



**OFFICE OF  
THE CITY MANAGER  
MEMORANDUM**

**DATE:** April 4, 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>Saturday, April 5, 2014 9 a.m. – 11 a.m.</b>	Neighborhood Cleanup	Report to the Parking Lot of Antioch Middle School 1500 D Street
<b>Tuesday, April 8, 2014 7:00 p.m.</b>	City Council Meeting	City Council Chamber 200 H Street
<b>Wednesday, April 16, 2014 6:30 p.m.</b>	Planning Commission Meeting	City Council Chamber 200 H Street
<b>Tuesday, April 22, 2014 7:00 p.m.</b>	City Council Meeting	City Council Chamber 200 H Street
<b>Saturday, April 26 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

**OFFICE OF THE CITY CLERK UPDATES**

Hard copies of the April 8<sup>th</sup> agenda packets have been delivered to Council and the Antioch Library as well as internal departments. Other locations for viewing the Council Meeting Agenda are the City Council Chambers, Clerk's Office, Senior Center on 2<sup>nd</sup> Street and the Antioch Community Center on Lone Tree Way. The Agenda, including staff reports, is posted onto our City's website 72 hours before the Council Meeting. To be notified when the agenda packet is posted onto our City's Website, simply click on this link and enter your e-mail address to subscribe: <http://www.ci.antioch.ca.us/notification-systems/>.

At the March 25<sup>th</sup> Council meeting, the City Council made appointments to the Board of Administrative Appeals, Contra Costa County Mosquito & Vector Control Board of Trustees, Contra Costa County Library Commission and the Sales Tax Citizens' Oversight Committee.

Applications for the Economic Development Commission are open until April 10<sup>th</sup>. So far we have received three applications. At the March 25<sup>th</sup> Council meeting, we announced one opening to a full 4-year term to the Planning Commission. The application deadline is April 24<sup>th</sup>. Applications are available on the City's Website: [www.ci.antioch.ca.us](http://www.ci.antioch.ca.us) and at the City Clerk's Counter.

Since no appeals were received, we announced and published the cancellation of the April 3<sup>rd</sup> Board of Administrative Appeals hearing. The next scheduled meeting of the board will be on May 1<sup>st</sup> at 3 p.m. in the City Council Chambers.

City Clerk Arne Simonsen attended 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>.

Also, City Clerk Simonsen applied for and received a \$1,000 scholarship from the Northern California City Clerks Association to attend the 2014 City Clerks Association of California's annual conference in Pasadena April 22-25.

Records were returned to the Records Warehouse and new requests for records were picked up and delivered to the Community Development Department.

## **INFORMATION SYSTEMS UPDATES**

Work orders opened/completed for the week: 109/132

Email filter activity: 13,496 processed, 8,869 automatically discarded due to violations pertaining to suspected virus's, spam, malware, fraudulent material, or isolated for staff to review and release, based on legitimacy

Staff is seeking quotes to renew our virtual environment's ongoing support and maintenance contract.

Staff had a conference call with Softchoice, and discussed the current state of our virtual environment's products and licensing.

Staff also had a conference call with Softchoice and discussed current state of our Microsoft product licensing environment, for which we are seeking quotes for our migration to a new desktop operating system.

Staff successfully upgraded two physical servers to domain controllers, and created user accounts and set permissions in water utility billing and document imaging system, in preparation for a content management upgrade for Public Works.

## COMMUNITY DEVELOPMENT UPDATES

### Planning:

Received a use permit and design review application for a telecommunications facility to retroactively approve 3 existing cell antennas on a stadium light standard and an associated equipment shelter as well as to approve 3 new antennas to replace the existing 3 and the addition of 6 new remote radio units. The project site is located at Antioch High School - 700 W. 18<sup>th</sup> Street.

Received a use permit and design review application for a telecommunications facility consisting of 12 antennas, 15 remote radio units, and three surge suppression units on a 60' tall Monopine with an associated equipment shelter. The project site is located at 801 Sunset Drive.

Received a use permit and design review application for a telecommunications facility consisting of 9 panel antennas, 21 remote radio units, and 4 surge suppression units on a 65 foot tall Monopine with an associated prefabricated equipment shelter. The project site is located at 3215 Fairview Drive.

Staff processed 44 email/counter/telephone inquiries.

### Building Activity:

Number of permits issued.....45  
Number of inspections..... 106

### Code Enforcement:

Inspections	=	48
New Cases	=	15
Closed Cases	=	14
Citations	=	6
Red Tags	=	0
Warrants	=	0

Demands to Title Co for cost recovery	2
Demands to property owners	7
Special Assessment Liens recorded for cost recovery	6
Prepare & record Release of Liens	0
Phone messages	29

## **Environmental Resources:**

Environmental Enforcement - We are currently monitoring the garbage and recycling levels at two shopping centers in anticipation of closing cases on inadequate levels of service at both in the next few weeks. Eleven homes were abated for 6 months of garbage service with an anticipated 30 more starting next week. We closed 31 cases this week. Overall, there were 98 actions on cases this week.

EcoEvents - Antioch Charter Academy II located at the Antioch Fairgrounds will be doing a litter pick up around West Antioch Creek on the Fairgrounds property on April 3<sup>rd</sup>. Staff has provided them with buckets, litter grabbers and bags. We also gave them information on the New Zealand Mud Snail which is in the creek.

The City is a long-time sponsor of the Free Bringing Back the Natives Garden Tour. If you have not yet registered for this self guided tour (which takes place on Sunday, May 4) – please do so now at [www.bringingbackthenatives.net](http://www.bringingbackthenatives.net). The garden guides will begin mailing in a few days; registering now will ensure that you receive your guide early (and in the first mailing). In addition, as this event is expected to fill, registering now will reserve your place on the tour.

## **RECREATION UPDATES**

The Antioch Water Park had its first new hire orientation for the upcoming season. 13 new hires attended.

The Antioch Water Park had its second swim test for new Lifeguards, 18 will interviewed for the Lifeguard Position.

The City of Antioch participated in an American Red Cross Lifeguarding Instructor Course in Pleasant Hill with the Pleasant Hill Parks and Recreation Department.

Youth dance classes began the Spring session with 179 participants ages 2-16

The first session of gymnastics classes began with 90 participants ages 1-16

## **PUBLIC WORKS UPDATES**

### **Administration**

As of today, Public Works has 353 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: Developer's engineer returned revised landscape plans for staff review and comment.
- Buchanan Crossings Shopping Center, a 103,139 square foot commercial center on a 13.5-acre site located at the northwest corner of Somersville Road and Buchanan Road - Staff continued review of on-site and off-site construction plans.
- Morgan-Meritage Homes Lot Line Adjustment (4871 & 4875 Braemar Street) - Staff returned review comments to developer's engineer.
- AT&T 9999 James Donlon Blvd. cellular installation on City-owned site - Staff returned review comments for consent letter regarding equipment modifications at lease site.
- The SR4 (Segment 1) Somersville Road Interchange Project (completed 12/16/2013) - Staff reported new graffiti on westbound off-ramp to Caltrans Maintenance for removal.
- 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 with one-lane southbound closures during non-commute hours.
- The SR4 (Segment 3A) 'A' Street/Lone Tree Way Interchange – Cavallo Road/Garrow Drive Undercrossing Project - continues median work near the 'A' St./Lone Tree Way undercrossing with one-lane closures in each direction during non-commute hours.
- The SR4/SR160 Northbound and Southbound Ramp Connector Project - will continue the on-ramp closure to southbound SR160 from E. 18<sup>th</sup> Street for freeway construction activities and nighttime detours along E. 18<sup>th</sup> Street and Hillcrest Avenue to SR4 from 10 p.m. to 4 a.m., depending on weather conditions. A similar ramp closure on northbound SR160 and detour will subsequently follow the southbound closure. At the request of the Contractor, staff is preparing a Use Agreement for temporary construction use of a City-owned parcel located adjacent to the new connector ramps.
- The SR4 Lone Tree Way 4-Lane Widening and Sand Creek Road Interchange Project - Staff returned comments to the Lone Tree Way median landscaping improvement plans and attended the quarterly Partnering meeting to discuss median improvements, HOV turn-pocket and on-ramp lanes and completion/relief of maintenance of the Lone Tree Way undercrossing.
- 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. Engineering is reviewing resubmitted civil plan.

- 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 prepared report for Council 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 easements documents for 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. Signal work and median curb and gutter near completion. Grinding for conform, final lift of pavement, median concrete and median landscaping to be completed as weather permits. The project is scheduled for completion in May.
- Curb, Gutter, and Sidewalk Repair - J.D. Partners Concrete, continued to remove and replace deteriorating, damaged and uneven concrete throughout the city. Over the past week seven accessible curb ramps were installed. A total of 381 square feet of sidewalk and 239 lineal feet of curb and gutter were repaired.
- 2014 Rubberized Cape Seal - California Pavement Maintenance Company, Inc. is scheduled to start construction by June 2, 2014. The project will include Asilomar Drive, Carpinteria Drive, Via Dora Drive, Longview Road, Hillside Road and all the adjacent courts.
- Fishing Pier Shade Structure – The building department is reviewing the plans and the permit application for the shade structure. Staff is working on developing the structure design and layout. Construction of the project is scheduled to start in July 2014.
- Wilbur Avenue Bridge Widening - The contractor is working on the roadway concrete barrier, relocating the water main and the final concrete crash wall along the railroad tracks. The new bridge has been opened to traffic. The project is scheduled for completion in June 2014.
- Safe Routes To School Grant - Staff is reviewing proposals for survey services for the new handicap ramps along Cavallo Road, Garrow Drive, East Tregallas Road and Drake Street. Construction of the project is expected to start in August 2014.
- Surface Transportation Program Grant - Staff is reviewing proposals for survey services for the roadway improvement project along Ninth Street from A to H Streets. Construction of the project is expected to start in July 2014.
- Five-Year CIP Budget – Staff is in process of developing the draft 2014-2019 CIP manual and budget. Staff is planning to submit the draft CIP to the Planning Commission on April 16<sup>th</sup> for determination of consistency with the general plan. Staff is planning to submit the draft CIP May 13<sup>th</sup> to City Council at the City Council Budget Study Session meeting.

## **Water Distribution**

- The backflow prevention department is currently on time in working towards their goal of completing testing of all city backflow prevention devices.
- Distribution crews have installed 5 new meters with backflow preventers that were tested and certified working this week.
- We have finalized the changes to the project with the GIS department to accurately map out all zone regulating valves and zone isolation valves.
- We worked with the finance department to develop an improved system to communicate work order information and better utilize our limited man power.
- Central Stores worked with water crews to finalize and special order parts for a project under the Wilbur Ave. Bridge that feeds one of the industrial plants there. Parts should be in later this week for install.
- We are continuing to evaluate stock that is obsolete and/or slow moving. By doing this we can delete these items, creating more space in the Warehouse.
- One fire hydrant was hit by an automobile. A police report was obtained for billing purposes.
- Dead end flushing has been completed for this quarter and will resume in June.
- Continued to repair and replace multi-overflow sewer laterals from proper cleanout to main to insure continued flow and no more overflows to report.
- 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.

## **Public Works Maintenance**

### Landscape Maintenance Facility

- Two dead Alder trees and several dead acacia shrubs were removed at the old fire station on Deerfield Dr.
- Landscape crews continued spraying of post emergent weeds on Cavallo Rd. and 18<sup>th</sup> St.
- 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 40% complete.
- Landscape crews trimmed and cleaned the Centennial trail between Rio Grande Dr. and Lexington Ct.
- The Work Alternative crew trimmed the downtown planters along 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and G Sts.
- Numerous other irrigation leaks were attended to and repaired.
- 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 an effort 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 and Street crew members are working together and have started our roadside spray program. It is about 15% complete.

### Street Maintenance

- The Street Crew replaced or repaired 53 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 cleared and cleaned 20 Catch Basin Inlets.
- Staff removed graffiti from numerous areas around the City.
- Staff filled 202 pot holes.

### Collections Division

- The Collections team cleaned over 35,498 linear feet of sewer lines.
- Over 894 linear feet of V-Ditch was cleaned.
- 6 cubic yards of debris were cleaned out of the creek going to the Dow Wetlands.
- Staff continues to prepare for work in creeks and channels which is scheduled to start in mid April.
- Staff is working with Fish & Wildlife in ensure all documentation is in order for work in our Creeks and Channels this upcoming spring.

### Marina

- Marina Staff repaired 2 additional lights.
- Marina Staff conducted a full safety dock walk during the weekend rainstorm to ensure no boats were taking on excessive water.
- Marina Staff contacted and solicited further construction quotes and reviews for Berther restrooms.
- 2 citations were given for “failure to obtain a launch permit” while utilizing the public boat launch in accordance with Antioch Municipal Code.
- Marina Staff further reviewed operations manual and prepared preliminary business plan for review for FY14/15.
- Advertisement assessment was conducted on marketability of the marina, a new advertising campaign, as well as web presence was evaluated and suggested actions were added to existing business plan.
- Water Hyacinth Control Program from Division of Boating and Waterways (DBW) for boating season was released and posted publicly, as required. Marina Staff contacted DBW to discuss the marina as a priority this season and options staff can take to mitigate the development of Hyacinth in and around the property.

### Fleet

- Performed 16 preventative maintenance on vehicles as scheduled.
- Staff made 15 miscellaneous repairs to City vehicles.
- Staff completed and put one new Police Staff Sedan into service. Existing police vehicles that are beyond their optimal lifecycle value will have the auxiliary equipment removed and be sent to auction for disposal.



### GIS Division

- Continued GPS data collection for City Fire Breaks - 60% complete.
- Completed yearly Street Lighting and Landscape District (SLLD) Cost Summary and map revisions.
- Map completed for Finance Department's Water Zone Rate Study.
- Completed a map for City's Northeast annexation areas.
- Continued updates for Water Zone Pressure maps.
- Completed proposed Streets Division Cape Seal maps.

### **POLICE DEPARTMENT UPDATES**

Time Period: 03/27/14 00:00:00 – 04/02/14 23:59:59

Number of Calls for Service:	1,448
Number of Case Reports:	278
Felony:	33
Misdemeanor:	31
Number of Arrests:	64
Arrests with DUI charge:	5

### **CITY MANAGER NOTES**

Public Works Director/City Engineer Ron Bernal and I met with Contra Costa Water District General Manager Jerry Brown Monday afternoon to discuss various water issues.

I was appointed to the Legislative and Advocacy Committee of the East Bay Economic Development Alliance and participated in a conference call on Tuesday to discuss Alameda and Contra Costa County economic development legislative and funding priorities. One issue of interest to Antioch is strengthening the transportation connection from I-580 in Livermore to State Route 4 in Brentwood along the Vasco Road route.

Mayor Harper and I met with Supervisor Federal Glover on Wednesday to discuss various issues, including the Northern Waterfront Economic Development Initiative, the Bay Delta Conservation Plan, the PG&E Pathways Program, Desalination technology, and Antioch's annexation efforts.

I met with Supervisor Mary Piepho's Chief of Staff, Tomi Riley, Friday. We discussed the same set of issues that the Mayor and I discussed with Supervisor Glover on Wednesday.