



**OFFICE OF
THE CITY MANAGER
MEMORANDUM**

DATE: February 20, 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
Tuesday, February 25, 2014 - 7:00 p.m.	City Council Meeting	City Council Chamber 200 H Street
Saturday, March 1, 2014 9:00 a.m. to 11:00 a.m.	Neighborhood Clean-Up	Report to Parking Lot of City Hall - 200 H Street (3rd & H Streets)
Thursday, March 6, 2014 - 3:00 p.m.	Board of Administrative Appeals Administrative Review Panel	City Council Chamber 200 H Street
Wednesday, March 5, 2014 - 6:30 p.m.	Planning Commission Meeting	City Council Chamber 200 H Street
Tuesday, March 11, 2013 - 7:00 p.m.	City Council Meeting	City Council Chamber 200 H Street

NEIGHBORHOOD CLEAN-UP

The Antioch Police Department is has scheduled the 50th installment of the Neighborhood Cleanup Program. This is a collaborative community effort which involves active participation from The Antioch Police Department Crime Prevention Commission; Neighborhood Watch Program; Volunteers in Police Service; community volunteers and the Public Works Department. Collectively, everyone who works and lives in the City Antioch can make a difference and improve the quality of life. It's our community and this program is a chance to make a difference.

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.

The 50th Neighborhood Cleanup event will occur on Saturday, March 1st from 9:00 a.m. to 11:00 a.m. in the Downtown area. Volunteers should report to the parking lot of City Hall located at 3rd and H Streets.

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.

OFFICE OF THE CITY CLERK UPDATES

City Council Meeting Agendas, including staff reports, are posted onto our City's website 72 hours before each Council Meeting. The City of Antioch also broadcasts its City Council meetings on the internet live via the City website. City Council meetings are held on the 2nd and 4th Tuesday of the month. [Check the City Calendar](#) on the City website for the date and time of the next council meeting. To be notified when the agenda packet is posted onto the website, simply click on this link and enter your e-mail address to subscribe: <http://www.ci.antioch.ca.us/notification-systems/>.

The application period for the Parks & Recreation Commission has been extended again to March 13th since we received two applications for the four vacancies advertised. No applications were received this week.

The Board of Administrative Appeals hearing was held on February 20th. Details of the outcome will be in next week's report.

The Board of Administrative Appeals interviews will commence the first week of March. Applicants will be notified of the dates/times during that week by the Clerk's Office.

The Sales Tax Citizens' Oversight Committee interviews have been scheduled to begin this Thursday (Feb. 20th) and next Wednesday & Thursday (Feb. 26 & 26, 2014).

The Clerk's office received four California Public Records Requests this week which were forwarded to the appropriate Departments for response.

As a friendly reminder: 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
- 2) August 12 & 26, 2014 Regular Council Meeting dates
- 3) Nov. 11, 2014 Regular Council Meeting rescheduled to Nov. 13, 2014

FINANCE UPDATES

Two interviews for the Sales Tax Citizen's Oversight Committee are scheduled for February 20th at City Hall. Mayor Wade Harper and Council Member Gary Agopian will be conducting the interviews, with the Finance Director in attendance as the staff liaison.

A meeting of the Oversight Board to the Successor Agency to the Antioch Development Agency took place on February 18th. The ROPS 14-15A was approved and general updates were given to the board.

Incode Content Manager has been successfully installed in our utility billing software. This upgrade to the system allows staff to attach copies of documents to individual customer accounts for electronic viewing; thus increasing efficiency, reducing research time and reducing paper storage. Information Services staff will begin training our Customer Service Representatives on use of this new functionality starting over the next week.

COMMUNITY DEVELOPMENT UPDATES

Planning:

- Current project descriptions, status, location, and submitted documents can be found at the following link:
<http://ci.antioch.ca.us/CityGov/CommDev/PlanningDivision/docs/Project-Pipeline.pdf>

Building Activity:

- Number of permits issued 36
- Number of inspections..... 97

Code Enforcement:

- February 18, 2014 Code Enforcement Officers conducted several site inspections on transient encampments in various locations addressing trash and debris issues.
- Code Enforcement staff met with the Chamber of Commerce, Police Department Staff, several involved residents, and non-profits to develop a strategy in regards to some of the issues surrounding homelessness in our community.
- February 20, 2014 Code Enforcement Officers met with APD to red tag two apartments on "L" for major Health & Safety issues.
- This week: 16 New Cases Open
12 Cases Closed
45 Inspections
4 Citations Issued
3 Demand to Title Company for cost recovery
42 Demand to property owner for cost recovery

- 11 Special Assessment Liens Recorded for cost recovery
- 2 Prepare & record Release of Liens for cost recovery
- 37 Phone Messages on complaint line (779 7042)

Environmental Resources:

- Environmental Enforcement: 44 site inspections were completed this week to try and determine if a property is occupied. The next step will be to send abatement notices for 6 months of garbage service to those properties without service that appeared occupied.

- Climate Change: On Thursday, Feb. 13, staff gave the Transit & Trails presentation to the Boy Scouts-Diablo Sunrise District Roundup meeting. There were approximately 40 den and troop leaders in attendance. The presentation is part of our Spare the Air Resource Team program to encourage groups to take public transit to open space/parks. The Resource Team is currently providing free transit passes to groups that apply to take a hiking trip via public transit.

RECREATION UPDATES:

- The Black History Art & Artifacts Exhibit was very successful! Over the 4 days the exhibit was open approximately 300 people attended the event put on by Dr. Carrie Frazier at the Nick Rodriguez Community Center.

- 2014 Antioch Water Park Season passes go on sale Monday, February 24. They can be purchased via the city web site or in person at the Antioch Community Center.

- Spring walk in registration for recreation programming begins Monday, February 24. Walk in registration can be done at the Antioch Community Center.

- Junior Warriors youth basketball program for youths grades 1st thru 8th ends this Saturday February 22nd. The program has 200 kids enrolled.

- Recreation Staff had a conversation with the Antioch Police Activities League (PAL) and has agreed to increase the Jr. Giants program to 700 participants this year. The program started several years ago with 300 participants.

- The Recreation Department Conducted quarterly regulatory compliance training. Topics included Confined Space Operations, Control of Hazardous Materials, Heat Stress Prevention, and Personal Fall Arrest Systems (ladder safety and fall protection)

- Recreation Staff began developing a tutoring program working with local reading teachers to offer reading tutoring this summer at the Antioch Community Center.

PUBLIC WORKS UPDATES

Engineering and Development Services

- Davidon Homes Park Ridge Phase I consisting of 123 residential units located west of Canada Valley Road and east of Highway 4 final map and improvement plans have been returned to developer. Expecting resubmitted map, plans and conditioned items returned to the City for review.

CIP

- Deer Valley Road and Lone Tree Way turn pocket widening: Base lift of asphalt was constructed on Deer Valley Road. Constructing new turn pocket curb and gutter on Deer Valley Road. Bay Cities Paving and Grading is relocating the center median on Deer Valley Road, north of Lone Tree Way, as part of the left turn pocket expansion at this intersection.
- Staff met with Kimley-Horn and Associates to discuss the firm's qualifications to provide design engineering services for the Sunset Booster Pump Station reconstruction project.
- The City's "Curb, Gutter and Sidewalk Repair" contractor, J.D. Partners Concrete, continued to remove and replace deteriorating, damaged and uneven concrete throughout the city. Over the past week 997.5 square feet of sidewalk, 178.5 lineal feet of curb and gutter, 391 square feet of driveway approach was repaired and 1 accessible curb ramp was constructed.
- Staff performed the internal review of the draft Technical Memorandum for the Wastewater Collection System Master Plan.
- Wilbur Avenue Bridge Widening: The contractor has completed the asphalt paving and working on installing the guard rails. 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. Caltrans is reviewing the project construction documents before issuing the authorization to proceed with construction. 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. Caltrans is reviewing the project construction documents before issuing the authorization to proceed with construction.

Water Treatment Plant

- Completed “A” Plant basin work. This project took 45 days to complete. All Supports throughout the basin have been upgraded to stainless steel pipe brackets. “A” Plant was placed in service on 2-19-14 after all winter maintenance on the plant was completed.
- Larkspur tank was painted inside and out in March of 2013 and has been removed from service for its one-year warranty inspection.
- Donlon Tank will be removed from service 2-20-14 for its one-year warranty inspection.

Water Distribution

Distribution:

- Two fire hydrants were hit by automobiles; police reports were obtained for billing purposes.
- Water Distribution crews excavated and rehabilitated three gate valves on our distribution system to insure quality isolation and operation of gate valves.
- Crews replaced curb and angle shut offs in meter boxes to insure easy operation and the ability to lock off due to an old account or tamper.

Meters/Backflow/USA:

- Meter reading, Backflow tests and USA markings are all being accomplished on time. This includes all the appropriate recording keeping and responses to customer requests for water related service.

GIS Division

- Staff completed the testing on the Government Outreach project.
- Staff is in the process of making revisions to Water Pressure Zone Map

Public Works Maintenance

Facility Maintenance:

- Honeywell is and will continue to flush the hot water lines leading to the HVAC system. Overtime water lines of this nature build up sediment and can cause damage to major HVAC components.
- Staff is in the process of installing access doors to the recently installed water isolation valves at P.D.
- The burners on the heating unit at City Hall have been replaced.

- The flue on the roof of City Hall has been extended to better exhaust fumes from the heating unit.
- A new heat exchanger for the heating unit at City Hall has been ordered and will be installed at a later date. The materials are scheduled to be delivered in 2 to 3 weeks.
- Staff is in the process of refurbishing the sign between P.D. and Animal Control.

Landscape Maintenance:

- A contractor has been retained to trim the downtown trees. The project is scheduled to start this week and possibly into the weekend.
- The Landscape Crew is 97 % complete with their proactive weed pre-emergent program.
- The pruning of the Eucalyptus trees around the City Hall parking lot has been completed. This is a proactive measure because Eucalyptus trees have tendency to drop limbs.
- The shrubs and trees along the Deerfield corridor are being uplifted.
- Numerous irrigation leaks were attended to and repaired.
- Staff Installed new Barbeques: 1 at Village East park, 1 at Gentrytown park
- Lighting lamps were replaced at Knoll, Meadow Creek, and Hillcrest park restrooms
- City park Soccer Field #1, new turf seed starting to germinate
- Staff did a safety inspection at Antioch Community Park that included the playground.
- Landscape leadership staff is partnering with the GIS team to plot the Fire Abatement locations. Approximately 60% completed currently city wide.
- 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 27 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 40 pot holes on various roadways throughout the City.

Collections Division

- The “Collections Team” cleaned over 18,056 linear feet of sewer lines.
- Staff relieved 4 sewer laterals with blockages.
- 9 cubic yards of trash and debris was removed from various creeks and channels.
- 1,559 linear feet of V-Ditch was cleaned.

Marina

- Dolphin Charters completed 2 Delta bird watching cruises this weekend. These charters benefit from the use and location of the Antioch Marina. 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. Several local students continue to benefit from the ecology and science cruises. Field trips from local schools will continue throughout February.
- Marina Staff restructured the Marina office in order to better serve boaters and the public.
- Marina Staff assisted 1 boater with engine failure to the dock safely.
- Marina Staff interfaced with Antioch Police Department while on location. Antioch police confirmed the continued effort to patrol the parking areas at night. Staff also expressed our thanks for all efforts in the apprehension of the suspect who stole the North Gate Security Camera.
- Electrical meter reads completed for February’s billing.
- Staff completed “C” Dock fire stations maintenance. Status of existing fire extinguishers were noted to ensure compliancy.

Fleet

- Bay Area Air Quality stopped by and checked City records for smoke testing diesel vehicles. Everything was in order and staff passed the inspection.
- Staff performed 11 scheduled preventative maintenance services and 12 unscheduled service repairs to City vehicles.

POLICE UPDATES OF NOTE – Week ending February 20th 2014

- Witnesses called APD reporting a subject trying to kick open the door to the manager’s office at 2201 San Jose Drive. Upon arrival the responsible was gone but damage was found consistent with an attempted Burglary. An area check was conducted and Hunter was located. He was identified by witness during an infield and arrested without further incident. He also had several warrants in the system for his arrest. He was sent to MDF.
- We received a silent hold-up alarm at Shell Gas (4198 Lone Tree Wy). Upon our arrival we found that the clerk had been attacked by Cuff. During the assault, the

clerk grabbed a baseball bat in self-defense and struck Cuff on the arm and leg. Cuff was at the business earlier in the day and was given a trespass advisement by APD. Cuff was arrested for PC602 / PC243 and was sent to County Jail.

- We responded with the Fire Department to a house fire at 5132 Furlong way. As police arrived, the residence was fully engulfed in flames. It took the fire department a couple hours to completely extinguish the fire. Fortunately, the residents were not home. The Arson Investigator from the fire department is investigating the incident.

CITY MANAGER NOTES

Vacation Day - I will be taking a vacation day tomorrow (Friday) and out of town this weekend. I will be available by phone and e-mail.