



**OFFICE OF
THE CITY MANAGER
MEMORANDUM**

DATE: February 14, 2014
TO: Mayor Harper and City Council Members
FROM: Steve Duran, City Manager
RE: City Manager's Weekly Report

MEETING SCHEDULE

Date and Time	Event	Location
Monday, February 17, 2014 - 7:00 p.m.	Presidents Day	City Offices Closed
Wednesday, February 19, 2014 - 6:30 p.m.	Planning Commission Meeting	City Council Chamber 200 H Street
Thursday, February 20, 2014 - 3:00 p.m.	Board of Administrative Appeals Administrative Review Panel	City Council Chamber 200 H Street
Tuesday, February 25, 2014 - 7:00 p.m.	City Council Meeting	City Council Chamber 200 H Street

FINANCE UPDATES

Interviews for the Sales Tax Citizen's Oversight Committee have been scheduled for February 20th, 26th and 27th at City Hall. Of the 21 applications received, 20 applicants were available for interviews. Mayor Wade Harper and Council Member Gary Agopian will be conducting the interviews, with the Finance Director in attendance as the staff liaison.

OFFICE OF THE CITY CLERK UPDATES

The application period for the Parks & Recreation Commission was extended to February 20th since we received two applications for the four vacancies advertised. No applications were received this week.

Staff has finished up the packets for the Board of Administrative Appeals hearing scheduled for February 20th. Copies of the agenda packet were emailed to the board

members and hard copies were made and delivered to the Antioch Branch Library and mailed to the appellant and reporting party.

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

Two California Public Records Requests were received and forwarded to the Finance Director who responded with the requested information within two days.

The Merchant Marine flag is now proudly displayed in the City Council Chambers in recognition of those Antioch residents who have served in the United States Merchant Marine. It joins the flags of the United States Army, Navy, Marine Corps, Air Force and Coast Guard in the Chambers which were donated by the City Clerk.

The Annotated Agenda for the February 11th City Council meeting have been posted on the City website.

The approved Minutes following City Council were posted on the City website:

- 01/23/14 – Special/Workshop Minutes Community Café
- 01/25/14 – Special/Workshop Minutes Community Café
- 01/27/14 – Special/Workshop Minutes Community Café
- 01/28/14 – Regular Council Meeting Minutes
- 01/29/14 – Special/Workshop Minutes Community Café

At the February 11th City Council meeting, the City Council approved the following changes to scheduled City Council meetings for the remainder of 2014:

- 1) July 8, 2014 Regular Council Meeting cancelled for “summer break.”
- 2) August 12 & 26, 2014 Regular Council Meeting dates confirmed.
- 3) Nov. 11, 2014 Regular Council Meeting rescheduled to Nov. 13, 2014

COMMUNITY DEVELOPMENT UPDATES

Northeast Antioch Annexation

On February 12th, LAFCO held two public hearings regarding Antioch’s northeast annexation. One hearing was a protest hearing on the nearly 400 plus acre “Area 1” portion that was previously approved and the other hearing was on the “Area 2A” annexation of about 110 acres consisting primarily of small marina facilities and a variety of industrial uses, close to the Antioch Bridge/Highway160.

On the Area 1 hearing, county staff reported that no protests were received. Therefore the Commission's action was to order the reorganization of Area 1 (along with 2B which did not have a protest hearing). Necessary materials will be sent by LAFCO staff to the State Board of equalization by the end of this week. These areas are expected to be considered officially annexed by the beginning of March.

On the Area 2A hearing, one of the yacht clubs in the area requested that the Commission not approve the annexation of 2A. One representative of that club spoke with approx. 30-40 people standing in support of the speaker. A representative of a different yacht club spoke in favor of the annexation but did not have members present. Supervisors Piepho and Glover requested that the item be continued to allow a meeting with the property owners and interested yacht club members. Staff will be working on organizing this meeting.

Building Activity:

- Number of permits issued..... 20
- Number of inspections..... 102

Code Enforcement:

- Code Enforcement Officers responded with Police and Fire personnel to a vacant open and accessible house on W. 18th St for a report of natural gas leak. Someone had attempted to remove the stove without the proper tools and broke the gas line. PG&E responded and capped the gas line into the house. Code Enforcement Officers obtained and served an abatement warrant to secure the house and remove junk and rubbish.
- Code Enforcement Officers met with the property owners of a home that was formerly used as a marijuana grow house by tenants on Noakes Ct. Corrections and required permits in order to make the house habitable again were reviewed.
- This week: 10 New Cases Open
3 Cases Closed
28 Cases followed up on with re-inspections
4 Citations Issued
1 Warrant obtained and served

Environmental Resources:

- A Notice of Violation was mailed out this week to the owner of a shopping center with no recycling service and an inadequate level of garbage service. Per AMC §6-3.02, garbage and recycling service are mandatory for all residents and businesses in Antioch. We are also currently processing invoices for abated garbage service on over 30 single family homes that were abated for lack of garbage service in December. Staff is currently updating our single family database in order to start working on the next round of enforcement next week.

- Staff has begun the process of getting City Hall certified as a Green Business. We have applied to the Green Business Program and will soon begin going through the checklists to see what (if any) changes need to be made.

CDBG: Renewal applications were received from all agencies funded in 2012-13 and 13-14 on Monday and budgets are under review by staff.

Affordable Housing: County Board of Supervisors approved additional HOME grant funding of \$2 million to Satellite Senior Housing for Tabora Gardens.

RECREATION UPDATES

- Contracts for classes were completed for contractors and instructors teaching this spring.
- Summer Camp opportunities with contractors were finalized and will be advertised in the next recreation guide.
- Internet Registration Starts Mon. Feb. 17th for spring classes
- on-line classes being offered.

PUBLIC WORKS UPDATES

Engineering and Development Services

- The final map and improvement plans for Davidson Homes' Park Ridge Phase I (consisting of 123 residential units located west of Canada Valley Road and east of Highway 4) have been returned to developer. Expecting resubmitted map, plans and conditioned items returned to the City for review.
- Nelson Ranch Subdivision 6893 (102-unit single-family home development by Standard Pacific Housing), located northeasterly of Wild Horse Road and Ridgeline Drive and southwesterly of State Route 4, is built-out but not accepted to date. Staff is currently reviewing improvement plans submitted by the developer to extend Wild Horse Road from its current terminus to Slatten Ranch Road.
- The Nelson Ranch Park Wall Extension project was completed on January 15, 2014 and a Notice of Completion staff report will appear on the Council consent calendar on February 25, 2014.
- Almondridge East Subdivision 8880 (81-unit single family home development by KB Homes), located between East 18th Street and Oakley Road, east of Phillips Lane and west of the State Highway 160, has installed its sanitary sewer mains and retaining walls. Storm drain installations are now 50-60% complete. Construction of retaining walls/sound walls along Phillips Lane and water mains will begin soon. On-site landscaping plans are under review. The last piece of Phillips Lane right-of-way was recorded by the County Recorder's Office on January 14, 2014.

- The SR4 (Segment 0) Loveridge Road Interchange (I/C) construction is 99% completed. The punch list walk-through is in progress. A Freeway Maintenance Agreement (FMA) for this segment is currently being reviewed by staff.
- The SR4 (Segment 1) Somersville Road I/C construction is 100% completed and was accepted on 12/16/2013. The remainder punch list walk-through is in progress. Quitclaims for abandoned sanitary sewer easements are currently being processed by staff.
- The SR4 (Segment 2) Contra Loma Blvd/L St I/C & G St construction is 60% completed. The G Street Bridge, signalized intersection at G Street/Fitzuren Road/W. Tregallas Road, and Fitzuren Road are open and in full operation.
- The SR4 (Segment 3A) A Street/Lone Tree Way I/C construction is 45% completed. Temporary bridge supports were removed during nighttime operations last week.
- The SR4 (Segment 3B) Hillcrest Avenue I/C construction is 31% completed. Tri Delta Transit's Park & Ride Lot parking will be moved to the new eBART parking lot in mid-February to make room for the new SR4 ramp construction.
- The eBART Parking Lot is 99% completed and the Maintenance Facility is under construction. Streetlights are currently being installed along Slatten Ranch Road.
- The SR4/SR160 Ramp Connector construction is 0% completed. A pre-construction meeting and the first partnering meeting are tentatively scheduled for mid-February and mid-March, respectively.
- The SR4 Sand Creek Road I/C and 4-lane widening construction is 62% completed. The Lone Tree Way punch list for relief of maintenance is in progress and the Lone Tree Way median landscaping plan is in design.

CIP

- Koch and Koch, Inc. is installing the roof for the new booster pump enclosure at the Cambridge Water Storage Reservoir.
- Staff met to discuss the engineering firm qualifications submitted for the design of the Sunset Booster Pump Station reconstruction project.
- Staff submitted Progress Report No. 3 for review to the Department of Water Resources Proposition 1E – Round 1 – Storm Water Management Grant associated with the West Antioch Creek Channel Improvements project. Project design, environmental documentation and permitting activities continue to progress for this work.
- Deer Valley Road and Lone Tree Way turn pocket widening: Base lift of asphalt was constructed on Deer Valley Road. Existing turn pocket demolition complete.
- 2014 Rubberized Cape Seal: Bids for construction were received and California Pavement Maintenance Company is the low bidder. City Council will consider awarding their contract at their meeting on 2/11/14. Construction is scheduled to start June 2, 2014. The project will include Asilomar Drive, Carpinteria Drive, Via Dora Drive, Longview Road, Hillside Road and all of the adjacent courts.
- Fishing Pier Shade Structure: Staff is working with the City's consulting structural engineer and Polygon, the manufacturer of the shade structure, to develop the

structure design and layout. Construction of the project is scheduled to start in June 2014.

- Wilbur Avenue Bridge Widening: The contractor has completed the concrete deck railing and final asphalt paving is scheduled for 2/12/2014. The concrete crash walls along the railroad tracks are currently under construction. The project is scheduled for completion in April 2014.
- Safe Routes to School Grant” Staff is soliciting proposals for survey services at the new handicap ramps along Cavallo Road, Garrow Drive, East Tregallas Road, and Drake Street. Preliminary design plans and specifications have been submitted to Caltrans for review to confirm compliance with the federal grant requirements. Construction of the project is expected to start in July 2014.
- Surface Transportation Program Grant: Staff is soliciting proposals for survey services of the existing roadway condition along Ninth Street from “A” to “H” street. Preliminary design plans and specifications have been submitted to Caltrans for review to confirm compliance with the federal grant requirements. Construction of the project is expected to start in July 2014.
- Five-Year CIP Budget: Staff is working on updating the project cost estimates for the proposed new CIP projects and the projected CIP budget expenditures for the next five years. The draft Five-Year CIP is scheduled for review by Planning Commission, Parks and Recreation Commission and the Economic Development Commission in April.

Water Treatment Plant

- Staff is working on the Wilbur inter-tie between Antioch and Oakley water systems. Installation of a new PLC for controls will be completed 2-11-14. The pump will then be tested running through various flows.
- Hillcrest booster pump station's #4 control valve will have a new set of piping and control valve controls installed February 13.
- The Antioch Police Department's underground fuel tank for standby power had the 3-year test performed. Contra Costa County Health Services' hazmat division was on site to verify the performance of the test. The tank passed the test.

Water Distribution

Stores:

- Storeroom staff is responsible for keeping the city in compliance with the state mandated Fire Extinguisher program. Staff will be reviewing those fire extinguishers that are due for service to ensure that they are maintained and certified.
- Even with one of the two storeroom employees off this week, the warehouse worker accomplished a large amount of work. Restrooms at City Hall, PD and the MSC were cleaned; trash was dumped from the Amtrak station and Fulton Boat Ramp. Parts and supplies were received, processed and delivered to numerous departments throughout the City. Tool and equipment in need of repair were packaged and shipped. New tools for the collections department were received,

and engraved for distribution to the crew. Items issued by Stores were processed for billing purposes.

Standby:

Second Shift:

Distribution:

- Distribution staff assisted the Water Plant (with the help of Diablo Water District) to prepare for an operational test of our Wilbur Avenue pump station.
- The backflow prevention department is on target at this time testing 65 backflow prevention devices out of its 2900 backflow prevention assemblies to be tested this year. Our goal is to complete this project before the end of October 2014.
- The meter reader is on target to read 9,000 out of 30,000 water meters electronically with a .07 or less failure rate.
- Our On's and Off's technicians have experienced an increase in work orders and have made 200 stops at individual meter accounts either turning the meters on or off getting a reading or investigating concerns from the finance department.
- Our water staff continues to answer concerns and complaints for the water department and has marked out our underground facilities at over 28 job sites around the city. This is to prevent our underground assets from being damaged by contractors and homeowners. USA work orders are generated by Underground Service Alert (USA) of Northern California.
- Staff completed our quarterly dead end flushing of the water distribution water for water quality purposes. We are ready to start the next quarter.
- Staff put 2 fire hydrants that were hit by automobiles back on line. This involved passing bacteria tests. A full circle crack on a service lateral was also repaired.
- Staff pulled one water service with copper replacing the existing plastic water service.
- We took pressure and flow tests on our water distribution system for the Contractor updating the fire protection for the expansion of Antioch High School.
- We are replacing curb and angle shut offs in meter boxes to insure ease of operation and the ability to lock off due to an old account or tamper.

GIS Division

- Continued updates of the Stormwater Collection System
- Revised 34x44 SSO Overflow Map with new overflow locations
- Collected brass plaques data for Parks Division inventory
- Created Report for the Planning Division on the LAFCO annexation
- Began testing on Government Outreach integration to allow better customer service to Public

Public Works Maintenance

Facility Maintenance

- The water heater at Nick Rodriguez Center was replaced

- Painting in miscellaneous areas at the P.D. was completed

Landscape Maintenance

- A contractor has been retained to trim the downtown trees. The project is scheduled to start the week of 2/17.
- The Landscape Crew is 95% complete with their proactive weed pre-emergent program.
- The Eucalyptus trees around the City Hall parking lot will be pruned. The work will start this Friday 2/14/2014. There is a proactive measure because Eucalyptus trees have a tendency to drop limbs.
- The shrubs and trees along the Deerfield corridor were uplifted.
- The Eucalyptus trees at Community Park near the picnic grounds were pruned.
- Numerous irrigation leaks were attended to and repaired.
- Vandalized park restroom lighting at Almondridge Park, Country Manor Park, Dallas Ranch Park, and Mountaire Park have all been repaired/replaced with newer efficient LED lights.
- The vandalized restroom at Williamson Ranch Park that had been closed was repaired and reopened for service.
- A Memorial Plaque was installed at Mira Vista Park near an existing tree in memory of Henrietta Monaco.
- The City of Antioch was awarded "Tree City" again this year from the Arbor Day Foundation. This is our 9th year of recognition.
- The Public Works Department has started a proactive volunteer program in an effort to better locate and repair irrigation leaks. Irrigation flags will be handed out to the public free of charge at the Public Works Administration building located at 1201 W. 4th Street. The flags are to be used by our customers to flag irrigation leaks when they see them and then notify our office at 779-6950. There is one important safety issue to this volunteer program – We cannot allow or authorize any volunteer in the roadway or median area of the roadway due to safety issues related to the roadway. This program must be contained to areas adjacent to the sidewalk or open space areas.

Street Maintenance

- The Street Crew replaced or repaired 131 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.
- Crews filled over 100 potholes on various roadways throughout the City.
- Flooded signs were posted at various locations as a safety warning to the public during the recent winter storms.
- 30 damaged blue reflectors (installed near the center of the roadway to signal the presence of a fire hydrant) were replaced.
- Graffiti was removed from City property at numerous locations that included areas of Contra Loma, Putnam, San Jose, Royal Links and James Donlon Blvd.

Collections Division

- The "Collections Team" cleaned over 31,000 linear feet of sewer lines.
- 77 lateral sewer lines were televised and cleared. This proactive inspection program is within the limits of the upcoming roadway resurfacing program (Cape Seal) in June. The goal is to make any and all repairs prior to the start of any roadwork.
- 9 Cubic Yards of trash and debris were picked up out of various creeks and channels that run through Antioch.

Marina

- Dolphin Charters arrived at the marina for their annual February Delta Bird Watching Cruises. Their cruise offers bird watching enthusiasts a chance to observe the bird and fowl diversity along the banks of the delta. Several people were in attendance despite the adverse weather. They will continue to run cruises throughout the month.
- The Marine Science Institute has operated their vessel the "Robert G. Brownlee" from the marina's guest dock. Their mission is to educate local school children on the ecology of the Delta. Several local school children act as scientists, discovering the estuary's ecosystem and discussing their own roles within it. Students collect and examine plankton, run hydrology tests, and observe wetland ecology from the ship. Field trips from local schools will continue throughout February.
- Two additional marina security cameras have been installed and are being programmed to the security program suite. They offer a multi directional and zoom feature to better access security threats along the marina.
- Marina staff has interfaced with the Contra Costa Sheriff's Deputy Marine Patrol Division. The division has confirmed that patrols are being made nightly into the marina to ensure a secure environment. A member of the Division will soon visit the marina to further interface with the staff and address concerns.
- Marina staff assisted in dewatering two small vessels due to heavy rainfall.
- Staff is continuing to perform an operational assessment and review of the operations manual and policy procedures.

POLICE REPORT – Week ending February 13th 2014

- APD Officer located an unoccupied stolen vehicle parked in the rear driveway of a residence on W.19th Street. The engine was warm and the driver door was left open. The Officer located a neighboring residence that had video surveillance. The resident allowed him to view the video, which showed a female exiting the stolen vehicle and entering a residence on W. 19th Street. Kint contacted Nobriga inside the residence and she admitted to driving the stolen vehicle to the location. Nobriga was arrested for Stolen Auto and sent to County Jail. Nobriga was arrested last week by the same APD Officer after a stolen auto pursuit that resulted in numerous collisions.

- APD Officer was driving the Automated License Plate Reader car when he got a hit on a Honda. He pulled behind the vehicle and it immediately pulled to the curb. Webb and his son were arrested without incident.
- Officers contacted Brett Yost, who was wanted on an existing warrant and was suspected of being the responsible in the theft of cameras from city property. Brett fled on foot and was caught after a short foot pursuit. Yost was sent to county jail.
- The victim reported someone knocking on her front door, and then she heard her living room window break. She went to another window in the living room and saw a male juvenile wearing red pants and a black hooded sweatshirt at the broken window. The subject fled and officers in the area located a subject matching the description leaving the area. The subject provided several different version of why he was in the area. The subject was arrested on probable cause and sent to Juvenile Hall.

CITY MANAGER NOTES

Contra Costa Economic Partnership Board Meeting - I attended the quarterly Board Meeting for the Contra Costa Economic Partnership on Monday. This board includes the County Administrator, City Managers of five largest cities in the county, and key business leaders. We work on regional economic development efforts and strategies, as well as issues that impact local and regional economic development efforts. Our guests at this meeting included Antioch's Keith Archuleta, who, in addition to serving on Antioch's Economic Development Commission, is the Chair-elect of the East Bay Leadership Council. This meeting was focused on how we can better collaborate with various economic development entities on a regional basis.

Contra Costa County Public Manager's Association – I attended CCC-PMA monthly meeting on Thursday. This group includes the County Administrator and all 19 City Managers in the County. Regular guests include representatives from the League of Cities and the Contra Costa Transportation Authority among others. Our guest speaker this month was Tim James of the California Grocers Association (CGA). He gave us an update on state legislation on a plastic bag ban for grocers, which CGA supports and is moving through the legislature. If passed, the state-wide ban would go into effect in July of 2015. The City Council recently directed staff to discuss the idea of a similar local ordinance with the Chamber of Commerce.