



**OFFICE OF  
THE CITY MANAGER  
MEMORANDUM**

**DATE:** April 24, 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 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
<b>Thursday, May 1, 2014 3:00 p.m.</b>	Board of Administrative Appeals	Council Chambers 200 H Street
<b>Tuesday, May 6, 2014 6:00 p.m.</b>	Economic Development Commission Meeting	City Council Chamber 200 H Street
<b>Wednesday, May 7, 2014 6:30 p.m.</b>	Planning Commission Meeting	City Council Chamber 200 H Street
<b>Tuesday, May 13, 2014 7:00 p.m.</b>	City Council Meeting	City Council Chamber 200H Street

**SOMERSVILLE ROAD WIDENING AND TEMPORARY CLOSURE**

Somersville Road is being widened to a four lane arterial street from James Donlon Boulevard to the existing four-lane section at the CCWD bridge. A full traffic signal will also be installed at James Donlon Boulevard. In order to facilitate the fastest and least disruptive construction of this work, the road will be closed from May 15 to September 1. The scheduled project completion date is December 31. The primary detour route will be Contra Loma Boulevard where the widening efforts on Highway 4 will be the primary roadway to receive this traffic. For additional information call Lynne Filson at (925) 779-7050.

## **NEIGHBORHOOD CLEAN-UPS**

The Antioch Neighborhood Clean-Up scheduled for May 3 has been cancelled due to the City wide clean-up scheduled for April 26.

## **EXCELLENCE IN FINANCIAL REPORTING**

On April 15, the City's Comprehensive Financial Report (CAFR) for fiscal year 2012–2013 received notification that it will receive a "Certificate of Achievement for Excellence in Financial Reporting" from the Government Finance Officers Association. This is a notable achievement for Dawn Merchant and her staff in the Finance Department, especially given the reduced staff and reduced hours they have experienced in recent years. The annual CAFR is the report of an independent auditing firm on the City's financial records, reporting and administrative controls.

## **PUBLIC WORKS SAFETY RECORD RECOGNITION**

On April 15<sup>th</sup>, Public Works recorded 365 consecutive safe days working without a lost time accident. This shatters our old record of 344 safe working days and is a major feat for a full service Public Works Department for a city of over 100,000 residents. The City celebrated this milestone on day 273 with a luncheon prepared and served by Public Works management and supervisors on Thursday. The Mayor and City Council Members attended along with representatives from the Municipal Pooling Authority (MPA), through which the City is insured.

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

The deadline for submitting applications for the Planning Commission is Thursday, 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. The City Clerk made applications available at the April 8<sup>th</sup> Council meeting.

The next scheduled hearing by the Board of Administrative Appeals will be on Thursday, May 1<sup>st</sup> at 3 p.m. in the City Council Chambers when one appeal will be heard.

## **INFORMATION SYSTEMS UPDATES**

Work orders opened/completed for the week: 99/105

Email filter activity: 12,945 processed, 8,114 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 troubleshooted and repaired web access to the Antioch Community Center's public Wi-Fi and Tech Lab.

Staff received and configured a large data device for the storage of City Hall security camera videos.

As part of our desktop migration project, staff continues to work on generating Windows 7 images.

Staff has checked and confirmed all City related websites for HeartBleed vulnerability, none exist.

## **FINANCE UPDATES**

The next (and final) budget study session will be held on May 13th at 6 p.m. in the City Council Chambers and will cover Special Revenue, Capital Projects, Enterprise and Internal Service Funds and the 5-Year Capital Improvement Program. The final budget document will be presented for Council consideration on June 10<sup>th</sup>.

The draft Master Fee Schedule is in the process of being prepared and the public hearing will be held at the May 13<sup>th</sup> City Council meeting.

The City received notification that the Comprehensive Annual Financial Report (CAFR) for June 30, 2013 qualified for a Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association.

The City's independent auditors will be here for two weeks starting April 28<sup>th</sup> to begin interim audit work for our financial statements ending June 30, 2014.

## **COMMUNITY DEVELOPMENT UPDATES**

### **Planning/Building:**

- Dollar General store on 10<sup>th</sup> Street will have its grand opening on Saturday, April 26<sup>th</sup>.
- A building permit for the Mesa Billboard on Delta Fair and Century was issued this week.
- Plans have been submitted for a new model home product at the Montara subdivision at Nelson Ranch.

### **Building Activity:**

- Number of permits issued..... 69
- Number of inspections..... 150

### **Code Enforcement:**

Code Enforcement Officers attended Contra Costa Environmental Health training.

This week:           16 New Cases Open  
                          12 Cases Closed  
                          37 Inspections

3 Red Tags  
1 Warrant Obtained  
1 Citation  
5 Demand to Title Company for cost recovery  
7 Demands to property owners for cost recovery  
22 Special Assessment Liens recorded for cost recovery  
4 Release of Liens  
43 Phone Messages on complaint line (779 7042)  
21 Online violation reports

### **Environmental Resources:**

Environmental Enforcement- A new case was opened on a commercial property without adequate levels of garbage and recycling service. We are still monitoring the other 2 commercial sites to make sure their new service levels keep them in compliance. One courtesy notice was sent out to a home that had the sprinklers running for 5 hours during the day. Republic Services sent out Notices of Violation this week for the 36 addresses on East and West Madill that don't have service, as well as letters for any addresses that complaints were received. For the week of April 21-24, 12 homes are in the process of being abated for 6 months of garbage service. In total, there were 35 actions on cases this week.

Drought outreach- Contra Costa Water District (CCWD) mailed out their quarterly publication, On Tap, to all residences in their service area (including raw water customers, such as Antioch). This edition, <http://ccwater.com/files/OnTapSpring14.pdf>.

EcoEvents- Keep Antioch Beautiful (KAB) is Saturday, April 26<sup>th</sup>. We are expecting over 300 volunteers to participate. At the post cleanup BBQ at Contra Loma Reservoir, we will be taking pictures using our Clean Water Program photo booth. Look for pictures from that at [www.facebook.com/ecoantioch](http://www.facebook.com/ecoantioch) by Sunday. We had two worm composting demos for a total of 120 2<sup>nd</sup> graders at the Mangini Agricultural Museum. In partnership with Republic Services and the Antioch Library, we held a reuse art project for their after school program for 48 participants on Wednesday. Pictures from the workshop can be seen on our Facebook page, [www.facebook.com/ecoantioch](http://www.facebook.com/ecoantioch). Staff continued planning for a joint Republic Services/Clean Water Program outreach booth at the Contra Costa County Fair, May 29-June 1. The theme will be proper disposal/diversion of materials with an anti-littering message.

### **RECREATION UPDATES**

The Spring Fling Gymnastics camp was held at the Antioch Community Center. 16 participants ages 7-13 spent their Spring Break working on flexibility, conditioning and learning gymnastics skills. The participants put on an exhibition show on Friday for family and friends.

#### **Water Park**

- Completed interviews for swim instructor positions

- Attended American Red Cross Kick off to Summer webinar
- Hired 8 New Lifeguards
- Hired 5 New Swim Instructors
- Swim lessons began at the Antioch Water Park on Monday. A total of 29 classes are running with 114 participant's ages 6 months and up.
- Interviews were held for new and returning Front Desk Cashiers.
- Interviews were held for new and returning Concession staff.

#### Recreation Maintenance

- Completed Repairs to concession stand floors
- Met with contractor to discuss walk-in fridge floor replacement project
- Conducted Antioch Community Center exterior lighting audit and made repairs to failed fixtures
- Increased pest control service as requested by Contra Costa County Department of Environmental Health for the Antioch Community Center
- Adjusted pool water chemistry for "in season" parameters in anticipation of heating the pools and opening for the season
- Adjusted Variable frequency drive programming for "in season" operations
- Completed a pre-inspection walk through of the Water Park in anticipation of our Annual CAL OSHA water slide inspection
- Installed two new feature pumps and associated plumbing to replace failed original equipment and to comply with NSF standard 50. The new pumps will assist us with our ongoing commitment to green technology as they include premium efficiency motors. This retrofit also included the installation of the only NSF standard 50 certified flow meters on the market to assist us in monitoring the flow on our smaller systems. A total of seven of our 15 pumps will be replaced in this phase of the project.
- Replaced failed shut off valve on the TAD pool make-up water system.
- Conducted an interior lighting audit of the water park buildings and made repairs to failed fixtures

### **PUBLIC WORKS UPDATES**

#### **Administration**

Public Works celebrated 373 Safe Working Days without a lost time accident this week. 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.

According to Contra Costa Water District, the Department of Water Resources (DWR) has indicated that they will not be installing the temporary emergency barriers in the Delta upstream of Antioch. The intent of the barriers was to preserve upstream water quality. Apparently the benefits of the project did not match up with the costs.

Arbor Day Celebration at Mira Vista Park – Preparation continues. The event will be Friday, April 25, 2014 at 3 p.m. The City and the Antioch Rivertown 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 and share.

### **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 - Contractor is installing joint trench along the east side of Phillips Lane in preparation for constructing retaining walls next to the Mexi-Cal property; interior streets are installing A.B. to rock-grade; approximately two-thirds of interior streets are receiving curb, gutter and sidewalk installation.

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 is reviewing on-site and off-site construction drawings.

Nelson Ranch Unit 1 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. The 60-day walk of landscaping improvements is scheduled for May 8. Staff is reviewing Wild Horse Road extension improvement, joint trench and streetlight plans and is meeting next week with Standard Pacific Homes to discuss acceptance of tract improvements.

Nelson Ranch Unit 3 Subdivision 8851 (130-unit single-family home development by Standard Pacific Homes) located on approximately 38.10 acres northeasterly of the intersection of Wild Horse Road and Ridgeline Drive - The Contractor has removed non-standard street name signs and replaced them with City-standard street name signs.

The SR4 (Segment 2) Contra Loma Blvd./L St. Interchange & G St. Overcrossing Project proceeds with construction of retaining wall 13 (RW13) west of Contra Loma Blvd. between Buchanan Road and St. Francis Drive. The Contractor is installing a sewer siphon at the Contra Loma Blvd./'L' Street undercrossing. Staff met this week with design engineer, CCTA representative and Caltrans resident engineer to discuss the remainder of the work.

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. Staff reported graffiti for immediate abatement to Caltrans resident engineer.

The SR4 (Segment 3B) Hillcrest Avenue Interchange Project will widen State Route 4 from 4 to 8 Lanes and modify the Hillcrest Avenue Interchange. The existing Park and Ride lot has been pulverized and rails for the new eBART line have begun to arrive, continuing into next week. Traffic control flagmen are supporting rail truck-turning movements at Hillcrest Avenue and Slatten Ranch Road. Staff attended a quarterly Partnering meeting with CCTA, Caltrans and project management this week.

The SR4/SR160 Northbound and Southbound Ramp Connector Project completed temporary striping for Stage 1 construction. Approximately 600 feet of shoulder paving and delivery of rebar cages for the foundations will require a full temporary closure of WB4 is next week. The Use Agreement for temporary construction use of a City-owned parcel located adjacent to the new connector ramps has been signed by the Contractor.

The SR4 Lone Tree Way 4-Lane Widening and Sand Creek Road Interchange Project - Staff returned comments to Bid B (Lone Tree Way) improvement's site walk. Staff is waiting to review technical specification package from design engineer for Lone Tree Way center median landscaping work.

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. Reviewing Civil plans for project.

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 Contra Costa Canal and James Donlon Blvd. and processing right-of-way dedications. Changeable message signs are up and construction is to start next month with a full roadway closure (see notice on the website).

Returned civil plans and easements documents for Wal-Mart expansion.

### **Capital Improvement Program (CIP)**

Deer Valley Road and Lone Tree Way turn pocket widening - Final lift of asphalt was constructed on Deer Valley Road. Completed signal work. Completed median curb and gutter. Items to be completed: road median concrete, striping, and median landscaping. The project is scheduled to be completed in mid May.

Fishing Pier Shade Structure - The structure design is completed. Construction of the project is scheduled to be out for bid in May and construction to start in July 2014.

Wilbur Avenue Bridge Widening - The contractor completed relocating the water main and working on the final concrete crash wall along the railroad tracks. The project is scheduled for completion in June 2014.

Safe Routes To School Grant - Staff has selected a surveying consultant for the new curb 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 has selected a surveying consultant for the roadway improvement project along Ninth Street from A to H Streets. Construction of the project is expected to start in August 2014.

Five-Year CIP Budget – Staff has completed the Draft 2014-2019 CIP manual and budget. On April 16th the Planning Commission reviewed the Draft CIP and determined that it is consistent with the general plan. Staff is planning to present the Draft CIP to City Council at the City Council Budget Study Session May 13th meeting. Staff will circulate the document to the Parks and Recreation Commission and to the Economic Development Commission for their review.

### **Water Treatment Plant**

- Completed the installation of the first phase of the wireless communication to Donlon and Larkspur tanks.
- Installed new chemical tank level indicator on the caustic tank.
- Completed repairs on a water sample station out in the distribution system.

### **Water Distribution**

- Cross-Connection Control staff is testing backflow devices and are still ahead of schedule.
- Central Stores staff processed 275 requests for stock items for input into the Bi-Tech system. Non-stock item requests processed as well.
- Staff prepared the special events BBQ trailer for the following celebrations - Public Works safety record, Arbor Day, Earth Day and the Marina Open House/Customer Appreciation; all occurring within the next 10 days.
- Crews repaired two sewer laterals for homeowners that were in poor condition.
- Crews have started the second quarter of hydrant flushing. This is a critical operation for the health of the water distribution system. Crews have discussed the drought situation and flush minimally to ensure proper water quality.

### **Public Works Operations**

#### **Landscape Maintenance**

- The Firebreak Abatement Program began this week, and will continue citywide until completed. Expected completion date is June 2014. Work is progressing nicely,



with the Mokelumne Trail completed from the Prewett Water Park to Sutter Delta Hospital. The mow crews have completed the Williamson Ranch subdivisions and are working toward Deer Valley High School.

- Mira Vista Hills Park restroom interior doors (which were vandalized) have been removed, rebuilt, and reinstalled. The restroom has been re-opened to the public.
- Spring Irrigation schedule programming has begun and is 25% complete at the City's 32 neighborhood parks.
- City Park public donation campaign concluded at Macy's Department Store. March 31, 2014, at Somersville Town Center Mall was the last day. We are awaiting the grand total of funds raised for City Park.
- City Park Soccer Field #1, new turf seed germinated and is 85% established for play. The Pee-Wee League Soccer teams began their seasonal play on April 12, 2014, on the newly revitalized field. League play continues this week.
- ARBOR DAY CELEBRATION at Mira Vista Park – Preparation continues for the event on 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 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 and share.
- Landscape and Street crew members working together have completed our roadside weed abatement spray program for this fiscal year.
- Landscape crews continued the spraying of post emergent weeds on E. 18<sup>th</sup> Street, Lone Tree Way median, Auto Center Dr. and parts of the Rivertown District.
- 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 60% complete.
- Numerous irrigation leaks were repaired.
- The growing season is upon us and the 5 person contract trimming crew continues to trim on the side of the road in the landscape area on Deer Valley Road south of Lone Tree Way. This week the 3 and 4 person contract trimming crews will also start up. The 4 person Crew is on Davison Dr. and the 3 Person Crew is on Country Hills and working from east to west.

#### Street Maintenance

- Staff removed graffiti from numerous areas around the City.
- Crews installed new thermoplastic crosswalks on Delta Fair Blvd. in front of the County offices and on 10<sup>th</sup> street at Crestview. Both installations will improve the safety of pedestrians in the area.
- Crews continue to repaint stencils (Crosswalks and Legends). Staff has repainted 92 stencils and repainted 900 linear ft. of crosswalks and STOP bars.
- Crews replaced over 200 tons of asphalt on a street repair in front of Marsh Elementary School on G St. This section of G St is scheduled for a new road surface within the next couple of years and will link up to the recent work done with the HWY 4 project.

- Crews also did asphalt paving work in preparation of the upcoming Cape Seal Project on Longview road and Tanganyka Ct.

#### Facility Maintenance

- The door closers were replaced on main doors leading into Animal Services.
- The doors in the P.D. conference room were serviced and adjusted.
- A defective electrical breaker was replaced at the Senior Center.
- The wheel on the main entry gate at the Public Works yard was replaced.
- Paper work to start the roof repairs and HVAC repairs at the Senior Center has been submitted and the contractor is in the process of filling out and returning insurance and contract information.

#### Collections Division

- The Collections team cleaned over 23,204 linear feet of sewer lines.
- Over 1,481 linear feet of V-Ditch were cleaned.
- Approximately 1.6 acres were weed abated in various creeks and channels.
- A new 4" pump was ordered for emergency preparation.
- Staff continues to work with Fish & Wildlife to ensure good communication and regulatory compliance while working in the City creeks and channels.
- 8 cubic yards of debris were cleaned out of the creeks running through the City.

#### Marina

- Marina Staff developed strategy for removal of primrose along water line within the marina.
- Staff held a safety and familiarity training regarding small boats.
- Marina Staff developed target advertisements for marina services.
- Marina Staff began work review on existing website in order to better promote marina services.
- Staff conducted maintenance on fuel dock and pump out system.
- Billing for May was completed.
- Preparation lists finalized for Annual Customer Appreciation and Open House BBQ on May 3<sup>rd</sup>.

#### Fleet

- Performed 13 preventative maintenance on vehicles as scheduled.
- Staff made 19 miscellaneous repairs to City vehicles.

#### GIS Division

- Completed Sanitary Sewer Overflow Statistics of Downtown for 2012/2013
- Completed Water Zone Rate Study map (11x17)
- Began Water Zone Rate Study Map (60x78) - 70% complete
- City regulatory sign data editing - 95% complete
- City Pavement Condition integration 100% complete
- Began Parks and Landscaping Asset Base map (34x44) - 25% Complete

## **POLICE DEPARTMENT UPDATES**

On Monday, Mayor Harper swore in Casey Brogden as our newest Antioch Police Officer. Casey comes to us from the Monterey Police Department.

On Wednesday, Mayor Harper swore in two newly promoted Police Department employees. Don LaDue was promoted from the rank of Sergeant to the rank of Lieutenant and Jennifer Lee was promoted from Dispatcher to Lead Dispatcher.

## **CITY MANAGER NOTES**

On Wednesday, I participated in the Contra Costa Ferry Working Group, which is hosted by the Contra Costa Transportation Authority (CCTA) in Walnut Creek. Representatives from Richmond, Hercules and Martinez also attend this working group meeting, along with representatives from the Water Emergency Transportation Authority (WETA) and consultants. The topic of discussion was a draft report on the financial aspects of expanding ferry service to Contra Costa County.

On Thursday, Lynn Tracy Nerland, Ron Bernal, Mike Bechtholdt and I met with representatives from Pacific Gas and Electric Company (PG&E) to discuss the PG&E Pipeline Pathways Project and tree trimming and removal in the path of high voltage power lines. PG&E was able to provide a significant amount of information and we plan to have them present to the City Council on May 13.