

# OFFICE OF THE CITY MANAGER MEMORANDUM

**DATE:** May 30, 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
Wednesday, June 4, 2014	Planning Commission	City Council Chamber
6:30 p.m.	Meeting	200 H Street
Thursday, June 5, 2014	Board of Administrative	City Council Chamber
3:00 p.m.	Appeals	200 H Street
Thursday, June 5, 2014	Sales Tax Oversight	City Council Chamber
7:00 p.m.	Committee Meeting	200 H Street
Saturday, June 7, 2014 9 a.m. – 11 a.m.	Neighborhood Cleanup	Report to the Parking Lot at Carmen Dragon Elementary School – 4721 Vista Grande
Tuesday, June 10, 2014 7:00 p.m.	City Council Meeting	City Council Chamber 200 H Street
Wednesday, June 18, 2014	Planning Commission	City Council Chamber
6:30 p.m.	Meeting	200 H Street

#### RELAY FOR LIFE

The Relay for Life of Antioch event is on June 21, 2014 at Deer Valley High School. Please visit our team page.

http://main.acsevents.org/site/TR?team\_id=1562815&pg=team&fr\_id=56324&fl=en\_US&et =yP8dDI\_wBBELVdckDxDpIA&s\_tafld=1250160

# OFFICE OF THE CITY CLERK UPDATES

- The City Clerk's Office is accepting applications for the Parks & Recreation Commission, Economic Development Commission and the Planning Commission until Thursday, June 12. Applications are available on the City website and at the City Clerk's Counter.
- The Board of Administrative Appeals hearing for May 22nd was cancelled. The next scheduled hearing for two appeals will be on Thursday, June 5<sup>th</sup> in the City Council Chambers at 3 p.m.
- The Maddy Act listing was updated and posted to reflect current membership of all boards, commissions and committees.
- Materials were prepared for the June 10<sup>th</sup> Public Hearing on the City's Housing Element to be mailed to property owners.

#### INFORMATION SYSTEMS WEEKLY UPDATE

- Work orders opened/completed for the week: 135/142.
- Email filter activity: 12,337 processed, 5,170 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.
- Staff attended an Information Systems Management training session held in Rancho Cordova and sponsored by Municipal Information Systems Association of California. Areas of focus were on creating and developing a Strategic Technology Plan and the benefits of having a good working relationship between Information Systems and all other departments, especially Finance.
- As part of our Windows 7 migration project, staff has imaged/reimaged 22 additional PC's for the next phase of deployment.

# FINANCE UPDATES

- The last budget study session was held on May 13<sup>th</sup>. The final budget document, reflecting direction from the City Council in the various budget study sessions, will be presented for Council consideration on June 10<sup>th</sup>.
- Updates to the Master Fee Schedule were adopted on May 13<sup>th</sup> and will be effective July 1<sup>st</sup>. The final document can be found on the City's website at http://www.ci.antioch.ca.us/CityGov/Finance/Master-Fee-Schedule-07-01-2014.pdf
- The Sales Tax Citizens Oversight Committee met on May 8<sup>th</sup> to organize and will meet again on June 5<sup>th</sup>.

# ECONOMIC DEVELOPMENT UPDATES

• Economic Development Commission Recruitment. In conjunction with the City Clerk's the Office, Staff has commenced the application process to fill a partial-term vacancy created by a mid-term resignation. The application period ends June 12, with the expected interviews to be held the week of June 15 so that the Mayor may

make a recommendation for City Council approval at its June 24 meeting. The vacant term will expire in June 2017.

- Request for Proposals for the Northeast Corner of Delta Fair and Century Boulevards Pumpkin Patch/Christmas Tree Lot. Staff is putting the finishing touches on an RFP that will be sent to Christmas Tree (and Pumpkin Patch) vendors for the upcoming Halloween and Christmas season for lease of the Cityowned parcel located at APN 074-080-029.
- "Humphrey's" Restaurant. Staff is also finalizing a Request for Qualifications and Proposals (RFQ/RFP) to solicit interest from established and well financed restaurateurs to re-invent the "Humphrey's" restaurant facility into a thriving new restaurant venue.

# **COMMUNITY DEVELOPMENT UPDATES**

#### **Planning:**

- A use permit application for a bingo hall was submitted for 201 East 18<sup>th</sup> Street.
- 20 telephone/counter/email public inquiries responses.

#### **Building Activity:**

- Number of permits issued...... 27

#### **Code Enforcement:**

- Code Enforcement Officers assisted the California Highway Patrol with an automotive business inspection on West 10<sup>th</sup> Street. While there, Code Enforcement staff noted several hazardous conditions and violations on the grounds and the structure. The conditions were substantial enough that the structure was red tagged to prohibit anyone from being in the building until it could be made safe. Significant fire hazards were also observed and a Fire Inspector was called to the scene. The Fire Inspector also issued violation notices to the business owner. The Code Enforcement Officers observed a considerable amount of containers and drums of unknown liquids, some of which had spilled or leaked. Contra Costa County Hazmat was also called to the scene to address those issues. The Code Enforcement officers also located a dog on the property that was not being properly cared for. As a result, animal control responded and took possession of the dog. Code Enforcement staff will continue monitoring the property for compliance and resolution to the violations they addressed as well as those from assisting the agencies.
- House on Horseshoe Circle "red-tagged" and posted sub-standard for lack of electrical services.

8 New Cases Open
11 Cases Closed
50 Inspections
3 Citations
2 Demand to Title Company for cost recovery
4 Demands to property owners for cost recovery
1 Release of Liens
1 Special Assessment Lien recorded
39 Phone Messages on complaint line (779 7042)
6 Online violation reports

#### **Environmental Resources:**

• EcoEvents- We are at the Contra Costa County Fair this week. On Thursday and Friday (May 28 & 29), we will have our Clean Water Program photo booth out for pictures of all the students visiting the fair for fieldtrips. We will also be opening the photo booth on Thursday and Friday from 5-8 and Saturday from 10-4. Other times, our booth will be open for general disposal, diversion and litter reduction outreach.

On Wednesday, as part of our involvement with the Contra Costa Spare the Air Resource Team, we took a group of seniors from the Antioch Senior Center out to Big Break Regional Shoreline via public transit. We were met by Senior Naturalist, Mike Moran for some bird watching.

• Youth outreach- We launched our social media outreach campaign this week to give away 5 summer youth transit passes for Tri-Delta Transit. Here are the details:

Win an eco-ticket to ride with #EcoAntioch! Attention Antioch Residents (age 17 & younger)!! You Can Win a *FREE* Tri Delta Summer Youth Transit Pass (\$60value)!! Who: All Antioch Residents (age 17 & younger) What: Participate in EcoAntioch photo contest When: May 29 -June 11, 2014 Where: EcoAntioch Facebook page or Instagram account Why: Promote conservation & recycling in Antioch How: Get started by taking pictures of you doing something earth friendly such as recycling at a city park, picking up litter, car pooling, walking or biking or on public transit. Follow EcoAntioch to enter the contest. The pictures with the most likes by 5pm on June 11<sup>th</sup> will win!

# **RECREATION UPDATES:**

- Recreation Enrollment Increase. Spring 2014 class and program enrollments are up by 11% from last spring (2013).
- Fall 2014 Recreation Guide. Staff is currently working on the new Recreation Guide, updating classes and activities for Fall 2014.

#### Water Park

- The Water Park had a record opening weekend with 4,319 in attendance over the three days. This is 461 people away from reaching facility capacity of 1600 patrons per day.
- Continued training new staff throughout the week.
- Hosted several school groups this week as part of our slider party and park buyout programs

# Senior Center

- Serviced 5 senior participants with Free Legal Services (a value of \$100 per participant).
- Approximately 255 participants attended the 32<sup>nd</sup> Annual Senior Picnic.
- Seven local Senior Assisted Living Facilities and Convalescent Homes attended the 32<sup>nd</sup> Annual Senior Picnic.
- Forty-three new participants signed up for membership to the Antioch Senior Citizens Club.
- Twenty-eight new participants signed up for the CC Café Nutrition program.
- Twelve senior Club members attended the public transit and walking trip to Big Break.
- Fundraised and received nine raffle items to be donated for the upcoming Mayors Golf Tournament.

#### Recreation Maintenance

- Completed the installation of 5 new booster pumps for our water features that had outlived their expected life. These replacements are an example of our commitment to green technology as they include premium efficiency motors that will help us to continue to reduce our energy consumption
- Coordinated with Senior Center to provide additional tables for the annual Senior Picnic Event.
- Repaired a failed Chlorine metering pump.
- Published bid for Water Park Supplies and Chemicals for the next 2 fiscal years.
- Completed PO renewals and closures for the coming fiscal year.
- The City's fire sprinkler vendor completed the quarterly sprinkler inspections at both Prewett Park facilities.
- Identified LED replacement lamp for the Community Center spot lights. This new lamp will become the departments standard and demonstrates our commitment to green technology. These new lamps will help us to continue to reduce our electricity

consumption and will reduce the staff time required for ongoing replacement as the new lamps have a much longer life expectancy than the existing ones.

- Conducted monthly fire code walk through of both Prewett Park facilities.
- Hung new directional and safety signage at the Water Park for opening weekend.
- Communicated irrigation issues to our landscape vendor and repairs were made to stop several leaks.
- Built new bulletin board in the Water Park to market recreation programs.
- Mitigated several miscellaneous safety concerns prior to opening day.
- Removed bio-hazard waste (sharps) from the senior center disposal receptacles and prepared for proper disposal.
- Reviewed some technological advances in pool water chemistry testing and recording and will continue to evaluate the implementation of a new system for the facility to better serve our patrons.
- Retrofitted a second feature pump vault with LED lighting to reduce ongoing maintenance and provide a brighter and safer environment for certified staff that have to enter confined spaces.

#### PUBLIC WORKS UPDATES

#### **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. Staff is awaiting submittal of revised model home complex plans. Contractor completed Phase 1; interior street paving, completed 50% of Phase 2; curb, gutter and sidewalk, and removed temporary fencing, installed a sub-drain, and prepared sub-grade for curb, gutter and sidewalk along Phillips Lane.
- 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 returned comments to first submittal on-site and off-site construction drawings.
- Staff returned comments to Crown Castle to resolve certain operational, security and maintenance issues at various City-owned water tank sites. Staff is processing consent letters for cellular modifications at the Crown Castle Site located at Walton Lane and at the Verizon Site located at 4506 Via Dora Drive. Staff is preparing comments to consent letter applications for the Sprint Site located at 3900 Banbury Way and the Sprint Site located at 2696 Lotus Court.
- William Lyon Homes is building homes on 130 lots within the Hidden Glen Subdivision. The project is located east of Hillcrest Avenue and generally north and south of Hidden Glen Drive between Donegal Way and Braemar Street. Staff is reviewing resubmittals on 17 new home construction plot plans.
- 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 90-day walk of landscaping improvements is scheduled for June 5<sup>th</sup>. Staff is performing inspections in preparation for tract acceptance. Staff continues its review of Wild Horse Road extension improvement plans. Staff is reviewing reimbursement documents and expects to take park acceptance and tract improvements with a deferred improvement agreement to the City Council for approval in late June or July.

- Nelson Ranch Unit 3 Subdivision 8851 (130-unit single family home development by Standard Pacific Housing) located northeasterly of Wild Horse Road and Ridgeline Drive and southwesterly of State Route 4. Staff is reviewing new model home plans.
- PG&E Line 114 Gas Line Replacement Project Staff continues its review of an Easement Grant Deed to Pacific Gas & Electric Company for a portion of Cityowned property to relocate a 24" gas line. Staff is preparing a revised staff report and resolution for Council approval.
- The SR4 (Segment 2) Contra Loma Blvd./L St. Interchange & G St. Overcrossing Project proceeds with construction of the retaining wall west of Contra Loma Blvd. between Buchanan Road and St. Frances Drive. Staff is awaiting the contractor's estimate for sewer line modifications at Contra Loma Blvd. and Fitzuren Road.
- SR4 Segments 2 (Contra Loma Blvd./G Street), 3A (A St.-Lone Tree Way/Cavallo Rd.), 3B (Hillcrest Ave.) and Lone Tree Way Widening – Sand Creek Road Interchange projects will be hosting a Partnering Session & Picnic at the Contra Costa County Fair Grounds on West 10<sup>th</sup> Street on June 6<sup>th</sup>.
- SR4 Lone Tree Way Widening Sand Creek Road Interchange Project. Staff is reviewing technical specifications and revised landscaping plans.
- 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 for the project are approved.
- 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. Processing right-of-way dedications. The lane closure and construction started May 15. The roadway will be reopened on September 1<sup>st</sup> and the construction will continue until the end of the year.
- Returned civil plans and easements documents for Wal-Mart expansion.

# Capital Improvement Program (CIP)

• Deer Valley Road and Lone Tree Way turn pocket widening - Construction is complete. Contractor is working on punch list items.

- Cambridge Booster Pumping Station Upgrades With the assistance of the water treatment plant personnel, Koch and Koch, Inc. has completed disinfection on the newly installed pumps and piping. Operation and communication facilities are being installed and tested.
- Maintenance Service Center Fueling System Improvements all bids received at the bid opening were rejected at the March 27, 2014 City Council meeting due to irregularities in the bidding procedure. The project contract documents are being revised and the work is scheduled to re-bid on June 17, 2014.
- Curb, Gutter and Sidewalk Repair (2014-2015) Staff conducted a mandatory prebid meeting on May 27, 2014. The public bid opening for this project is scheduled for June 3, 2014 at 2:00 P.M. at the City Council Chambers located at 200 "H" Street.
- Sanitary Sewer Main Replacement at Various Locations Project plans and specifications are available for purchase at a cost of \$75 per set. Copies may be obtained by logging on <u>www.blueprintexpress.com/antioch</u> or by calling BPXpress Reprographics at (707) 745-3593. The public bid opening for this project is scheduled for June 3, 2014, at 2:00 P.M. at the City Council Chambers located at 200 "H" Street.
- Country Hills Drive Sanitary Sewer Rehabilitation Project plans and specifications are available for purchase at a cost of \$75 per set. Copies may be obtained by logging on <u>www.blueprintexpress.com/antioch</u> or by calling BPXpress Reprographics at (707) 745-3593. The public bid opening for this project is scheduled for July 1, 2014, at 2:00 P.M. in the City Council Chambers located at 200 "H" Street.
- Fishing Pier Shade Structure Construction of the project is out for bid and construction to start in August 2014.
- Wilbur Avenue Bridge Widening The contractor is working on the final punch list items. The City Council is scheduled to accept the project at the June 24<sup>th</sup> meeting.
- Safe Routes To School Grant Caltrans is working on the grant funding notice to proceed with construction. Construction of the project is expected to start in August 2014.
- Surface Transportation Program Grant Caltrans is working on the grant funding notice to proceed with construction. Construction of the project is expected to start in August 2014
- Five-Year CIP Budget The draft 2014-2019 CIP is available for public review. A
  Public Hearing to adopt the draft Five Year CIP is scheduled for the June 10<sup>th</sup> City
  Council meeting.

# Water Distribution

- Staff attended safety training provided by PG&E on how to safely work around gas and electrical utilities.
- Stores staff filled 400 line item requests for stock items this week.

- Water Meter staff is anticipating about 145 total stops for service during the short week. This includes establishing water service and water service disconnects.
- Meter reading is completed for the month. Staff installed 3 new meters and tested their new backflow preventers. There were 13 meter transponders changed out due to failure.
- Water staff has completed a total of 43 requests for utility marking.

#### Water Treatment Plant

- Submitted annual Large Water System Report to the Department of Public Health.
- Resumed seasonal monitoring of the municipal reservoir.

#### Public Works Maintenance Operations

Landscape Maintenance

- Landscape crews continued the spraying of post emergent weeds on Lone Tree Way medians.
- Landscape staff is in the process of reviewing all the City's turf irrigation. This will be an ongoing project throughout the spring/summer months. The inspection/check is 83% complete.
- The growing season is in full swing and the 5 person contract trimming crew has finished trimming the sides of Deer Valley Rd. and has begun the trimming of the median on James Donlon Blvd., starting on the west end and continuing eastward towards Lone Tree Way. The 4 person contract trimming crew completed the trimming along the north and south side of James Donlon Blvd. and has begun trimming on the east side of Hillcrest heading north. The 3 person contract trimming crew has been moved to begin the trimming of the sides of the road on Indian Hills Dr.
- Landscape staff has begun to re-program the irrigation controllers from their winter programs to their spring/summer programs. They are approximately 80% complete with this task.
- Contract crews (Pacheco Brothers) have completed the trimming of the courts in the Dallas Ranch Rd. area eastward to Hillcrest Rd. and are working on the courts in the Vista Grande/Country Hills area.
- Contract crews (Odyssey Landscape) have started the spring/summer trimming of Prewett Ranch Rd. They are currently working on the south side of the road.
- The WAP (Work Alternative Program) crew trimmed the ivy on the sides of the City Council Chambers.
- The Firebreak Abatement Program continues this week. Work is progressing nicely, with mowing crews completing work in the Bellflower Drive, Folsom Way, and Wildhorse Road areas. The Disking crews are working by Gloucester St. open space. Approximately 60% of the work Citywide is completed.
- Fire Abatement GIS mapping moved to the Almondridge area, continued with Trembath St. and finished the Open Space areas by Sunset Lane to Ashburton Dr. Citywide mapping stands at 81% complete.

- Summer Irrigation schedule programming is 65% complete, at the City's 32 neighborhood parks.
- Two fallen trees at Hillcrest Park were removed for the public safety.
- A playground and park safety inspection was completed at Hillcrest Park and two new basketball nets were installed. (1700 Larkspur Drive).
- Prewett Water Park irrigation controller "A" was repaired, installed and reprogrammed for optimum turf growth and water conservation.

Street Maintenance

- Staff removed graffiti from numerous areas around the City.
- Crews continue to repaint stencils (Cross walks and Legends). Staff has repainted 60 stencils and repainted 664 linear ft. of 12" (cross walks and STOP bars).
- Crews replaced 41 existing signs due to poor condition and installed 3 new signs.
- Crews cleaned up 16 cubic yards of debris at north Hummingbird Dr.
- Crews filled 5 pot holes.

# Collection

- The Collections team cleaned over 23,488 linear feet of sewer lines.
- Staff Hydro flushed and cleared 6 potential blockages on various sanitary sewer main lines.
- Approximately 4.1 acres were weed abated in various creeks and channels.
- Staff received 15 calls for service regarding sewer and storm related issues.
- 150 cubic yards of vegetation/material and 10 bags of trash were cleaned out of the creeks running through the City.

# Marina

- The marina had many visitors at the marina facilities, boat launch ramp and park grounds during the Memorial Day Weekend. The marina has received positive feedback from customers that the marina is now open 7 days a week.
- A mechanical failure occurred on the diesel pump dispenser over the weekend. The diesel pump repairs are completed, pump is now operational.
- River Dolphin Charters are back giving bird viewing cruises of the delta. Approximately 40+ people are enjoying the diverse delta wildlife right from Antioch Marina. They will continue to conduct cruises throughout this week.
- Advertisement on Craigslist has continued with plans to expand to social media, as well as outreach on the Delta Chambers' website.
- Marina Staff gave 5 citations for failure to obtain a launch parking permit.
- Repairs to lighting in the public restrooms are complete.

Fleet

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

GIS

- Completed revision of Parks Acreage Maps, added full areas maintained.
- Completed median data update.
- Completed 11x17 Finance Rate Study Map.

# POLICE DEPARTMENT UPDATES

- On May 24<sup>th</sup>, 2014 Of. Evans attempted to stop a suspected stolen Honda IFO 2833 Sunset Ln. The Honda fled and a pursuit ensued. Ofc. Evans terminated his pursuit when the Honda went the wrong way on Hwy4. Officer located the Honda a short time later off of the freeway and chased it again. The Honda went back to Hwy4 and again went the wrong way. The pursuit was terminated again and all officers were told to back off of the fleeing vehicle. The driver was later identified as Joey Carroll. Joey is currently wanted for parole violation warrants.
- On May 24<sup>th</sup>, 2014 Officers responded to a vehicle burglary at the Grocery Outlet. Officer Allendorph located the suspect on the G Street overpass. When he attempted to detain Jackson he fled on foot, over fences, and into yards off Russell Drive. A citizen advised Jackson was seen running on Madill St. We quickly responded to the area of Madill and Creed. Jackson was apprehended IFO 112 Creed Ave by the K-9. Jackson is on probation out of Alameda County for burglary, and had a warrant for petty theft. Jackson was sent to County Jail.
- On May 26<sup>th</sup>, 2014 Holdman was contact by Macy's Loss Prevention when he exited the store with stolen merchandise. Holdman fought with the Loss Prevention Officers assaulting both of them before he was tackled and detained. Holdman was in possession of rock cocaine and he lied to police about his name because he had a warrant. Holdman was transported to County Jail.
- On May 27<sup>th</sup>, 2014 Officers saw a suspicious blue Acura in the 7-11 parking lot on E18th Street and they ran the plate. By the time the return came back indicating that the car was stolen it had left the lot. Officers found the car on E. 18th Street and conducted a high risk stop. Scott was driving the vehicle and Harris was the passenger. They were arrested without incident. Scott was sent to County Jail and Harris was released pending charges.
- On May 31, 2014 through June 1, 2014 the Antioch Animal Shelter will be participating in the Maddies Pet Adoption Days where there will be free pet adoptions to qualified homes. The motto of the event "You just might find your new best friend!"

Time Period: 05/22/14 00:00:00 - 05/28/14 23:59:59		
Number of Calls for Service:	1,557	
Number of Case Reports:	311	
Number of Arrests:	90	
Felony:	34	
Misdemeanor:	56	
Arrests with DUI charge:	5	

Weekly Calls For Service, Case Reports and Arrest Data:

# **CITY MANAGER NOTES**

On Wednesday evening, I joined Mayor Harper and Council Member Wilson at a Sycamore Neighborhood Meeting to kick off an effort to empower the community to improve life in the area. The next step is to plan a large scale community clean-up and meeting to bring information on available resources to the community.

On Thursday, I met with Deer Valley Merchants, and representatives from the Crime Prevention Commission, Neighborhood Watch, and the Economic Development Commission and other community groups to discuss strategies to reduce crime and loitering at this shopping center. A follow up meeting is scheduled for June 26<sup>th</sup>.

I joined Mayor Wade Harper and Police Chief Allan Cantando this afternoon, speaking at the Chamber of Commerce Annual State of the City event. Mayor Pro-Tem Mary Rocha, Council Members Tony Tiscareno and Monica Wilson, City Clerk Arne Simonson and senior staff members, Ron Bernal, Michelle Fitzer, Dawn Merchant and Tina Wehrmeitster were also in attendance.