



OFFICE OF  
THE CITY MANAGER  
MEMORANDUM

**DATE:** January 31, 2014  
**TO:** Mayor Harper and City Council Members  
**FROM:** Steve Duran, City Manager  
**RE:** City Manager's Weekly Report

**MEETING SCHEDULE**

<b>Date and Time</b>	<b>Event</b>	<b>Location</b>
<b>Wednesday, February 5, 2014 - 6:30 p.m.</b>	Planning Commission Meeting	City Council Chamber 200 H Street
<b>Thursday, February 6, 2014 - 3:00 p.m.</b>	Board of Admin. Appeals	City Council Chamber 200 H Street
<b>Tuesday, February 11, 2014 - 7:00 p.m.</b>	City Council Meeting	City Council Chamber 200 H Street
<b>Wednesday, February 12, 2014</b>	Lincoln's Birthday Holliday	City Offices Closed
<b>Monday, February 17, 2014</b>	Presidents Day	City Offices Closed
<b>Wednesday, February 19, 2014 - 6:30 p.m.</b>	Planning Commission Meeting	City Council Chamber 200 H Street
<b>Tuesday, February 25, 2014 - 7:00 p.m.</b>	City Council Meeting	City Council Chamber 200 H Street

**NEIGHBORHOOD CLEAN-UP EVENT**

The 49<sup>th</sup> installment of the Neighborhood Cleanup Program is happening this Saturday, February 1st. This is a collaborative community effort involves active participation from the Antioch Police Department Crime Prevention Commission; Neighborhood Watch Program; Target Volunteers; Volunteers in Police Service; community volunteers and the Public Works Department.

The Cleanup event will occur on **Saturday, February 1st from 9:00 a.m. to 11:00 a.m. in the area of E 18<sup>th</sup> and Cavallo Road. Volunteers should report to the parking lot of Kimball Elementary School.**

Everyone is invited to participate because everyone who works and lives in the City Antioch can make a difference and improve the quality of life. It's our community.

The City of Antioch Neighborhood Cleanup program is not just for residential neighborhoods. It is a program that will change venues on a monthly basis and it will include business and commercial areas as well. Neighborhoods that are free of trash and refuse are inviting, and a clean community instills a sense of community pride.

Volunteers will receive instructions and the equipment necessary to accomplish the goal. The targeted area is within walking distance. Excluding inclement weather, future Neighborhood Cleanup events are scheduled for the first Saturday of every month and the locations will be announced in advance.

## **COMMUNITY CAFES**

### **Antioch Community Cafés**

The City Council and senior staff hosted four (4) Community Cafés and three (3) focus groups between January 23<sup>rd</sup> and January 29<sup>th</sup>. These meetings were the imperative community outreach component to our Strategic Planning Project. Two cafés were held at Prewett Water Park and two at Nick Rodriguez Community Center. In all, nearly 200 community members participated. City staff and the Council received great feedback on what our citizens feel they need to be in a successful partnership with the City. Although we heard recurring themes during each of the cafés, all of the participation was very valuable and much appreciated.



We were excited to have the three focus groups to also hear from targeted sub-groups within our community. One meeting was for the Spanish speaking residents, one for the youth, and one for the businesses and service organizations.

The next steps in our Strategic Planning process will be:

- Compile all of the data collected

- Prepare a first draft of the plan document
- Schedule a public City Council workshop to review the draft plan and receive additional feedback/thoughts
- Prepare a final plan document analyzing our opportunities and constraints, and outlining our Goals/Strategies/Objectives

Our citizens who gave of their time during the evening or Saturday to participate in this very important project are to be commended for their commitment to the City of Antioch.

## **OFFICE OF THE CITY CLERK UPDATES**

Boards and Commissions:

January 30<sup>th</sup> was the final day for submission of applications for open board and commission positions. We received the requisite number of applications for the Board of Administrative Appeals, Contra Costa County Mosquito & Vector Control District Board and the Contra Costa County Library Commission. We will extend the application period for the Parks & Recreation Commission to February 20<sup>th</sup> since we received two applications for the four vacancies advertised.

All city elected officials and open campaign committees were notified that they must submit the FPPC Form 460 or Form 470 no later than January 31<sup>st</sup> to the City Clerk's office.

Our office received one appeal which was processed. It was beyond the 10-day filing period for the appeal and a letter of rejection was sent to the appellant. We received one appeal which was processed for a scheduled Board of Administrative Appeals hearing. The hearing was originally scheduled for February 6<sup>th</sup>, but we were not able to get a quorum; so after contacting the board members, we rescheduled the hearing to February 20<sup>th</sup> and notified the appellants by mail.

Requests for archived documents were picked up at the warehouse and delivered to Community Development. Also document files to be returned were filed back in their respective boxes at the warehouse.

We received three California Public Records Requests which were forwarded to the respective city departments for response within 10 calendar days. We also received a request from two local news media for the list of the applicants for the Sales Tax Oversight Committee which was sent to them on January 30<sup>th</sup>.

## **INFORMATION SYSTEMS UPDATES**

**Ongoing Server Replacement - Staff** replaced the spam email filter server, and upgraded filter software to the latest version. At ten years old, the previous server provided good service for the City.

## **PUBLIC WORKS UPDATES**

### **Engineering and Development Services**

- Sewer main installation is 90% complete for the 81 unit Almondridge East Subdivision located on the east side of Phillips Lane south of East 18<sup>th</sup> Street.
- SR4/SR160 Connector Project – encroachment permit issued
- SR-4 Sand Creek Road Interchange and 4-Lane Widening Project – punchlist for relief of maintenance in progress
- Davidon Homes Park Ridge Phase I consisting of 125 residential units located west of Canada Valley Road and east of County Hills Drive final map and improvement plans are in plan check.

### **Capital Improvement Program**

- The Wilbur Avenue Bridge project is proceeding toward a scheduled completion and opening to full operation in March 2014.

### **Maintenance**

#### Public Works Admin.

- Sonia Johnson will be the Co-Captain of The Relay for Life of Antioch event. This is the 15th year raising money for cancer research, local services, and more. The event is on June 21, 2014 at Deer Valley High School.

#### Streets

- The Street Crew is focused on replacing signs throughout the City that were found to be in less than satisfactory condition and/or not up to reflectivity standards. Most of the respective signs being changed out were identified during the annual “Night Time” survey.

#### Landscape

- The electric irrigation controller near the corner of 4<sup>th</sup> and G Street is being converted to solar resulting in several benefits which include: no electricity needed; electrical outages will not adversely affect the programming requiring labor to reprogram; and the proposed irrigation controller can be programmed for year round use requiring less labor.
- City Park- Soccer Field rehabilitation in progress and awaiting seed germination
- The colorful wood signs at Community Park have been rehabilitated with a much needed face lift. This has been a much needed improvement that demonstrated the commitment to keep this park up to high standards.
- Mira Vista Park- Baseball infield rehabilitation completed 1/28/14.
- Mira Vista Hills Park- Baseball infield rehabilitation completed 1/29/14.
- Country Manor Park- Baseball infield rehabilitation scheduled completion 1/30/14.
- The Landscape Crew is 90 % complete with their proactive weed pre-emergent program.

## Collections Division

- NPDES staff cleaned up abandoned homeless encampment on East Antioch Creek northwest of Hargrove and E18th Street.

## Water Distribution

### Stores:

- Central Storeroom staff has made repairs to door lock on storage room at Diablo West Park and met with staff at Prewett Water Park to formulate a plan for revamping the Family Restroom doors for easier access/ privacy.

### Distribution:

- This week the backflow prevention department has tested over 50 backflow preventers with a less than 2% potential failure rate. These devices protect the public from contaminants and pollutants that may otherwise get into city the water supply.
- Water staff while answering many customer concerns and complaints for the water department, has marked out our underground facilities at over 30 job sites around the city. This is to prevent our underground assets from being damaged by contractors and homeowners. The "USA" work orders are generated by Underground Service Alert of Northern California.
- Our meter reader, has read over 800 meters electronically, and has repaired or replaced 25 damaged meter registers. He also takes care of the contractors hydrant meter needs, he has picked up 2 hydrant meter and installed another 2 hydrant meter.
- Our two Ons & Offs technicians have made over 200 stops at individual meter accounts either turning the meters on or off, getting a reading or investigating concerns from the finance department
- We have begun our annual testing of Backflow devices, are current on our meter reading schedule, providing on and off service for the community and finance department, we are current on all "USA" service requests.
- Assisted Allied Wasted in hauling off "green" waste at the Fulton site and filled the trash bins.
- Crews are updating the Backflow Device at our water treatment plant "A". This update is including a bypass to provide a backup water source during testing or possible device failure.

- Continued working with Nichols Consulting Engineers on required testing of two Underground Storage Tank Leak sites (“A” Street Extension and Maintenance Service Center). Provided requested data and reviewed draft reports for submittal to Regional Water Quality Control Board.
- Finalized efforts on update our Water Distribution Operations Plan.
- Provided and submitted comments on the draft Regional Capacity Study report. Provided and submitted comments on the Regional Emergency Response Plan. This plan is a result of the RCS.
- Met with the City of Pittsburg to discuss a new inter-tie connection between our two cities in the south west section of town (Zone III or IV).
- Continued working with V&A engineers who is conducting a Corrosion Control survey at Williamson Ranch in an effort to reduce the impact of water breaks to the business community in that area.
- Continued working with the contractor to rebuild our trash ramp at the Fulton site
- Water staff continued to work with contractors on the Hwy 4 project to ensure all water assets are maintained and upgraded as needed.

## **POLICE DEPARTMENT UPDATES**

- On 1/28/14 Antioch Police Detectives followed up on leads concerning possible marijuana grow inside a residence on Noakes Court. Detectives contacted Wei Zhu and Zhouqin Huang at the scene and subsequently arrested them in connection to large scale marijuana cultivation. Detectives served a search warrant at the listed location which turned up approx 1,000 marijuana plants.
- On 1/28/14 Elijah Hill was arrested for the attempted homicide of a 33 year old Antioch resident that stemmed from an argument at a local fast food restaurant.
- On 1/29/14 Chief Cantando held the quarterly “Coffee with the Cops” presentation at the Police Department. The event was well attended with approximately 80 residents.

## **CITY MANAGER NOTES**

**Café's & Focus Groups** – I was able to attend all four Community Cafes and the Economic Development Focus Group, which was one of several focus groups facilitated by Stacey McLaughlin. The community input received is extremely valuable to me as the new kid on the block, and will be put to good use as we craft a strategic plan for Antioch.

**Jim Frazier Meeting** – I had a very productive meeting with our Assemblyman Jim Frasier Thursday. We were joined by his District Director, Jennifer Barton and Field Representative Erica Rodriguez-Langley. Topics discussed included the Bay Delta Conservation Plan, Highway 4 construction, E-BART, future ferry service, downtown revitalization strategies and other economic development opportunities.

**Mayor's Interfaith Fellowship Breakfast** – I attended the Mayor's Interfaith Fellowship Breakfast at St. George's Episcopal Church this morning and had the pleasure of meeting a number of religious leaders in the community. Mayor Harper and I were able to share some of what we heard through the Community Café outreach and how that will lead to a strategic plan for Antioch. Other topics addressed included workforce development, transitioning former prisoners back into the local community, and helping struggling families connect with much needed resources.