



**OFFICE OF  
THE CITY MANAGER  
MEMORANDUM**

**DATE:** March 28, 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>Tuesday, April 1, 2014<br/>6:00 p.m.</b>         | Economic Development Commission Meeting | Council Chamber<br>200 H Street   |
| <b>Wednesday, April 2, 2014<br/>6:30 p.m.</b>       | Planning Commission Meeting             | City Council Chamber<br>200 H Street  |
| <b>Saturday, April 5, 2014<br/>9 a.m. – 11 a.m.</b> | Neighborhood Cleanup                    | Report to the Parking Lot of Antioch Middle School<br>1500 D Street   |
| <b>Tuesday, April 8, 2014<br/>7:00 p.m.</b>         | City Council Meeting                    | City Council Chamber<br>200 H Street  |
| <b>Wednesday, April 16, 2014<br/>6:30 p.m.</b>      | Planning Commission Meeting             | City Council Chamber<br>200 H Street  |
| <b>Tuesday, April 22, 2014<br/>7:00 p.m.</b>        | City Council Meeting                    | City Council Chamber<br>200 H Street  |
| <b>Saturday, April 26<br/>8:30 – 11:00 a.m.</b>     | Keep Antioch Beautiful Citywide Cleanup | <a href="http://art4antioch.org/Keep-Antioch-Beautiful.asp">http://art4antioch.org/Keep-Antioch-Beautiful.asp</a> ; or call (925) 779-6137, option 1 for more information |

**NEW CITY “APP” FOR REPORTING PROBLEMS**

Public Works and Information Systems staff have launched “GoRequest,” a mobile app for the City. This app would allow members of the public to immediately report problems to Public Works and Code Enforcement, such as graffiti, potholes, streetlights out, etc. that

they see around the City. The app is available for both iPhone and Android devices. It will allow users to take and submit pictures of a situation and submit it along with GPS coordinates (if allowed) to the City

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

The Annotated Agenda for the City Council Meeting of March 25, 2014 has been posted onto the City's Website along with the approved Minutes for the March 11, 2014 Council Meeting.

A reminder to those required to submit a FPPC Form 700 "Statement of Economic Interest" that they are due to the City Clerk's office by 5 p.m., Tuesday, April 1<sup>st</sup>.

Applications for the Economic Development Commission are open until April 10<sup>th</sup>. So far we have received two applications. Applications are available on the City website and at the City Clerk's Counter.

At the March 25<sup>th</sup> Council meeting we announced one opening to a full 4-year term to the Planning Commission. Applications are available on the city website and at the City Clerk's counter. The application deadline is April 24<sup>th</sup>.

The City Clerk received the Proof of Publication for the "Notice of Intent to Circulate Initiative Measure per Elections Code Section 9205 for the "Residential Landlord Business License Tax" on March 25<sup>th</sup>. With the receipt of this document, the proponent can begin to circulate their petition for signatures.

City Clerk Arne Simonsen will be attending the League of California Cities Administrative Services Policy Committee and Employee Relations Policy Committee meetings in Ontario April 3<sup>rd</sup> and 4<sup>th</sup>.

## **FINANCE UPDATES**

Finance, Human Resources and the City Manager are continuing to work on the budget. The City Council requested several follow up items at the budget session held on the 25<sup>th</sup> and information will be brought back on April 8<sup>th</sup> for discussion.

The City Council appointed seven members to the Sales Tax Citizens' Oversight Committee. The City Clerk's office will be contacting all members to complete a Form 700 and the City Attorney's office will be contacting all members to complete ethics training.

## **INFORMATION SYSTEMS UPDATES**

Work orders opened/completed for the week: 105/101

Email filter activity: 14,567 processed, 9,551 automatically discarded do to violations pertaining to suspected virus's, spam, malware, fraudulent material, or isolated for staff to

review and release, based on legitimacy

Completed draft of Domain and PC upgrade overview/outline/timeline plan.

Commenced work on new PC imaging solution; set up small lab and completed proof of concept at the most basic level by successfully pulling and pushing a Windows 7 image to a single PC.

## **COMMUNITY DEVELOPMENT UPDATES**

### **Planning:**

- Approved the building permit plans for the model complex and master building permit for homes at the 81 unit KB Almondridge project.
- Telephone/Email/counter inquiries: 42

### **Building Activity:**

- Number of permits issued..... 29
- Number of inspections..... 106

### **Code Enforcement:**

In front of City Hall, Code Enforcement observed a male with a large baggy of marijuana. APD responded and attempted contact with subject who fled from them on foot. A perimeter was set up and a yard to yard search was conducted. Subject located hiding in a residence and taken into custody on a warrant and possession of marijuana.

504-506 West 5<sup>th</sup> Street – there was a duplex fire on Friday, March 21<sup>st</sup>. On 3-26-14, CEO Souza received a call from property owner stating the tenant in #506 and her five children are refusing to leave and there is no a PGE service or hot water due to the electrical fire. Red Cross contacted and family in #506 set up in a local hotel. Tenants in #504 re-located. Duplex red-tagged as sub-standard until fire repairs are made.

### **This week:**

- 7 New Cases Open
- 5 Cases Closed
- 43 Inspections
- Citations Issued
- Demand to Title Company for cost recovery
- Demand to property owner for cost recovery
- Special Assessment Liens recorded for cost recovery
- 46 Phone Messages on complaint line (779 7042)

## **Environmental Resources:**

Environmental Enforcement - We currently have two shopping centers that are working on correcting inadequate service levels for garbage and recycling violations. We are hopeful that the changes made this week will result a correction and will be monitoring the two sites for a few weeks prior to closing the cases.

EcoEvents - Next week kicks of our busy Spring EcoEvents season. We are currently scheduled for the following events:

- April 1<sup>st</sup>- Antioch Charter Academy II (ACAII) presentation to 1-3 grade on stormwater, litter and flooding
- April 2<sup>nd</sup>- ACAII 1-3 grade creek cleanup
- April 23<sup>rd</sup>- Free Earth Day reuse art program at the Antioch Branch Library
- April 24<sup>th</sup> & 25<sup>th</sup>- worm composting demonstration for Diablo Vista Elementary School's fieldtrip to the Mangini Agricultural Museum
- April 26<sup>th</sup>, Keep Antioch Beautiful Day, sign up at <http://art4antioch.org/Keep-Antioch-Beautiful.asp>
- May 1<sup>st</sup>- Kaiser's Deer Valley facility Earth Day activity
- May 4<sup>th</sup>- Bringing Back the Natives Garden Tour, register at [www.bringingbackthenatives.net](http://www.bringingbackthenatives.net)
- May 8<sup>th</sup>- Bike to Work Day, City of Antioch Energizer Station in front of Sutter Delta Hospital
- May 17<sup>th</sup> & 18<sup>th</sup>- East Bay Sustainability Challenge, [www.sustainablecoco.org](http://www.sustainablecoco.org)
- May 18<sup>th</sup> – Free composting workshop, 9-11am at Prewett Water Park

## **RECREATION UPDATES**

The Antioch Community Park ball field complex on James Donlon Boulevard will be host venue for a 3 day 16 team Girl's High School fast pitch softball tournament on Thursday March 27<sup>th</sup> from 5 to 8pm also Friday March 28<sup>th</sup> from 11am to 9pm and on Saturday March 29<sup>th</sup> from 9am to 9pm. The 16 teams coming from all over Northern California will compete for 3 days hoping to have the best win/loss record on day 3 which will put the top 2 teams into the Championship game on Saturday at 7pm for varsity squads and at 5pm for JV teams.

First Five of Contra Costa ECRG members voted to allocate the additional funds to the City of Antioch Recreation Dept. in hopes of accommodating the 30+ children on the current wait list for Spring programming. There are currently 84 First Five funded participants enrolled in upcoming Spring classes.

## Other Activities:

- Designed Marketing Materials for upcoming Summer Youth Day Camp Programs.
- Demo classes for the popular Music Together Program were offered to the community for marketing purposes.

- The Antioch Community Center and Prewett Library hosted the Grammy-Nominated Alphabet Rockers who have landed 3 Parents' Choice Awards.
- Addressed issues with participants using white curb parking for extended time periods at the Antioch Community Center.
- Conducted our first American Red Cross Lifeguard Training Course.
- Started the hiring process for 13 new Water Park employees.
- Installed locking sharps disposal containers at the senior center to allow for proper sharps disposal and protection of our employees.
- Developed mitigation plan for failed flooring in water park concession stand fridge.
- Coordinated with central stores staff for key duplication and family changing room lock retrofit.
- Completed warranty repair to Sports Pool chemical controller.
- Completed monthly fire extinguisher inspections at Antioch Community Center and Antioch Water Park.
- Checked on failed HVAC unit at Antioch Community Center and reported findings to vendor for repair.
- Identified failed fire damper at Antioch Water Park and reported failure to HVAC vendor for repair.
- Had discussions with Public Works regarding fire system repairs at Nick Rodriguez Community Center...repairs are pending vendor proposal.
- Reviewed revised IIPP in anticipation of conducting a department wide training to familiarize all staff with revised policies and procedures for illness and injury prevention in the workplace.
- Met with custodial supply vendor to address needs at the Senior Center.
- Supplied information to environmental resources staff for green business certification process for the Antioch Community Center.

## **PUBLIC WORKS UPDATES**

### **Administration:**

As of today, Public Works has 346 Safe Working Days without a lost time accident. This breaks the old record of 344 days. This achievement directly benefits the General Fund budget by reducing workers comp claim costs and insurance premium costs. Please congratulate a Public Works employee when you next see them serving our community.

### **Engineering and Development Services:**

- Almondridge East Subdivision 8880 (81-unit single family home development by KB Homes), located between East 18<sup>th</sup> Street and Oakley Road, east of Phillips Lane and west of the State Highway 160. Model Home plot plans and Model Sales Office Complex plans have been approved by staff. The Contractor is finish-grading the building pads and will soon prepare the subgrade for street and sidewalk paving.
- Hidden Glen Subdivision 7505 (William Lyon Homes). The Developer's engineer submitted seventeen (17) new home plot plans for staff review.

- The SR4 (Segment 2) Contra Loma Blvd./L St. Interchange & G St. Overcrossing Project continues construction on retaining wall 13 (RW13) west of Contra Loma Blvd. between Buchanan Road and St. Francis Drive. The southbound closure and traffic detour has been replaced by one-lane closures during non-commute hours.
- The SR4 (Segment 3A) A Street/Lone Tree Way I/C Project continues the closure of one lane during non-commute times in each direction at the “A” St./Lone Tree Way undercrossing to perform work in the median.
- The SR4/SR160 Ramp Connector Project will construct two connector ramps: westbound (WB) SR4 to northbound (NB) SR160 (NB Connector) and southbound (SB) SR160 to eastbound (EB) SR4 (SB Connector). The Project widens one lane to the outside of NB SR160 from the proposed NB Connector ramp and one lane to the outside of SB SR160 from SR160/East 18th Street/Main Street Interchange. Depending on weather conditions this week, the on-ramp to southbound SR160 from E. 18<sup>th</sup> Street will be closed for freeway construction, necessitating a night-time detour route along E. 18<sup>th</sup> Street and Hillcrest Avenue to SR4 from 10 p.m. to 4 a.m. A similar ramp closure on northbound SR160 will subsequently follow the southbound closure.
- The SR4 Sand Creek Road Interchange and 4-Lane Widening Project widened SR4 from 2 to 4 lanes (2 in each direction) from Lone Tree Way to Sand Creek Road. The project includes the construction of a bridge overcrossing at Lone Tree Way, the Sand Creek Road Interchange and a median wide enough to accommodate mass transit. Staff is currently working with the CCTA to provide funding for the Lone Tree Way median landscaping improvement plans, which were resubmitted this week for staff review prior to being sent to Caltrans for design review. The next Partnering Meeting will be held at the Brentwood Community Center on April 1. The project is processing a change order to provide HOV turn-pocket signage along Lone Tree Way and will conduct a site walk in the near future for completion/relief of maintenance of the Lone Tree Way undercrossing.
- PG&E Line 114 Gas Line Replacement Project - Staff has prepared a staff report for presentation at the April 22<sup>nd</sup> City Council recommending adoption of a resolution authorizing the City Manager to execute an Easement Grant Deed over a portion of City-owned property to Pacific Gas & Electric Company for a relocated gas line (Line 114).
- Oakley Meadows Subdivision 6717, Lots 13 & 14 - Staff met with the owner’s representative and engineer and worked out the details to provide public sanitary sewer and storm drain utility service to two house lots.
- Traffic Engineering - the City is working with Kaiser Hospital to install hospital directional signs along Lone Tree Way from the SR4 to Deer Valley Road and along Deer Valley Road from Lone Tree Way to the hospital.
- Traffic Engineering - the City met with AUSD facilities manager and associate superintendent to discuss traffic controls on the City streets and ways to improve safety for students. The City will be contacting school principals to identify the safe routes to school and identify items that could improve pedestrian and bicycle safety.
- Traffic Engineering - the City will be replacing the street name on Tanganyka Court so the sign, Google Maps and Thomas Brothers Maps, etc. all have the same spelling.

- 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.
- Processing a parcel map at the Lowe's on Auto Center Drive to create two parcels. The additional parcel is for a new Panda Express. Civil plans returned to developer and waiting for revised plans.
- Processing lot merger, lot line adjustment and civil plan review for new commercial project at Deer Valley Business Park fronting Country Hills Drive between Lone Tree Way and Deer Valley Road.
- Processing plan revisions for Somersville Road reconstruction between canal and James Donlon Blvd. Staff report and resolution for agreement between the City and County for construction and maintenance of the portion of Somersville Road in the County.
- Review civil plans and easement documents for the Wal-Mart expansion.

### **Capital Improvement program (CIP)**

- Lone Tree Way/Deer Valley Road Intersection Improvements - Base lift of asphalt was constructed on Deer Valley Road. Completed signal work. Constructing median, curb and gutter.
- Marina Boat Launch Facility Restroom – Submitted the application for grant funding to State Department of Parks and Recreation, Division of Boating and Waterways to construct the restroom facility at the Antioch Marina Boat Launch Facility to provide adequate restroom amenities to the public.

### **Water Distribution**

#### Distribution:

- One fire hydrant was hit by an automobile. Police report numbers were obtained for billing purposes. Three bacteria tests were taken for the previous week due to fire hydrants that were hit by autos.
- Continue our water main flushing program through the month of March for water quality; over 50 fire hydrants and blow off valves are exercised.
- Continue to repair and replace multi-overflow sewer laterals from proper cleanout to main.
- Replacing 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.
- Water Distribution Floater position during work week continues to isolate City water supply for leaks on homeowner's side of water meter and troubleshoot water leaks and pressure problems for Antioch citizens.
- Potholing sewer laterals on Belshaw St., Acacia Ave. and Evergreen St. to get depth to reconstruct sewer main and laterals.
- While working with the contractor that is widening the Wilbur Avenue Bridge, our crews located a buried valve that serves the Georgia Pacific plant. This valve will be replaced and marked to ensure its operability in the future.

- Central Stores staff received testing equipment from induction lighting rep to test street light lamps returning from the field. We found that about 90% were still operational and will be put back into service, as needed. This will be a substantial savings to the City. We also provided the lighting contractor with these testers so they can test lamps in the field, as well.

## **Public Works Maintenance**

### Landscape Maintenance Facility Maintenance:

- Light Poles at Antioch Community Park were repaired, and are now fully functional.
- Contra Loma Estates Park main-line irrigation leak was repaired.
- Staff assessed at risk trees in Marchetti Park for weight reduction pruning to reduce the risk of limb drop.
- Staff did a safety inspection at Contra Loma Estates and Marchetti Parks, which included the playgrounds. Any and all safety issues were addressed.
- A faulty flush-valve was replaced in the Markley Creek Park women's restroom.
- All 31 parks have begun their weekly turf mowing schedule.
- A tree removal permit was completed for the Phillips Lane road project.
- Spring irrigation scheduling has begun in the parks, and is 6% completed.
- City Park public donation campaign continues at Macy's Department Store, Somersville Town Center Mall. Macy's will match all public donation moneys, dollar for dollar, now through March 31, 2014.
- City Park Soccer Field #1 - new turf seed germinated and is 65% established for play.
- Landscape leadership staff is partnering with the GIS team to plot the Fire Abatement locations and is approximately 61% completed Citywide.
- Talks with PG&E for ongoing tree mitigation tree replacements at numerous city parks. Staff continues to wait for a formal response from PG&E. PG&E has completed tree stump removals at Chichibu Park and on East 18<sup>th</sup> Street in fulfillment of safety commitments.
- ARBOR DAY CELEBRATION at Mira Vista Park preparation continues Friday, April 25, 2014 at 3 pm. The City and the Antioch Riverview Garden Club work together to make this a great event and all are welcome to attend. This year we will be dedicating a bench to a past Garden Club member who had volunteered countless hours in efforts to make our City better. The Cub Scouts will also be on site to plant the ceremonial Arbor Day Tree. Staff will have the famous BBQ Grill on hand and work with the Club members to cook up some juicy hot dogs and burgers. Most participants bring a dish to share with others.
- Landscape staff has started the spring check of the turf irrigation. This will be an ongoing project throughout the spring months. The initial check is 35% complete.
- Landscape and Street crew members working together have started our roadside spray program. It is about 10% complete.

### Street Maintenance:



- The street crew replaced or repaired 21 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 replaced or installed 22 blue fire hydrant markers.
- Staff removed graffiti from numerous areas around the City.
- Temperatures have warmed up to the point that crews are starting to repaint stencils (Cross walks and Legends). Work continues in and around the downtown area. Staff has repainted 162 stencils and repainted 1,735 linear ft. of 12” (12” is cross walks and STOP bars).

Collections Division:

- The collections team cleaned over 28,404 linear feet of sewer lines.
- Over 2,000 linear feet of V-Ditch were cleaned.
- 16 cubic yards of debris were cleaned out of various creeks and channels.
- Staff is preparing for work in creeks and channels and scheduled to start in mid April.
- Staff continues Fish & Wildlife agreements to make sure the City is compliant with all fish and wildlife regulations.
- 57 bags of trash were picked up out of various creeks and channels throughout the City.
- Management staff met with Dow Chemical Company in an effort to enhance our working relationship, decide on the best way to keep the wetlands clear of debris, and discuss the maintenance of West Antioch Creek where it flows into the Dow Wetlands.

**POLICE DEPARTMENT UPDATES**

Weekly Calls for Service, Case Reports and Arrest data

Time Period: 03/20/14 00:00:00 – 03/26/14 23:59:59

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Number of Calls for Service: 1,572

Number of Case Reports: 271

Number of Arrests: 56

Felony: 19

Misdemeanor: 37

Arrests with DUI charge: 5

## **CITY MANAGER NOTES**

Economic Development and Community Development staff and I met with representatives now managing and leasing Somersville Towne Center for the new owner, Time Equities, out of New York, on Tuesday. We discussed their plans for revitalizing the center, including the possibilities for new signage and development of another retail pad on site. This does not include the Macy, Gottschalks or Sears buildings.

I met with the new owners of Contra Loma Plaza Wednesday. We discussed planned façade improvements and signage, which is being reviewed by our Planning Department.

Mayor Harper, Gary Darling of Delta Diablo Sanitation District and I met with staff at Lawrence Livermore National Laboratory Friday to learn about the “Flow Through Capacitive Desalination Project” that the Lab is leading. We received a very informative presentation on the project and discussed ways that Antioch, which has rights to water that is often too salty for our use, could benefit from this new technology in desalination.