I. Business Watch Implementation – Report by All Commissioners

No reports

II. Community Outreach Sub Committee “Bridging the Gap” – Commissioner Lewis

Commissioner Lewis reported there was no update this evening and he would provide an update at the next Police Crime Prevention Commission meeting.

III. Proposal to Change Mission Statement and Responsibility for Crime Prevention Commission – Commissioner Eubanks

Commissioner Eubanks explained that the Commission had approved this item at the May 5, 2021, Special meeting and it had been forwarded to Chief Brooks for review and the City Council for approval.

City Attorney Smith clarified if the Commission's preferred method was to gather feedback on this item from the Antioch Police Department, they should have that discussion. He explained that formal review and approval would be a City Council function.

Commissioner Lewis stated he believed it would be helpful in terms of creating communication and a collaborative environment to have the Antioch Police Department review the document and then move it to the City Council.

Chairperson Dawson stated that he believed that was the previous direction of the Commission.

Lieutenant Meads stated he believed the Commission had done a wonderful job and Chief Brooks was aware that they were revising these items.

City Attorney Smith mentioned that the Chair may want to provide notice to the City Manager that this item was being forwarded to Council for consideration.

On motion by Commissioner Eubanks, seconded by Commissioner Lewis the Police Crime Prevention Commission unanimously directed Chairperson Dawson to present the proposed changes to the City Council for review and approval. The motion carried the following vote:

Ayes: Commissioners Randolph, Everett, Munton, Lewis, Eubanks and Dawson

In response to the Commission, City Attorney Smith explained that the agenda was set by the Mayor and City Manager Bernal so it would be placed in their hands to select the first opportunity to place it on the agenda. He added that he would not recommend dissolving the Committee in the event they receive feedback for revisions.

IV. Publicize Neighborhood Watch and Available Tools with Social Media – Commissioner Randolph

Commissioner Randolph explained that this item would be discussed during agenda item #7.

4. COMMISSION CHAIR COMMENTS

Chairperson Dawson requested Commissioners send him their ideas for goal planning for the remainder of 2021. He suggested anyone with a Commission term expiring this year, to let him know if they were interested in reapplying.

In response to Commissioner Randolph, Lieutenant Meads confirmed that there was a current vacancy on the Commission, which was still in the selection process.

5. PRESENTATION TO THE COMMISSION

Michelle Dugan, SP+ gave an oral presentation that included the following information:

- The See, Click, Fix app was available for residents to report violations
- A hotline available for anonymous tips
- Parking enforcement complaint forms were available on the City's website
- They run license plates to determine if a registration was expired
- Vehicles with registrations expired for more than 6-months were towed immediately
- Vehicles with registrations expired for less than 6-months were given a 72-hour notice and they returned after 72-hours to check for compliance
- Parking Enforcement worked Monday – Friday
- There were three officers in the Parking Enforcement Division
- Volunteers in Police Service (VIPS) assisted with parking enforcement prior to COVID-19 and they anticipated them returning after July to enhance enforcement efforts
- A backlog was created when they were laid off for a few weeks because of COVID-19

In response to the Commission, Ms. Dugan clarified the following:

- Parking Enforcement addressed violations on public property
- Code Enforcement addressed violations on private property
- Enforcement efforts were currently complaint driven
- There were approximately 600-700 complaints for the last six weeks
- Complaints with license plates or VIN provided were addressed more expediently
- When conducting rechecks, a vehicle needed to show signs that it has been driven and chalk marks needed to be removed from tires
- Enforcement efforts included boats and trailers parked on the street
- Non-compliant vehicles current or expired less than 6-months were issued citations
- Contract tow companies were utilized
- The vehicle owner was required to bring a current registration to the Antioch Police Department where they were issued a release form for the tow company
- The vehicle owner paid the tow and storage fees
- Junked vehicles were held for 15-days, regular vehicles were held for 30-days and a lien was posted on the vehicle
- If a vehicle was not retrieved the tow company was issued ownership
- There was no code addressing how many vehicles people could own and the street was public parking
- If a complaint was received, they would issue a 72-hour notice to move the vehicle

Coordinator Ho announced parking enforcement would be receiving reinforcement from the VIPS soon. He noted it was possible that they could put together 5 teams, Monday – Friday to help enforcement efforts and reduce the backlog. He further noted they would be working with Ms. Dugan who would be assigning patrol areas and vehicles.

In response to Chairperson Dawson, Ms. Dugan reported last month they towed 201 vehicles and the month prior 185 vehicles. She noted they were all complaint driven and they were tagging 20-30 vehicles daily.

Chairperson Dawson thanked Ms. Dugan for the presentation.

6. CONSENT CALENDAR

V. APPROVAL OF CRIME PREVENTION COMMISSION MEETING MINUTES FOR APRIL 19, 2021

VI. APPROVAL OF CRIME PREVENTION COMMISSION MEETING MINUTES FOR MAY 5, 2021

On motion by Commissioner Lewis, seconded by Commissioner Eubanks the Crime Prevention Commission members present unanimously approved the minutes of April 19, 2021 and May 5, 2021 as presented. The motion carried the following vote:

Ayes: Commissioners Randolph, Everett, Munton, Lewis, Eubanks and Dawson

7. REGULAR AGENDA

I. PCPC NEIGHBORHOOD WATCH AND AVAILABLE SOCIAL MEDIA TOOLS DOCUMENT – Commissioner Randolph

Commissioner Randolph announced that she would be attending a Special City Council meeting on May 18, 2021, to determine if the Social Media Policy item had any bearing on this proposal.

Commissioner Lewis stated the goal of this subcommittee was to raise awareness on vacancies and upcoming activities through social media and Commissioner Randolph would be the lead contact in those efforts.

Commissioner Randolph volunteered to serve as contact person for the Police Crime Prevention social media outreach efforts.

In response to Chairperson Dawson, Commissioner Randolph stated that she had not reached out to the City Manager, and she assumed since she had not seen any previous advertising of vacancies that it was Commission driven.

City Attorney Smith clarified vacancies for Boards and Commissions were run by the City Clerk's office and suggested Commissioner Randolph reach out to Deputy City Clerk Garcia to discuss the process.

Commissioner Randolph responded that she would be reaching out to the City Clerk's office.

Lieutenant Meads reported the Antioch Police Department had a social media team who were authorized to post so if requests were forwarded to him, he would send them to the social media team for consideration.

In response to Commissioner Randolph, Chairperson Dawson clarified that the Commission vacancy was under consideration, so there were no vacancies at this time.

City Attorney Smith explained that once the application period closed the Mayor scheduled interviews with the Chief of Police. He noted the Mayor would then decide on who he wanted to nominate for Council consideration.

Following discussion, Commission consensus supported Commissioner Randolph gathering additional information on the process for advertising Board and Commission vacancies.

II. COMMISSION MEETING SPEAKER CALENDAR FOR 2021 – Commissioner Lewis

Commissioner Lewis reported that he had been approached by potential speakers who requested to be on the calendar for presentations to the Commission. He suggested formalizing the process so speakers could be identified and scheduled.

City Attorney Smith stated the Commission could discuss who they wanted to come speak, come to an agreeance, and direct the Chair to place it on the agenda. He noted the Chair could also schedule someone speak to the group. He further noted once there was a decision, the speaker could be placed on the agenda and properly noticed.

Coordinator Ho commented in the past the Police Crime Prevention Commission had speakers from the Antioch Police Department, City staff, Commissions, and faith-based organizations with youth programs. He noted they also had requests that were not approved because individuals wanted to use the time to advertise their business, or the topic had no relation to the Commission. He stated if a Commissioner was approached with a request, they should inform him and the Chair so contact could be made to schedule a date.

Commissioner Lewis reported he had been contacted by someone from the *Not On My Watch* program from SFPD. He explained that the organization was a youth-focused program teaching financial literacy and personal health. He proposed going forward with a presentation and provided the following contact information for the program:
www.notonmywatchsfpd.com/operation-genesis/

City Attorney Smith stated once a speaker was identified, the Chair would take responsibly.

Commissioner Lewis stated he understood the process was that if a Commissioner believed someone would be an appropriate speaker, they would reach out to the Chair who would then run it through the channels and if appropriate move forward accordingly.

City Attorney Smith added that if the Chair declined a request and a majority of the Commission supported the speaker, then they could vote to go forward, and it would be agendized by the Chair.

Coordinator Ho explained that currently they scheduled presentations month to month; however, should there be multiple requests priorities could be discussed. He noted at this time the only presentation being considered was the previous request by Commissioner Lewis for June.

Chairperson Dawson questioned if the Commission wanted to move forward with filling the calendar based on community conversations and Neighborhood Watch. He stated he was opened to suggestions and encouraged the Commission to provide him with their ideas.

Commissioner Munton suggested placing potential speakers in a pool and then bringing them forward when they were relevant.

Chairperson Dawson stated it would be beneficial to give external candidates sufficient time to prepare presentations.

Commissioner Eubanks commented that they had been relatively dormant due to COVID-19; however, in the past, Coordinator Ho had been very supportive of allowing him to bring in groups such as the Chateau Mobile Home Parks and Marina Business Watch group to make presentations.

Coordinator Ho mentioned when they were more active, they had speakers queued up 3-4 months in a row and he hoped to get back to those types of activities.

Chairperson Dawson stated he would contact *Not My Watch – Operation Genesis* to discuss a future agenda item. He noted that he would connect with Commissioner Lewis to see how they could get them involved for June.

III. CITY ISSUED E-MAIL ADDRESSES – Chairperson Dawson

Chairperson Dawson announced that all Commissioners had received City issued email addresses to be utilized when corresponding on behalf of the Police Crime Prevention Commission. He noted these emails would be managed and stored by the City. He thanked City Attorney Smith for helping to set up the process.

City Attorney Smith explained City issued email address were important because of the public records act. He noted all emails sent as a public official were public record so if someone filed a public records request, emails relating to the request that resided on a personal account would have to be provided. He further noted with City issued email accounts the City could do that time intensive work for them. He stated it also provided some credibility externally for Commissioners and was earned for the time they devoted to public service.

Chairperson Dawson stated he was available for anyone who needed help setting up their email accounts and announced email addresses for all Commissioners were attached to the agenda this evening.

Coordinator Ho stated he would be sending a test email to all Commissioners and requested they reply to verify the communication channel had been opened.

City Attorney Smith clarified that when there were four or more Commissioners communicating outside of a meeting it would be a violation of the Brown Act, which he noted would include group emails that were not one-way. He explained Commissioners could send one-way emails asking a question and then the recipients could send an individual response. He noted bcc could also be utilized so there was no reply to all option. He further noted reply to all was one of the most unsafe things in terms of the Brown Act. He commented that he would be providing the Commission with educational material on the Brown Act and Public Records Act, and he could provide training at a future meeting.

Chairperson Dawson commented that he had bcc'd the Commissioners on group emails, so responses only come back to the sender.

Commissioner Eubanks reported that there was a lot of electronic educational material collected over the years for the Commission and asked if the City could set up a shared repository to make information available to all Commissioners.

Chairperson Dawson stated he was looking into this feature.

City Attorney Smith believed this was a good idea and noted he could work with Information Services (IS) to determine if they could set something up to benefit the Commission.

Chairperson Dawson commented that he would work with City Attorney Smith and IS to figure out what options were available.

Randolph questioned if they were looking for conformity in their email signature lines.

Chairperson Dawson suggested Commissioners utilize his signature line to personalize their own.

8. PUBLIC COMMENTS

The following public comments were read into the record by Lieutenant Meads.

Jennifer Noah provided written comment expressing concern that their neighborhood had reported vehicle violations via the see click fix app and questioned when they would be addressed.

Marie Chris provided written comment discussing the recent shooting in Antioch and questioning how crimes could be prevented. She requested the Antioch Police Department help the community feel safe.

Chairperson Dawson encouraged the public to become involved in the Neighborhood Watch Program and offered to help create one in their neighborhoods. He noted parking enforcement

should be improving with the return of the VIPS. He encouraged residents to continue to report violations through the see,click,fix app.

9. STAFF COMMUNICATIONS

i. Coordinator Ho

Coordinator Ho reported the top priorities for VIPS would be augmenting parking enforcement to reduce the backlog, traffic control for major incidents and Neighborhood Cleanup events. He stated with the newly appointed Commissioners, he would like to work with Chairperson Dawson to discuss the reassignment of Neighborhood Watch groups

Chairperson Dawson stated Neighborhood Watch assignments would be agendized for the next Police Crime Prevention Commission meeting.

ii. Lieutenant Meads

Lieutenant Meads announced he had received uniform shirts and jackets for the new Commissioners.

Coordinator Ho offered to deliver the uniform items to the new Commissioner's homes.

Lieutenant Meads reported the Antioch Police Department had a surveillance camera registration program so the APD could be aware of their locations. He clarified the program did not allow them to access the camera; however, if a crime occurred, they could see if there were cameras in the area that could assist in the investigation. He explained that Commissioner Eubanks had suggested window stickers be given to those who registered, and those stickers would be given to the new Commissioners to pass out to their Neighborhood Watch Captains for distribution. He noted any Commissioners needing more stickers could notify him.

City Attorney Smith suggested Commissioners put their full names on the Zoom screens for the next Police Crime Prevention Commission meeting.

Chairperson Dawson announced that residents could register their cameras online.

In response to Chairperson Dawson, Lieutenant Meads noted that all types of surveillance cameras were included in the program.

10. COMMISSIONER COMMUNICATION AND FUTURE AGENDA ITEMS

Commissioner Eubanks stated that as things started to reopen after COVID-19, he looked forward to holding Neighborhood Watch and Business Watch meetings again. He expressed concern regarding Asian hate crimes occurring and suggested the Commission make an official statement about that subject.

Chairperson Dawson questioned what the process would be if the Commission wanted to formally support a statement against Asian hate crimes.

City Attorney Smith offered to discuss options with Chairperson Dawson. Commissioner Munton discussed nuisance crimes occurring in Antioch and questioned if the Antioch Police Department had data on response times to these types of calls for service.

Lieutenant Meads stated calls for service were tracked by level with priority 1 being an emergency, priority 2 an in-progress crime and priority 3 a cold or low-level crime. He offered to provide the response times for the next Police Crime Prevention meeting.

Commissioner Munton stated he was interested in the response times for priority 2 and 3 calls.

Lieutenant Meads commented that when COVID-19 first occurred the Antioch Police Department stopped responding to a lot of low-level crimes. He noted they were back to a full response to any crime with the only exception being cold crimes which were referred to online reporting.

Chairperson Dawson announced the next meeting Police Crime Prevention Commission would be held at 7:00 P.M. on June 21, 2021.

In response to Chairperson Dawson, City Attorney Smith reported all City meetings were still be conducted via zoom and there had been no indication that they would be changing.

11. ADJOURNMENT

On motion by Commissioner Lewis, seconded by Commissioner Munton the Crime Prevention Commission members present unanimously adjourned the meeting. The motion carried the following vote:

Ayes: Commissioners Randolph, Everett, Munton, Lewis, Eubanks and Dawson

The meeting was adjourned at 8:30 P.M. to the next regularly scheduled meeting on June 21, 2021 at 7:00 P.M. via ZOOM.

Respectfully submitted:

Kitty Eiden

KITTY EIDEN, Minutes Clerk