

# OFFICE OF THE CITY MANAGER MEMORANDUM

**DATE:** July 8, 2016

**TO:** Mayor Harper and City Council Members

FROM: Steve Duran, City Manager

**RE:** City Manager's Weekly Report

### **MEETINGS SCHEDULE**

Date and Time	Event	Location
Tuesday,	No City Council Meeting	
July 12, 2016		
	Summer Break	
Monday,	Crime Prevention Commission	Police Department
July 18, 2016	Meeting	Community Room
7:00 p.m.		300 L Street
Tuesday,	Economic Development	City Council Chamber
July 19, 2016	Commission – Special Meeting	200 H Street
6:00 p.m.		
Wednesday,	Planning Commission Meeting	City Council Chamber
July 20, 2016		200 H Street
6:30 p.m.		
Thursday,	Parks & Recreation Committee	City Council Chamber
July 21, 2016	Meeting	200 H Street
7:00 p.m.		
Tuesday,	City Council Meeting	City Council Chamber
July 26, 2016		200 H Street
7:00 p.m.		
Tuesday,	National Night Out	Various Neighborhoods
August 2, 2016		Throughout the City
6:00 p.m9:00 p.m.		
Wednesday,	Planning Commission Meeting	City Council Chamber
August 3, 2016		200 H Street
6:30 p.m.		

Thursday, August 4, 2016 3:00 p.m.	Board of Administrative Appeals	City Council Chamber 200 H Street
Saturday, August 6, 2016 9:00 a.m11:00 a.m.	Neighborhood Cleanup	TBD
Tuesday, August 9, 2016 7:00 p.m.	City Council Meeting	City Council Chamber 200 H Street

#### CITY COUNCIL SUMMER BREAK

The Antioch City Council will take its annual one-meeting summer break in July. There will be no City Council Meeting on the usual second Tuesday of the month, which is July 12<sup>th</sup>. City Council Meetings will resume the regular meeting schedule on July 26<sup>th</sup> until the Holiday break in December.

#### CITY OF ANTIOCH FREE SATURDAY SUMMER CONCERT SERIES

Once again Waldie Plaza in downtown Antioch, also known as "Rivertown," will be the place to be on Saturday nights in July and August for free evening concerts by the river. The Antioch Summer Concert Series brings back memories of days gone by where families and friends would meet in the early evening hours to relax, reminisce and enjoy quality entertainment. See Arts & Culture section of this report for more information.

#### **CITY CLERK UPDATES**

The Annotated Agenda for the June 28<sup>th</sup> City Council Meeting is posted on the City's Website. To view the agenda information, click on the following link: <a href="http://www.ci.antioch.ca.us/CityGov/agendas/">http://www.ci.antioch.ca.us/CityGov/agendas/</a> and then click 'City Council'.

The Board of Administrative Appeals meeting was held on July 7, 2016. The next regularly scheduled Board of Administrative Appeals meeting will be held on August 4, 2016. The Board meets on a monthly basis – the first Thursday of every month, in the Council Chambers beginning at 3:00 p.m.

The City Clerk's office is accepting applications for the following Boards/Commission Vacancies:

- Board of Administrative Appeals: 1 (2-yr term) Alternate Member vacancy.
   EXTENDED Deadline date to apply: 07/08/16
- Police Crime Prevention Commission: 2 vacancies (4-yr term) exp. June 2020
   EXTENDED Deadline date to apply: 07/08/16

Any interested resident is encouraged to apply. To be considered for these volunteer positions, a completed application must be received in the Office of the City Clerk by 4:30 p.m. on the dates listed above. Applications are available at <a href="https://www.ci.antioch.ca.us">www.ci.antioch.ca.us</a> and at the City Clerk's Office, City Hall, 200 H Street, Antioch, CA 94509, (925) 779-7009, Monday through Friday, 8:30 a.m. to 4:30 p.m. Your interest and desire to serve our community is appreciated. Appointees are required to file a FPPC Form 700 "Statement of Economic Interests" within 30 days of their appointment by the City Council.

On July 5<sup>th</sup> at 4:03 p.m., Joy Motts, proponent Jim Lanter's representative, submitted initiative petitions for the Committee to Save the Yard: "Initiative to Rezone Downtown Property for "Town Square" Uses". Pursuant to the provisions of the State Elections Code Section 9210(b), said petitions were examined on July 5, 2016 and after 4-1/2 hours were found to contain 5,139 signatures on 214 sections. In accordance with State Elections Code Section 9210(a), it was determined that the last official report of registration to the Secretary of State was 44,365 registered voters, as of March 5, 2016. In accordance with Elections Code Sections 9214 and 9215, an initiative petition would require 4,437 signatures to qualify for the next general municipal election. Therefore, in accordance with State Elections Code Section 9210(b), it has been determined that said petition contains 5,139 signatures, prima facie, which is in excess of the minimum number of signatures required in order to qualify for filing. The City Clerk hand-delivered the petitions to the Contra Costa County Elections Department on July 6<sup>th</sup>. The County Elections Department is responsible for the official count and verification of signatures.

The County Clerk-Recorder and Registrar of Voters of Contra Costa County Election Department has provided a certified copy of the canvass of the June 7, 2016 Primary Election for the Initiative Limiting Card Rooms within the City and Requiring Voter Approval for New or Expanded Card Rooms (Measure E) and City Treasurer Appointed (Measure G). The resolution confirming the results will be posted on the July 26<sup>th</sup> Council Meeting Agenda.

All City Elected Officials and Open Campaign Committees must submit the Fair Political Practices Commission (FPPC) Form 460 or Form 470 **no later than August 1<sup>st</sup>** to the City Clerk's office covering the period January 1 to June 30, 2016.

While Candidate Filing Period for two Council Members, Mayor, City Clerk and City Treasurer does not officially begin until July 18<sup>th</sup>, several residents have already filed a Form 501 "Candidate Intention Statement" and some have already filed a Form 410 "Statement of Organization Recipient Committee" to obtain a FPPC ID number and begin collecting contributions. Here are the residents who have filed a Form 501 "Candidate Intention Statement" for the following offices:

Mayor: Wade Harper, Gilbert "Gil" Murillo, Sean Wright and Lori Ogorchock Council Member: Mary Rocha, Monica Wilson, Frederick Rouse, Kenneth Turnage II

and Lamar Thorpe

City Clerk: Arne Simonsen

City Treasurer: Donna Conley

The City Clerks Association of California is awarding City Clerk Arne Simonsen a \$300.00 Scholarship for the September, 2016 Technical Training for Clerks (TTC) Series 200 at UC Riverside. He also received a \$300 Scholarship to attend the New Law & Elections Seminar to be held November 30-December 2 in Monterey.

#### **HUMAN RESOURCES UPDATES**

#### Hires/Reclassifications/Promotions:

 Sabrina Gibson was hired as an Animal Control Officer for Antioch Animal Services on Wednesday, July 6, 2016.

Please join me in welcoming this employee to the City of Antioch.

#### Recruitment Updates:

- Police Trainee and Academy Graduate accepted applications through 7/1/2016, applications being reviewed, physical agility scheduled for 7/22/2016.
- Police Trainee and Academy Graduate accepted applications through 6/3/2016, applications reviewed, physical agility held on 6/17/2016, Police Trainee written exam held 6/20/2016, Oral boards scheduled for 7/15/2016.
- Police Trainee and Academy Graduate accepted applications through 5/6/2016, applications reviewed, physical agility held on 5/27/2016, Police Trainee written exam held 5/31/2016, Oral boards held 6/24/2016. Eligibility list submitted to the Police Department.
- Police Officer Lateral oral boards scheduled as they apply, eligibility list submitted to the Police Department.
- Police Dispatcher Lateral accepted applications through 6/24/2016. Oral boards to be held 7/7/2016.
- Police Dispatcher accepted applications through 7/1/2016, applications being reviewed. Written exam tentatively schedules for 8/1/2016.
- Building Inspector position oral boards held 6/21/2016, eligibility list submitted to the Community Development Department.
- Public works Department made selections for the Public Works Technician positions, hiring in process, tentative start date 8/1/2016
- Public Works Department made a selection for the Development Services/Engineering Technician (Engineering) position, hiring in process.
- Administrative Assistant for the Parks and Recreation Department accepted applications through 6/24/2016, applications being reviewed. Oral boards to be held 7/21/2016.

#### Currently open recruitments include:

- Police Officer Lateral (continuous)
- Police Academy Graduate/Student (continuous)
- Police Trainee (continuous)
- Public Works Inspector

The City's open recruitments can be found on the Human Resources page of the City website. Follow the appropriate link(s) to apply through NEOGOV.

#### **FINANCE UPDATES**

**Good news on Mello Roos** - Great news for those Antioch residents paying CFD 89-1 Mello Roos assessments on their homes! A bond call notice will be going out July 1<sup>st</sup> to call all remaining bonds on August 1, 2016. This means the assessment paid by homeowners on their 2015/16 property tax bills was the final assessment to be collected. The Mello Roos District was created in 1989 between the City and Antioch Unified School District to build the Prewett Water Park and Community Center as well as eight schools.

**Business License Online -** New businesses within the City of Antioch, or doing business within the City, can now apply for a City business license on-line. This new feature makes it more convenient than ever for businesses to comply with the City's business license ordinance. The on-line application can be found at: <a href="http://ci.antioch.ca.us/CityGov/Finance/BusLic.htm">http://ci.antioch.ca.us/CityGov/Finance/BusLic.htm</a>

#### **INFORMATION SYSTEMS UPDATES**

- Work orders opened/completed for the week: 93/104
- Team worked on assigning new finance system user roles.
- Team updated and configured 2 iPads for PW.
- Team worked with vendor on server issues
- Team resolved issue with sending reports from PD vehicles.
- Team performed maintenance on roaming profiles.
- Team installed misc hardware peripherals throughout the City

#### **ECONOMIC DEVELOPMENT UPDATES**

The City of Antioch, as part our Rivertown Revitalization Project, is spotlighting businesses in the Rivertown Business District on the banks of the San Joaquin River in downtown Antioch. You will find the features on Facebook and Twitter.

This week's business spotlight is on **Prime Vintage Realty**. The owners, Rodney and Ursula Lal, recently restored the historical Antioch Lumber Company Building located at 340 West 2<sup>nd</sup> Street to be there headquarters and your one stop shop for real estate services. Prime Vintage Realty has provided numerous residents in the East Bay exemplary assistance in buying and selling both residential and commercial real estate. In a series of Q&A, Rodney provided us with a more in-depth look at his business and himself. Check out Facebook and Twitter for the rest of the story...

Follow us out on Twitter! Like us out on Facebook!

Name: CityofAntioch,CA Name: City of Antioch – City Hall

Address: @AntiochCAgov

#### **ARTS & CULTURE UPDATES**

Call for Artists: The Arts & Cultural Foundation, in partnership with the Antioch Historical Society, will host the 11th Annual Celebration of Art 2016 Exhibit at the Antioch Historical Society Museum. This is a non-juried exhibit with no required theme, with up to 60 local artists participating. The event begins on Saturday, June 25th, with an artist reception from 2-4 PM. The exhibit continues through Saturday, July 20th. The event, artist reception and entry to the museum are free. The exhibit will feature up to 60 artists. Webpage link: <a href="http://art4antioch.org/CelebrationofArt-artistInformation.asp">http://art4antioch.org/CelebrationofArt-artistInformation.asp</a>. For more information email Diane@Art4Antioch.org or call (925) 779-7018 (Monday-Thursday).

#### **Antioch Free Saturday Summer Concerts Series**

Once again Waldie Plaza in downtown Antioch, also known as "Rivertown," will be the place to be on Saturday nights in July and August for free concerts by the river. The Antioch Free Saturday Summer Concert Series brings back memories of days gone by where families and friends would meet in the early evening hours to relax, reminisce and enjoy quality entertainment.

The first concert will be held July 9th and the free concerts will continue every Saturday through August. Local bands will provide a variety of music from 6-8 PM in Waldie Plaza, located between G & I Streets (by Antioch City Hall off of 2nd Street). Bring your lawn chairs or blankets and visit a downtown restaurant before the concert or bring a light meal/snack from home. Waldie Plaza is a designated park and park rules apply (no alcohol, dogs on leash, etc.).

The musical lineup is: <u>July 9th: Mixed Nuts</u>, 40's Hits to Present, July 16th: Spare Change, Country, Rock, Blues, July 23rd: <u>Nicky D/The Extreme All-stars</u>, Old School, <u>July 30th: Otilia/The Back Alley Boys</u>, Rock, Blues and Soul, <u>August 6th: Toree McGee & Rodeo House</u>, Today's Country, <u>August 13th: Project 4</u>, Punk, Soul, Latin & R&B, <u>August 20th: Touch of Class</u>, R&B / Funk, Oldies & Standards, <u>August 27th: Vocal-Ease/The Boogie Men</u>, 40's, '50's & '60's.

The concert series would not be possible without the support of the sponsors. Major Sponsors are the Lesher Foundation and Arts & Cultural Foundation of Antioch. Additional Sponsors are: Republic Services, NRG, City of Antioch, JILL FISTER, Realtor, Berkshire Hathaway HomeServices, Earline LeBuy, CPA, Antioch Chamber of Commerce, Beverly Knight Photography, ICR Electric and the Antioch Herald.

For more information visit <a href="https://www.Art4Antioch.org">www.Art4Antioch.org</a> or call (925) 779-7018.

#### **El Campanil Theatre Coming Attractions:**

602 W 2nd Street in historic downtown Antioch
Tickets are available online: <a href="www.ElCampanilTheatre.com">www.ElCampanilTheatre.com</a>
Phone (925) 757-9500 or at the ticket office Monday – Friday from 10am- 2 pm

## The Golden Follies Presents "Curtain Up" Sunday July 10, 2016 2:00 pm Reserved Seating

The Golden Follies presents "Curtain Up!" A wildly entertaining variety show packed with memorable music, featuring classic movies, striking women and a rousing, flag waving tribute to our fabulous USA. Senior performers, ages 60 through 91, electrify the stage with their talent, energy and pizzazz! Adorned in glamorous costumes, executing stylish choreography they rock the stage as they tap, kick, strut and dazzle with their radiant smiles and showmanship. Featured with the Golden Follies will be outstanding S.F. Chanteuse Wiggy Darlinton.

Tickets: www.ElCampanilTheatre.com or (925) 757-9500

### International Film Showcase Presents: Accused (Netherlands)

Lucia de B. (original title)

Sunday July 24, 2016 2:00 pm

A psychological thriller, based on one of the most controversial court cases in the Netherlands. Lucia, a nurse, is sentenced to life imprisonment for allegedly having killed at least seven babies and elderly people. Then the young assistant DA responsible discovers evidence that may prove her innocence.

Language: Dutch English Subtitles

#### **RECREATION UPDATES**

- The Community Development Block Grant funds that provide youth scholarships for recreation programs were fully used in Fiscal Year 15-16. The Recreation Department was awarded \$15,000 and 135 children were able to participate in healthy activities, swim lessons, fun fitness programs, pre-school and recreational education programs.
- Last week, the Recreation and Public Works Departments received notice that the City received a \$40,000 grant for playground equipment replacement at Prosserville Park. The grant allows staff to move forward with playground design and development.
- Last week, 21 camps and groups visited the Water Park for a refreshing jump in the pool and ride down the slide. You can join them and stay cool during the hot weather. Make the most of your summer and BE COOL BY THE POOL!!
- Over the three day July 4<sup>th</sup> holiday weekend the Antioch Water Park collected \$32,000 in admission fees and another \$8,000 in concession sales. There is plenty of water season left in the summer; the three reservable tent/cabanas are booked this weekend.
- On Tuesday, 124 youth and some adults started Session Three swim lessons; there
  are eight daily lessons in a session, and each day is 30 minutes in length.
- Last week, 36 people participated in water aerobics classes; an excellent fitness program for people who are unable to run or jump on hard surfaces.
- Last week, water park staff built a box boat out of duct tape and cardboard, which is now on display to promote the Box Boat Derby scheduled for Friday July 15<sup>th</sup> at 4:30pm!
- Water Park staff continues to learn multiple positions at the Water Park in an effort
  to cross train as many staff as possible. A Water Safety Instructor class will be held
  starting this Monday to train current lifeguards on teaching swim lessons. Lifeguard
  In-Service trainings were held for staff on Sunday and Thursday to review their CPR
  and lifeguarding skills and the seasonal managers met to select staff and lifeguard
  of the week, as well as discuss ways to improve communication.
- Throughout the week, the City's alarm vendor completed work to various areas of the Water Park alarm system. The repair work will help in assuring better overnight security of the Park.
- Last week, Water Park staff updated files and binders to reflect the new fiscal year.
- On Thursday, the Water Park maintenance team held its bi-weekly tailgate safety meeting. The topic was Personal Protective Equipment.
- On Thursday, Water Park maintenance staff performed periodic maintenance on various chemical feed devices
  - 48 youth participated in the Coyote Hills Summer Day Camp they explored food adventures during "icky sticky gooey chewy" week!
  - Last week, 21 young teens dropped in to the Gym for the weekly "open gym for middle-schoolers" program. This open gym opportunity is sponsored by the Leo Fontana Family Foundation and gives youth a safe place to play and socialize for only \$3 per person.

- On Tuesday, 20 adults dropped by for some open gym volleyball play.
   Volleyball is an excellent fitness activity for every age, feel free to visit and meet other players.
- Last week, staff continued promoting and planning for Skate Park Demo Day on July 9<sup>th</sup>. You do not want to miss this opportunity to see local kids and teens showing off their skateboard skills. There will also be demonstrations and resources about safe skating.
- Staff continued program planning for the "Adventures in Fun and Fitness" mobile recreation program which begins on July 12, 2016 at City Park, at 10:00am. This drop-in summer recreation program is sponsored by Kaiser Permanente and offers healthy activities, recreation and nutrition for school-aged youth. The fee is a suggested donation, which makes the program affordable for everyone.
- July is Parks and Recreation Month! Join the #SUPERJULY challenge and visit your local parks or join a program. Recreation is hosting a social media challenge post four pictures of yourself with friends & family in Antioch parks during July on the Recreation Facebook page by August 1<sup>st</sup> and you will receive prizes. Tell us which park or trail, what you are doing, and when!

#### Senior Center Services

- Last week, 406 affordable healthy meals were served through the C.C. Café; an increase in 50 lunches over last week. The daily lunch and socialization help prevent heart attacks, depression, asthma and congestive heart failure. No membership or income requirements are required to eat at the C.C. Cafe. The nutrition program is a partnership with Contra Costa County and the City of Antioch.
- On Wednesday, more than 15 seniors enjoyed Movie Mania. This week's movie was *The Martian* starring Matt Damon.
- Also on Wednesday, staff met with East Bay Regional Park District to plan for another outdoor excursion in September.
- Last week, staff began coordinating an event with the Department of Business Oversight on "Fraud Prevention."
- On Thursday, six seniors joined the "Get Up and Go with the Director," walk through historic Rivertown. The group strolled to the Public Works Department – staff provided an impromptu tour of the Maintenance Yard. The seniors were very impressed with the clean and orderly appearance of the yard; they did not know the area was so large.
- To date the Senior Club has received new and renewal membership applications from 888 Seniors.

#### **COMMUNITY DEVELOPMENT UPDATES**

#### Planning:

Public inquiries responded to via email/phone/counter

#### **Building Permit Activity:**

•	Permits issued	48
•	Inspections requested	105
•	Public inquiries responded to via email/phone/counter	155

## Code Enforcement:

•	Cases Followed Up On	64
•	New Cases Opened	52
•	Posted Sub-Standard	0
•	Citations Issued	4
•	Warrants Obtained and Served	0
•	Cases Closed	30
•	Blight & Rubbish Removal (in yards)	98
•	Graffiti Removal	36
•	Shopping Carts Removed	15
•	Demand to Title for Cost Recovery	0
•	Demands to property owners	7
•	Special Assessment Liens recorded	0
•	Prepare & Record Release of Lien	3
•	Phone messages reporting violations	23
•	Web Reports	17

#### **Environmental Resources:**

- Spare the Air: While we should make a point to reduce our emissions every day, on Spare the Air Days it is even more vital. Please make an effort to reduce your vehicle use and avoid using gas powered yard equipment and charcoal BBQs. To receive notifications by text, phone or email of future Spare the Air Days visit, http://sparetheair.org/
- Free Composting Workshop, Sat Aug 13<sup>th</sup>, 9-11am, 779-6137 to sign up.
- This summer marks the 5<sup>th</sup> summer that residents can take advantage of FREE Energy Audits & Mini-Retrofits through CA Youth Energy Services. It doesn't matter if you live in a house, apartment, own or rent! Get new hardware, save money & help the environment -ALL FOR FREE! Call 510-665-1501x5 to sign up.

#### CDBG:

No news this week as our CDBG consultant, Teri House was on vacation.

#### **Drought Updates:**

While this winter brought us enough rainfall and snow pack to make it through the dry season, conservation is still vital and many prohibited uses are still being enforced. Visit <a href="https://www.antiochwater.com">www.antiochwater.com</a> for the list of prohibited water uses.

<u>Final 2015 Urban Water Management Plan</u> is available. <u>The City of Antioch's 2015 Urban Water Management Plan (UWMP)</u> documents the City's planning activities to ensure adequate water supplies to meet existing and future demands for water. The UWMP presents forecasted supplies and demands, describes the City's conservation programs, and identifies recycled water opportunities to the year 2035.

#### Last Week's Irrigation Repairs and Service:

- Parks Citywide: Water is now running at 72% of 2013 summer water use, with the exception of the Recycled Water Parks which are at 100% with no water restrictions. Those Parks are: City, 1000 A St.; Chichibu, 3200 Longview Road; Fairview, 1100 Crestview Dr.; and Mountaire, 2600 Sunset Lane.
- Community Park: 3 irrigation controllers were upgraded to new and 13 broken sprinklers were replaced.
- Contra Loma Estates Park: 2 sprinklers and 1 turf valve were replaced. Repairs were made to the irrigation controller.
- Hillcrest Park: 1 turf valve was replaced.
- Markley Creek Park: A leaking water pipe was repaired and 3 broken sprinklers were replaced.
- L St. 1 sprinkler repaired, 4 sprinklers adjusted and 1 valve rebuilt.
- P.D. 1 sprinkler repaired and 1 sprinkler adjusted.
- Buchanan Rd. 2 sprinklers repaired and 3 sprinklers adjusted.
- Deer Valley Rd. 2 valves rebuilt.
- Dallas Ranch Rd. 2 sprinklers repaired.
- Hillcrest Ave. 2 sprinklers repaired.
- Mt. Hamilton Dr. 1 sprinkler repaired and 1 valve rebuilt.
- Contra Loma Blvd. 1 sprinkler repaired.
- Prewett Ranch Dr. 6 sprinklers repaired.
- Delta Fair Blvd. 6 sprinklers repaired and 2 valves rebuilt.
- Golf Course Rd. 1 valve rebuilt.
- Amargosa Dr. 1 sprinkler repaired, 5 sprinklers adjusted and 1 lateral line repaired.

#### **PUBLIC WORKS UPDATES**

#### Administration

- 2016 Pavement Management Program is continuing throughout the City. In addition to various residential streets, the \$2.6 million asphalt pavement roadway rehabilitation project will include major arterial streets, such as Lone Tree Way, James Donlon Blvd., Somersville Road, Buchanan Road, Golf Course Road, Hillcrest Avenue, and is slated for completion in September 2016.
- Long awaited final paving and striping work is occurring on Lone Tree Way/A Street and Hillcrest Avenue. Completion of these improvements will allow traffic to move much more smoothly through these new interchanges and adjacent streets.
- The Marina fuel system upgrade project has been completed. A new gas/diesel combination fuel dispenser and automated card reader are now operational offering better service to Marina fuel customers and increased hours of operation.

#### Engineering & Development Services

- City-owned cell sites, various locations: Staff is performing site visits and review of land leases, 100% construction drawings, consent letters, photo-sims and related technical reports and materials in response to various applications for equipment upgrades and site modifications.
- Laurel Ranch, a 186-unit housing development by Richland Communities, located at the eastern terminus of existing Laurel Road and west of Highway 4: Staff is reviewing the final development plan and preparing project conditions of approval.
- Olive Groves Subdivision, 263 single-family detached senior housing units with assisted living facility, commercial uses and open space: Residential portion gated with private streets. Staff is preliminarily reviewing the PDP-16-01 application.
- Park Ridge Phase I, a 123-unit housing development by Davidon Homes, located west of Canada Valley Road and east of Highway 4: The subdivision plan and map checks have been completed and staff is working with the developer to form a district to fund offsite improvements. Staff is reviewing proposed Slatten Ranch Road infrastructure improvements.
- SR4 (Segment 2) Contra Loma Blvd. Interchange/'G' Street Overcrossing Project:
  The project has been accepted by the State. The City is working with Caltrans to
  complete the punch list. The eastbound Contra Loma Blvd. on-ramp is closed
  temporarily for SR4 mainline construction.
- SR4 (Segment 3A) 'A' Street/Lone Tree Way Interchange, Cavallo Road/Garrow Drive Undercrossing Project: Work continues on the 'A' St./Lone Tree Way and Cavallo Road Overcrossings and the new Sunset Drive extension from Bryan Avenue to "A" Street. Slope paving and sidewalk reconstruction is underway. The left-hand turn from westbound Bryan Ave. to southbound A St. has been permanently closed to traffic due to construction of a new raised median and a signalized intersection at Rossi Avenue and A Street. There will be lane closures in the northbound and southbound directions of A Street/Lone Tree Way between Rossi Avenue and E. Tregallas Road from 9:00 a.m. to 3:00 p.m. and 7:00 p.m. to

- 6:00 a.m. Pedestrians and motorists are advised to exercise caution while travelling through these areas.
- SR4 (Segment 3B) Hillcrest Avenue Interchange and BART Tunnel Project: Work is nearing completion on the Hillcrest Avenue Bridge widening, the Pedestrian Overcrossing (POC) and the Maintenance of Works (MOW) Tunnel. The westbound on-ramp from southbound Hillcrest Avenue is now open to traffic. There will be lane closures in both directions on Larkspur Drive between Hillcrest Avenue and Wildflower Drive and on Hillcrest Avenue between Larkspur Drive and Sunset Drive, from 9:00 a.m. to 3:00 p.m. and 7:00 p.m. to 6:00 a.m. Pedestrians and motorists are advised to exercise caution while travelling through this area.
- Aviano, an approved 533 unit housing development located west of the current terminus of Hillcrest Avenue, east and north of Dozier-Libby Medical High School: Staff is working with developer on park extension. First phase of construction documents submitted. Reviewing plans for 3<sup>rd</sup> plan check.
- Working on creating Community Facilities Districts for FUA 1.
- Tabora Gardens: Senior apartment complex on James Donlon and Tabora Drive.
   Returned 2<sup>nd</sup> plan check comments for revision.
- Child Care Education Building in Williamson Ranch Plaza: Review plans 2<sup>nd</sup> check.

#### Capital Improvements Division

- Country Hills Drive and Vista Grande Drive Water Main Replacement: A-S
  Pipelines, Inc. is performing pressure and bacteriological testing of the new water
  facilities on Country Hills Drive between Vista Grande Drive and Canada Valley
  Drive.
- Water Treatment Plant Electrical Upgrades: Staff is reviewing the electrical alternative technical memorandum provided by TJC and Associates.
- Water Treatment Plant Disinfection Improvements: CDM Smith is developing a technical memorandum comparing aqua ammonia and ammonium sulfate for potential use at the Water Treatment Plant.
- Marina Boat Launch Facility Restroom: The City has received the fully executed grant agreement from the California Department of Parks and Recreation, Division of Boating and Waterways for the design and construction of this project.
- North East Annexation Infrastructure Improvements: Staff is reviewing a proposal for consulting services from BKF Engineering to provide engineering services and to prepare preliminary plans, estimates and studies for the planning and the design of infrastructure improvements needed to serve the newly annexed Area 1 and 2B.
- Pavement Management Technical Assistance Program (P-TAP) Grant: The city
  was awarded grant funding from MTC for consulting services to assist the City in
  implementing and maintaining the annual Pavement Management Program System
  by inspecting the pavement conditions of arterial, collector and residential streets
  and provide us with design recommendations for pavement rehabilitation projects.
  AMS Consulting Services will start the street pavement survey for this program in
  September 2016.

- 2016 Pavement Management Program: MCK Services, Inc. has commenced pavement rehabilitation activities throughout the City. This project will include improvements to major arterial streets such as Lone Tree Way, James Donlon Blvd., Somersville Road, Buchanan Road, Golf Course Road, Hillcrest Ave. and various residential streets north of Highway 4.
- Transportation Impact Fee Study: Staff is working with the consultant, EPS, to finalize the land use forecasts, the transportation improvement list, the network to be used in the traffic model, and proposed fee. The final draft Fee Study will be presented to the City Council for public review and comments in August 2016.
- Prewett Water Park Improvements: Sierra Valley Construction is continuing work on the playground and the spray ground facilities. Both projects are scheduled to be completed in September 2016.

#### Water Treatment Plant

- Cleaned Solar Bees out on the municipal reservoir. Solar Bees circulate the water in the reservoir; cleaning the Solar Bees prevents weeds from restricting the circulation. Also cleaned the staff gage on the tower. This is reoccurring and ongoing.
- Re-routed the centrate from the centrifuge to the inlet pipe to help with the flocculation process.
- Pumped out and cleaned the Reclaimed Water tank.
- Installed a new 150 AMP breaker to #3 zone 2 pump controls.
- Powered down the main electrical supply to "A" Plant to allow Associated Power Solutions to complete adjustments to electrical breakers associated with the Arc Flash Hazard Assessment of the facility.

#### Water Distribution

- Water Distribution staff had 161 stops for water service including disconnections.
- Water Distribution staff had a total of 84 USA tickets completed for utility location.
- Water Distribution meter reading has now started for the month of July.
- The State Water Board has extended water conservation prohibitions through January 2017.
- Water Distribution staff continues to monitor water meters, conservation and usage at all City buildings and parks.
- Water Distribution staff continues to respond to drought hotline inquiries.
- Water Distribution staff responded to customer calls regarding water maintenance issues city wide.
- Water Distribution staff replaced a water service on Doolittle Way.
- Water Distribution staff repaired a meter for AUSD.
- Water Distribution staff repaired a 2" service leak at the Marina.
- Water Distribution staff repaired a 6" main break on Putnam.
- Water Distribution staff repaired and replaced two water services on Westbourne Dr.

- Water Distribution staff continues State mandated annual backflow testing.
- Water Distribution staff performed preventative maintenance on fire hydrants city wide.
- Water Distribution staff hauled off green waste for recycling, as well as cleaned up debris at the city's Fulton yard.
- Central Stores staff cleared debris, graffiti and household items from Fulton Shipyard Rd. boat ramp area.
- Central Stores staff cleared debris and graffiti from Amtrak platform.
- Central Stores completed the process of fiscal year-end inventory.
- Central Stores assisted the Streets Division with traffic control equipment for the Fourth of July celebration.

#### Public Works Operations – Parks and Landscape

- Citywide Fire Abatement: The City Fire Abatement Program continued this week in Hillcrest Zones 1 & 2 and Citywide Zones 2, 8 and 10.
- Playground and Park Safety Inspections: Completed at Marchetti and Mira Vista Hills.
- Community Park: Upgraded three irrigation controllers and replaced 13 broken sprinklers.
- Contra Loma Estates Park: Replaced two sprinklers and a turf valve, and repairs were made to the irrigation controller.
- Hillcrest Park: Replaced a turf valve.
- Markley Creek Park: Repaired a leaking water pipe and replaced three broken sprinklers.
- Doggie Waste Dispensers: Installed five doggie waste dispensers at Country Manor and Harbour Parks. This was an Eagle Scout Volunteer Project spearheaded by Boy Scout Troop 243's Jude Kiruuta. Many thanks to Jude!
- Irrigation: Repaired 44 irrigation leaks on City property.
- Spot Spray: Marina and James Donlon Blvd.
- Trim Crews: Hillcrest medians, Country Hills Dr., Indian Hills Dr., Prewett Ranch Dr., Deer Valley rights of way, Delta Fair Blvd., Dallas Ranch Rd., and Canada Valley Rd.
- Irrigation Controllers: Installed three new controllers for Community Park.
- Weed (Fire Abatement): City crews weeded behind the homes on the north side of Carpinteria Dr. and along the Hillcrest Trail.
- Tree Trim: Contra Loma Blvd, and Dallas Ranch Rd.

#### Public Works Operations – Street Maintenance

- Graffiti Abatement: Removed graffiti from City property in numerous areas.
- Signs: Replaced four existing signs due to poor reflectivity.
- Potholes: Filled three potholes.
- Striping: Painted 408 feet of 12 inch yellow school crosswalks and 224 stencils.
   Painted red curb within 28 courts.

- Service Cut: Repaired a service cut, utilizing 170 tons of asphalt on Lone Tree Wy.
- Thermoplastic: Re-striped stop legends and stop bars utilizing 2,250 pounds.

#### Public Works Utilities - Collections Division

- Calls for Sewer Service: Received and responded to four calls for service from the public. Responding crews televised 525 linear feet of public sewer laterals connecting to the City's sewer system.
- Sewer Mains: Daily preventative maintenance performed on over 13,914 linear feet of sewer main lines.
- Quarterly Sewer Main Cleaning: The route schedule is under review to increase inspection frequency of identified priority locations and integrate a proactive preventative cleaning schedule for these pipelines.
- Sewer Lateral Maintenance Program (SLMP): Repaired three laterals that were severely damaged requiring immediate repairs and televised 15 laterals.
- Manhole Inspection Program: Crews inspected 61 manholes. Manholes are inspected for loose lids, debris, locking mechanisms, and status of infrastructure for future maintenance and rehabilitation. Staff is updating the program and processes for integration into the City's computerized maintenance management system.
- Sanitary Sewer Overflow (SSO) Reduction Program: Staff is working on formal inspection criteria to inspect manholes in rural areas. The use of "SMART Manholes" in strategic areas will be utilized to alert leadership staff within the division of potential SSOs. This program will also assist in determining the need for locking mechanisms.
- Closed Caption Televising (CCTV): Crews televised 3,464 feet of sewer main lines this past week. The CCTV Preventative Maintenance crew inspects sewer mains to identify the condition and causes of blockages and SSOs.
- National Pollutant Discharge Elimination System (NPDES): Crews removed 12 bags of trash and debris from various creeks and channels. Vegetation was abated in 2.5 acres of low water line access to channels. Staff delivered 30 yards of dirt at Markley Creek to assist the contractor with bank repair. These activities ensure the City meets the Federal Clean Water Act requirements of municipalities discharging storm water into waterways. Proactive preventative maintenance is restricted to the months of April through October.

#### Public Works Operations – Fleet Division

- Preventative Maintenance: Service was performed on 13 City vehicles as scheduled.
- Unscheduled Repairs: A total of 57 unscheduled, necessary repairs to City vehicles were performed.

#### Public Works Operations - Municipal Marina

- The Marina responded to three berthing inquiries and provided one facility tour.
- The Marina was officially designated as a San Francisco Bay Area Water Trail Launch Site. This designation serves to give the public access to the water for non-

motorized water craft such as kayaks and canoes. Antioch Marina hopes to increase access and outreach with future construction of launches and low freeboard docks. New grant opportunities for launches and storage are now under review. For more information regarding the San Francisco Water Trail and its mission visit: http://sfbaywatertrail.org.

- Maintenance: Flushed and cleared the Marina basin of weeds and debris. Cut and trimmed brush along boat launch ramp and continuing irrigation repairs along the Marina trail walkway.
- Advertising and Outreach: Approved advertisements placed in Yachtsman magazine reaching over 40,000 boaters. Craigslist advertisements placed in Bay Area, Stockton, Sacramento, Monterey, and Santa Cruz listings. Advertising Annual Boat Launch Ramp Passes for \$100 and self fueling station available on Craigslist.

#### <u>Public Works Operations – Facility Maintenance Division</u>

- Animal Shelter: Replaced a damaged hose on the kitchen faucet.
- City Hall: Replaced a 240 volt outlet located near the main entrance.
- Police Department: Replaced a toilet handle assembly in the women's restroom next to the community room and replaced multiple ballasts in the build-out hallway.
- Senior Center: Installed a new faucet in the maintenance room and replaced a damaged sink strainer basket located in the art room.

#### **GIS** Division

- Collections Clean Out Data Editing: Continuous.
- Collections Lateral Data Editing: Continuous.
- CMMS Permission Restructure: Complete.
- Begin PD Emergency Services Maps: 75% complete.
- Storm Basin Entry Emergency Response Map: 60% complete.
- Continued Collection System Updates: 85% complete.
- Collection Route Map Updates: 90% complete.

#### POLICE DEPARTMENT UPDATES

- On 7/7/16 at 4:09 am, officers were in the area of 85 S. Lake Dr. when they observed 27 year old James Ramey driving without a license plate attached to his vehicle. Officers made a vehicle enforcement stop and contacted Ramey. Upon making contact, officers observed a glass pipe and a bag containing suspected methamphetamine in plain view. Ramey showed to be on several counts of parole and probation. Ramey was taken into custody without incident and later transported to county jail.
- On 7/7/16 at 12:11 am, the 7-11 night clerk at 4355 Hillcrest Ave. was busy cleaning when a male subject walked in the store. The male approached him and put a handgun in his back. He demanded all the money and the clerk

- provided him what was in the till. The subject fled on foot towards Wildhorse Dr. and out of sight.
- On 7/6/16 at 10:10 pm, the victim was in the parking lot on Madrid Lane and was in the process of getting her infant out of the car when she was approached by an unknown male. The male pointed a firearm at her and demanded her purse. She gave the male her purse and the male then got into the passenger seat of an older model green Toyota sedan. The Toyota was occupied with two other unknown males. The vehicle fled the area northbound on Gentrytown Dr. A short while later, the victim advised the officers her credit card had been used at the Shell gas station in Bay Point. Officers responded to the Shell in attempt to locate any video footage, which met with negative results.
- On 7/6/16 at 8:32 pm, at approximately 1830 hours, the victim was walking home on Country Hills Dr. near Wolf Way when he was approached by an unknown male. The male lifted his shirt exposing the pistol grip to a black semi automatic handgun. The male told the victim to hand over all his property. The victim gave the male his backpack and IPad in fear and went home to call the police.
- On 7/6/16 at 5:20 pm, officers were working a proactive detail when they observed a white Nissan pass them with no license plates. They made a u-turn but the vehicle fled west on Sunset Ln. at a high rate of speed before they could turn around to initiate a traffic stop. The officers drove in the last known direction and found the Nissan had collided with another vehicle on the curve near Bryan Ave. As they approached, the driver, 33 year old Vitorrio Mercurio was attempting to flee but was quickly detained. The driver of the other vehicle had complaint of pain but no serious injuries. Mercurio complained of having a broken leg from the accident and both were sent to the hospital for treatment. Mercurio was released pending further investigation due to his injuries.
- On 7/6/16 at 11:51 am, 24 year old Mario Fregoso was driving recklessly in his neighborhood and collided into the victim's vehicle near the intersection of F St. and W 13<sup>th</sup> St. The collision left both vehicles with major damage. Afterwards, Fregoso and his passenger fled on foot. Several people witnessed the incident that knew who he was and told police. Fregoso was contacted at his residence and identified as the driver. The victim was transported to the hospital with moderate injuries. During this investigation, Oakley PD contacted us and stated the registered owner was reporting their car stolen. Fregoso was cleared at the hospital and then transported to the county jail for auto theft and hit and run charges.
- On 7/6/16 at 10:20 am, the victim was on vacation out of the area and returned to find his car gone. He reported it stolen and an officer observed 30 year old Arthur Castro driving it. Arthur had time to run into 2701 Carob St. A probation search was conducted and Arthur came out from hiding after K-9 announcements. He was arrested without incident however, his brother, 25 year old Raymond Cardoza chose to hide in the garage underneath some clothing. Raymond refused to come out and a police K-9 located him and took him into

- custody. Raymond was cleared medically at a local hospital and they were both booked into county jail.
- On 7/5/16 at 9:078 pm, officers were dispatched to Prewett Ranch Dr. and Cedar Ridge Way for a report of a male lying in the street yelling. When officers arrived, they contacted 23 year old David Bridges staggering in the area. Bridges displayed symptoms of being under the influence of an alcoholic beverage. He suddenly began to cry asking to be taken to jail because he wanted water to drink. His demeanor shifted and he became erratic making incoherent statements. Due to his intoxicated state, he was arrested for drunk in public and transported to county jail.
- On 7/5/16 at 4:51 pm, officers contacted 44 year old Anthony Davison as he was leaning into the driver's seat of a parked vehicle at A St. and W. Madill St. The vehicle was determined to be stolen. Davison was arrested without incident and was found to be on parole for murder. Davison was transported and booked into county jail.
- On 7/5/16 at 11:08 am, an officer conducted a traffic stop at 18<sup>th</sup> St. and A St.
  The driver was not able to provide identification and appeared to be lying about
  his name. The officer requested another unit and the cogent finger print device
  was used to learn the driver's real name. 24 year old Adolfo Babino was found to
  have two warrants for his arrest. He was booked into county jail without further
  incident. His vehicle was towed with a 30 day hold.
- On 7/5/16 at 12:20 am, a clerk at the 711 located 2301 Buchanan Rd. called APD after an adult male entered the store and approached the counter with items to purchase. As the clerk was adding the cost of the items, the BMA produced a small handgun and demanded the money from the register. The clerk complied and gave the male cash from the till. The suspect was described as wearing a black hooded sweatshirt and khaki pants and fled on foot east on Buchanan Rd.
- On 7/4/16 at 6:39 pm, an officer was driving past the entrance to Lone Tree Golf Course and noticed a vehicle was trying to drive through the chain link fencing next to the iron gates. The officer stopped and noticed the chain linked fencing was wrapped around the rear tires of the vehicle making the vehicle disabled. The officer contacted the driver, 21 year old Juan Estrada, who stated he was inside the golf course area fishing in the lake and because he was locked in and could not leave, he decided to drive through the fencing to exit the property so that he could go home. Approx. 30' of fencing was damaged. Estrada was cited and released from the scene.
- On 7/4/16 at 5:05 pm, 50 year old Bennett Gaxiola had entered the Starbucks 1896 A St. and was disturbing other customers. He was asked by the manager to leave but he refused. The manager called APD to have Gaxiola removed from the premise. Officers arrived and asked him to leave. Gaxiola would not respond or move at the request of the officers. As officers attempted to escort him out of the business Gaxiola resisted and a struggle ensued. He was placed in a restraint device and was transported to county jail.

- On 7/4/16 at 7:40 am, officers were flagged down by an employee at Starbucks located at 2504 Somersville Rd. who advised there was a transient subject inside the business. The male was asleep and refused to leave. Officers contacted 28 year old Christopher Black who refused to leave and yelled obscenities at the officers. When officers attempted to escort Black from the property, he resisted but was handcuffed without incident. Black was arrested for trespassing and brought to APD where he was released on a citation.
- On 7/4/16 at 12:54 pm, 22 year old Justin Banuelos was driving his motorcycle and was observed by an officer run a red light at Lone Tree Way and Country Hills Dr. When the officer fell in behind Banuelos, he quickly accelerated at a high rate of speed and blacked out his lights. The officer did not pursue but observed Banuelos run another red light and disappear into the city streets off Black Diamond Dr. During an area check, the officer located the motorcycle lying on its side in the driveway on Medicine Mountain Ct. with the Banuelos hiding near the side gate holding his motorcycle helmet. He was detained without incident and admitted to running from the police because he did not want to get a ticket for running the red light. Banuelos' driving record indicated a history bad driving and his motorcycle was impounded for 30 days. He was transported to county jail.
- On 7/3/16 at 9:32 pm, officers responded to the Wal-Mart store on a report of an armed robbery having just occurred in the parking lot. Officers contacted the victim who advised she was loading her vehicle with groceries when a small white SUV drove past her, stopped, backed up and stopped next to her. The passenger got out, approached the victim, brandished a handgun and demanded her purse. The victim refused so he grabbed her purse, pulling her to the ground and was ultimately was able to get the purse away from her. The suspect got back into the vehicle and fled. The victim had a complaint of pain only.
- On 7/3/16 at 3:39 pm, the manager of the Safeway on Deer Valley Rd. called APD to report 27 year old Shane Stange was trespassing inside the store and had just stole a bottle of alcohol from the business. An area check was conducted and Stange was located near the Dollar Store in the same shopping complex. The manager identified Stange as the responsible and signed a citizen's arrest form. Stange is also on two counts of probation. Stange was arrested without incident and booked into county jail.
- On 7/2/16 at 11:50 am, officer contacted 18 year old Jashuan Brown driving recklessly in the area of Silverado Dr. and James Donlon Blvd. Brown lied about his name and the thumb reader was deployed. His true identity was learned and he had a warrant for his arrest as well as a suspended driver's license. The vehicle was towed and Brown was transported to the county jail.
- On 7/2/16 at 8:09 am, during the investigation of a suspicious vehicle at Gentrytown Park located at 2800 Carmona Way, 42 year old Brian Castillo was

- contacted and found to be a parolee-at-large. He was arrested and transported to the county jail.
- On 7/2/16 at 5:22 am, officers responded to Quik Stop on West Tregallas Rd. after the clerk called to report a subject had entered the business with a gun demanding cash. The suspect fled on foot when the clerk was unable to open the cash drawer. An area check met with negative results. A short time later, the clerk called back and stated a subject she believed was the responsible had just left the store after buying beer. She got a license plate and units responded to the registered owner's house. The registered owner of the vehicle agreed to respond to Quik Stop for a lineup. The clerk could not make a positive identification. The registered owner stated he had just arrived home from work and had not gone to Quik Stop. The investigation is on-going.
- On 7/1/16 at 4:56 pm, officers were dispatched to the Lakeshore apartments at 600 Wilbur Ave. for a report of a vehicle collision. The driver, 42 year old David Frew, was traveling south on Cavallo Rd. when he left the roadway and collided with an iron fence. He continued through the fence and came to rest on top of a fire hydrant and tree. He had two dogs in the car as well. When officers arrived, Frew displayed signs of being under the influence of narcotics and had to be physically restrained. He was taken to a local hospital and eventually cleared for incarceration. There were no injuries as a result of the accident and the dogs were taken into custody by Animal Services.
- On 7/1/16 at 12:32 pm, APD Dispatch received two calls regarding 54 year old Michael McKee aggressively panhandling near Somersville Rd. and Hwy 4.
   McKee was contacted and found to be intoxicated. McKee is on probation for public intoxication and a term of his probation is that he cannot drink alcohol. McKee was arrested and transported to county jail for a probation violation.
- On 7/1/16 at 12:26 pm, security from Somersville Towne Center called APD regarding 27 year old Tyree West trespassing at the Mall. Over the past two weeks, mall security has created five calls for service for West trespassing. West has been warned several times not to be on the property. West was arrested for trespassing and sent to county jail.
- On 6/30/16 at 10:52 pm, the victim was in his driveway in the 3400 block of Gentrytown Dr. when two unknown males approached him. One of the males was armed with a firearm. The responsibles demanded the victim's property so he gave the responsibles his phone and wallet that contained his ID and credit cards. The responsibles fled on foot in an unknown direction.
- On 6/30/16 at 8:20 pm, a loss prevention employee for Macys observed two males in the perfume section looking at perfumes. The two males were carrying duffle bags with them and began to conceal the perfumes. Loss prevention ran after the two males in attempt to get the merchandise back. One of the males struck the loss prevention employee in the face several times with a box of perfume that he had in his hand. The two males then fled the store with the merchandise. The loss prevention employee suffered a minor cut to her cheek and declined medical attention. The responsibles were not located.

- On 6/30/16 at 9:20 am, a witness called APD because 28 year old Christopher Kliment was seen hitting his pit bull and picking up a smaller dog by the neck. Officers contacted Kliment who denied the claims. The witness wished to make a citizen's arrest so Antioch Animal Services were called out to contact Kliment. Kliment was issued a misdemeanor citation and Animal Services will be following up.
- On 6/25/16, at 2215 hours Antioch Police Officers were dispatched to the 1900 block of Biglow Drive on the report of residents returning home and finding their relative, 43 year old Relis Eastman, on the floor inside the home and suffering from a gunshot wound. The victim was transported by ambulance to an area hospital, where he was treated, but died on 7/5/16. After a detailed investigation by Antioch Police Detectives, and after multiple interviews with Relis' 22 year old son Scott Eastman of Antioch, Antioch Police Detectives developed the probable cause necessary to obtain an arrest warrant for Scott Eastman for the murder of his father, Relis. On 7/7/16 at approximately 9:00 PM a team of Antioch Police Detectives responded to the Eastman residence in the 1900 block of Biglow Drive, where Scott resides with his family. Detectives took Eastman into custody without incident. Eastman was booked into the Contra Costa County Main Detention Facility on Murder charges and is being held with no bail. Detectives plan on filing this case with the Contra Costa County Office of the District Attorney early next week.

Calls for Service	and Arrest Da	ata:	
Time Period:	Time Period: 06/30/16 00:00:00 – 07/06/16 23:59:59		
Number	of Calls for Service:	1,969	
Number of C	ase Reports:	283	
Numbe	r of Arrests:	69	
		Felony:	32
		Misdemeanor:	37
		Arrests with	2
		DUI charge:	<i>L</i>
The data is based upon unaudited CAD/RMS data at time of report generation.			

#### **CITY MANAGER'S NOTES**

Next week, I will be taking vacation days on Wednesday, Thursday and Friday. Assistant City Manager Ron Bernal will be Acting City Manager in my absence in order that documents can be signed and the like as may be necessary. My phone and internet access will be limited until Monday, July 11<sup>th</sup>.