



**OFFICE OF
THE CITY MANAGER
MEMORANDUM**

DATE: July 17, 2014
TO: Mayor Harper and City Council Members
FROM: Michelle Fitzer, Acting City Manager, on behalf of Steve Duran
RE: City Manager's Weekly Report

MEETING SCHEDULE

Date and Time	Event	Location
Thursday, July 17, 2014	Board of Administrative Appeals- CANCELLED	City Council Chamber 200 H Street
Monday, July 21, 2014 7:00 p.m.	Crime Prevention Commission	Antioch Police Department Community Room 300 L Street
Monday, July 21, 2014 6:00 p.m.	Oversight Board to the Antioch Successor Agency	City Council Chamber 200 H Street
Tuesday, July 22, 2014 7:00 p.m.	City Council Meeting	City Council Chamber 200 H Street
Thursday, July 24, 2014 3:00 p.m.	Board of Administrative Appeals	City Council Chamber 200 H Street
Monday, July 28, 2014 6:30 p.m.	Committee for the Lone Tree Golf Course	Lone Tree Golf Course 4800 Golf Course Road
Saturday, August 2, 2014 9:00 a.m. – 11:00 a.m.	Neighborhood Cleanup	Report to the Parking Lot at Marsh Elementary School 2304 G Street
Tuesday, August 5, 2014 6:00 p.m.	Economic Development Commission - CANCELLED	City Council Chamber 200 H Street
Tuesday, August 5, 2014 6:00 p.m. – 9:00 p.m.	National Night Out	Citywide For more information go to: www.natw.org
Wednesday, August 6, 2014 6:30 p.m.	Planning Commission Meeting	City Council Chamber 200 H Street

OFFICE OF THE CITY CLERK UPDATES

- The Board of Appeals meeting was rescheduled to a Special Meeting on 07/24/14. One appeal has been filed to date. The agenda for this meeting has been finalized.
- Council Candidate Handbooks & packets were prepared for the Nomination Filing period dates of 07/14/14 through 08/08/14.
- The finalized resolutions for the consolidated election of two (2) City Council seats and the Business License Tax Ballot Measure were delivered to the County Elections Division in Martinez.
- The City Clerk administered the Oath of Office to the newly appointed Economic Development Commissioner on July 15.
- FPPC Form 410's, "Statement of Organization", have been received from two (2) individuals who intend to run for City Council. As of July 17, five (5) Antioch residents have taken out papers to run for City Council in the November General Election.
- A memo for FPPC Candidate Statement filings is being drafted. The Statements are due in the City Clerk's office by July 31st.
- Information packets for ballot arguments for and against the Business License Tax measure are being drafted.
- Entered 105 "Records Center Information Requests" into the Records database, some dating back to 1992.
- A letter from the FPPC was forwarded, with a cover letter from the City, to a former Planning Commissioner who failed to submit a Form 700 "Statement of Economic Interests" upon leaving office, which included a \$100 fine and referral to the FPPC's Enforcement Division.
- Contacted the remaining individuals by telephone and email who did not submit their Form 700 by the April 1, 2014 deadline for calendar year 2013. It resulted in five submitting their Form 700; and waiting receipt of the Form 700 from four more individuals.

FINANCE UPDATES

None for this week.

INFORMATION SYSTEMS UPDATES

- Work orders opened/completed for the week: 262/243
- Email filter activity: 16,417 processed, 8,239 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 upgraded the City's virtual server/desktop to the latest version.

COMMUNITY DEVELOPMENT UPDATES

Planning Division:

- A tentative map/final development plan application for Heidorn Village was submitted. The project is proposed to construct 117 small lot single family detached homes on approximately 20 acres. The project site is located on the west side of Heidorn Ranch Roach, at the eastern terminus of Prewett Ranch Drive.
- Responded to 65 telephone/counter/email public inquiries.

Building Division:

- Number of permits issued..... 77
- Number of inspections..... 184

Code Enforcement:

New Cases Open	23
Cases Closed	20
Inspections	70
Citations	10
Posted Sub-Standard	3
Demands to Title for Cost recovery	2
Demands to Property Owners for cost recovery	9
Special Assessment Liens recorded	18
Phone messages on complaint line	51
Web reports	21

- Building on Swallow Way posted Sub-standard.
- A & 6th St - Transient Encampment check, two individuals arrested and clean up planned.
- Building on St. Frances posted Sub-standard.
- Building on Summerfield posted Sub-standard.
- Business on W. Second Street cited for continuous code violations.
- Code Enforcement Staff located a capsized boat several hundred feet off shore in the river. Upon inspection it was determined to be a derelict vessel. The Contra Costa County Marine Patrol responded and removed the boat from the water.

Environmental Resources:

Environmental Enforcement - For July 10-July 16, there were 70 actions on cases for lack of garbage service. 17 cases were closed, as there is now service or the property is vacant. 16 residences were abated by signing the properties up for garbage service. One new courtesy notice for water wasting was sent out.

EcoEvents - Coastal Cleanup Day, Saturday September 20, 2014 9am to noon- volunteer signups are underway and we are partnering with Delta Kayak Adventures this year to do a boat based shoreline cleanup for Friday, September 19th. More details to come!

We are still accepting entries on Facebook and Instagram for our 'I recycled on my Summer Vacation' photo contest.

We began work on the Annual Report for the Oil Payment Program grant. This is an annual, non-competitive grant from CalRecycle to be used for used motor oil and oil filter recycling programs and education.

We submitted our Annual Report to CalRecycle. This annual report is required by the State under AB939 and subsequent legislation. The City of Antioch saw a significant decrease in the total tonnage of material disposed in landfills for 2013. We believe that this is a result of some previously occurring reporting errors and that moving forward, our disposal rate will stay at the 2.8 pounds per person, per day vs. the 4 lbs/person/day from 2012. Staff will continue to monitor quarterly reports and to work with County and CalRecycle staff on this matter.

RECREATION UPDATES

Recreation:

- Completed contract agreements for Fall programs.
- Re-designed & updated online classes website.
- Created new marketing page in guide promoting Grant Writing classes.
- Completed the Noventri Suite lobby display information for public viewing.
- Entered all programming and classes into Recreation software system for the Fall Quarter registration starting August 11th.

Water Park:

- In the last week, the Water Park had over 4,200 general admission guests and 547 season pass holder visits. Over 200 guests came to the park to celebrate with one of our Birthday Party packages. More than 530 guests visited the park as a part of a large group. These groups included Merriewood Children's Center, STS Academy, Lincoln Child Center, Conerstone Christian School, Training Children Childcare, Boys and Girls Club of El Sobrante, Dainty Center School, and Peninsula Family YMCA, Hillside Christian Center, Stonetown YMCA of San Francisco, and Salesian Day Camp.
- Friday, July 11 was Pool Safety Day at the Antioch Water Park. A huge thank you to Contra Costa Fire District, REACH Air Medical Services, AMR, American Red Cross, Contra Costa Water District Canal Patrol, Sutter Health East Bay Region, UCSF Benioff Children's Hospital, and BoundTree Medical for participating.



PUBLIC WORKS UPDATES

Administration

- Staff met with the developer of the proposed Heidorn Village Subdivision and representatives from Heritage Baptist Church to discuss progress being made with the church's required Heidorn Ranch Road improvements.

Engineering and Development Services

- Almondridge East Subdivision 8880 (81-unit single family home development by KB Homes), located between East 18th Street and Oakley Road, east of Phillips Lane and west of the State Highway 160 — The Contractor has paved Phillips Lane and has begun paving Phase 2 interior streets. The Developer's engineer has provided submittals for E. 18th Street/Phillips Lane traffic signal and landscape irrigation for staff review.
- 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 received 2nd submittal civil plans for review.
- Cellular Installations on City-owned Property — Staff completed processing the signed consent letter for cellular modifications at the Crown Castle/Sprint site located at 75 Walton Lane.
- City Sports Club/Fitness International, LLC (NE corner of Hillcrest Ave./Lone Tree Way) — Staff returned preliminary comments to architectural and civil plans.
- Delta De Anza Trail repairs (Viera Ranch Subdivision 7220, between Ridgeline Drive and Neroly Rd.) — Construction began June 9th and is expected to be completed by August 8th. Full Depth Rehabilitation (FDR) of the trail is scheduled to begin this week with paving to follow.
- William Lyon Homes is building homes on 130 lots within Hidden Glen Subdivisions 6909, 7505, 8387 & 8388. 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 32 new home plot plans. Existing driveway approaches are being adjusted to new locations under a City encroachment permit.
- 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 — Pending developer submittals, staff expects to take Unit 1 tract improvements with a deferred improvement agreement to the City Council for approval on August 12th.
- 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 returned comments to 2nd submittal new model home complex plans.
- 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 — Southbound Contra Loma Blvd. (between Buchanan Road and St. Francis Dr.) will be closed to traffic Monday through Friday between the hours of 8 a.m. to 2 p.m. until August 6th for construction of Retaining Wall #13. Staff is reviewing an Ingress/Egress easement.
- The SR4 (Segment 3A) 'A' Street/Lone Tree Way Interchange – Cavallo Road/Garrow Drive Undercrossing Project — Following the CCTA's approval of the use of substitute materials, staff is reviewing decorative stamped concrete designs for areas of raised landscaped medians under and adjacent to SR4 freeway crossings. The CCTA/Caltrans will begin this fall to prepare landscape designs in two construction packages for the Somersville Road through Hillcrest Avenue interchanges.

- The SR4 (Segment 3B) Hillcrest Avenue Interchange project will widen State Route 4 from 4 to 8 Lanes and modify the Hillcrest Avenue Interchange — Grading for westbound on-/off-ramps and Slatten Ranch Road widening and signalized intersection is ongoing. The eBART contractor expects to begin a water line relocation on July 21st.
- 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. Plans and maps have been resubmitted for second review.
- 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 CCWD canal and 700 feet south of James Donlon Blvd. Construction started May 15th. Somersville Road will be reopened September 1st. Construction will continue until the end of the year.
- Returned civil plans and easement documents for Wal-Mart expansion.

Capital Improvements

- Deer Valley Road and Lone Tree Way turn pocket widening - Construction is complete. Resolving final change orders so project can be accepted by City.
- Curb, Gutter and Sidewalk Repair (2014-2015) – A pre-construction meeting between City Staff and Anchor Concrete Construction, Inc. was held on July 9th. Work on this project is expected to commence in the near future.
- Country Hills Drive Sanitary Sewer Rehabilitation – Project bids for this work were opened on July 8th. The low bid was received by Michels Corporation DBA Michels Pipeline Construction in the amount of \$297,897. The award of this project is scheduled to be considered at the July 22nd City Council meeting.
- Maintenance Service Center Fueling System Improvements – Project bids for this work were opened on July 8th. The low bid was received by GEMS Environmental Management Services, Inc. in the amount of \$136,705.15. The award of this project is scheduled to be considered at the July 22nd City Council meeting.
- Fishing Pier Shade Structure – Construction contract was awarded to S.R.P. Company of Antioch. Contractor is preparing the required contract documents, project schedule and submittals. Construction is scheduled to start in August 2014 and be completed by October 2014.
- 2014 Rubberized Cape Seal – California Pavement Maintenance Company completed the project and is working on minor punch list items. Staff is working on the 2015 Rubberized Cape Seal project list of streets.
- Wilbur Avenue Bridge Widening – The City Council is scheduled to accept the project at the August 12th meeting. Staff is working on the federal grant reimbursement billing submittals to Caltrans.
- Safe Routes to School Grant – Staff is awaiting the Federal Highway grant funding allocation from MTC for the project.
- Surface Transportation Program Grant – Staff is awaiting the Federal Highway grant funding allocation from MTC for the project.
- Staff is working on Safe Routes to School grant applications for a traffic signal at Wild Horse Road and Folsom Drive, a traffic signal at Contra Loma Blvd. and Longview Road, and new curb ramps in the Delta Estates area around Turner Elementary School. Staff has agenzized resolutions of support for the July 22nd Council meeting. Applications are due July 24th.
- Staff is preparing a request for proposals to update the engineering and traffic surveys for many of the major roadways within the City. The surveys are required by the California Vehicle Code prior to the use of radar for speed enforcement.

- Staff is working with Antioch Unified School District to study the existing and potential crossing guard locations in the City.

Water Distribution

- Cross-Connection Control staff continues to test and repair backflow devices on schedule.
- Water meter staff made 257 total stops for service during the week. This includes establishing water service and water service disconnects.
- Meter reading is on time for the week. We continue to experience a higher than usual failure rate of meter transmitters due to the summer heat. The failed transmitters will be replaced and sent out for warranty replacement.
- Water staff has completed a total of 32 requests for utility marking.
- Construction crews installed a section of 10" PVC water main on Gentrytown Drive at Canal Park due to a full circle crack. The water main had to be isolated and after repairs were made, a routine bacteria test was performed.
- Construction crews repaired a water leak and restore water supply on Hyde Place.
- Used a City owned front loader at the Fulton Yard to fill transport trucks provided by CCT to haul green waste accumulated by tree and brush trimmings throughout the City.
- Crews vacuumed water valve boxes and installed frames and lids over riser pipes for security and easy access to water valves at Park Middle School.
- Re-attached fire hydrant to flange that was hit by automobile on Buchanan Road west of Delta Fair Blvd. Obtained a police report and will bill for cost of repairs, labor, water loss and bacteria test.
- Repair irrigation leak at F Street.
- Raise valve can iron and exchange frame and lids at Silverado Drive and at E. 18th Street.
- Pull copper water service at Provence Court.
- Excavated and repaired sewer lateral at E. 16th Street.
- Staff repaired defective lock core on Canal Pump Station Door; all doors are operational.
- Received two decorative light poles for downtown street lighting. One is to replace a knock down and one for stock.

Water Treatment Plant

- The sump pump from the sludge holding tank was pulled for repairs.
- Cleaned the solar bees in the municipal reservoir. Cleaning solar bees helps improve water quality in the reservoir.
- Ran performance tests on the new Cambridge pumps.
- Repaired water leaks on piping at "B" basin.
- Completed running discharge piping from the vault under "B" basin.

Public Works Maintenance Operations

Landscape Maintenance

- Fire Abatement GIS mapping continues with Antioch Community Park Disk Zones D45 and D46. With this area completed the mapping stands at 95% complete.
- Playground and park safety inspections were completed at Heidorn and Meadow Creek Parks.
- The summer park irrigation schedule programming is 100% complete at the City's 32 neighborhood parks. Irrigation upgrades and repairs continue to be made in order to conserve water.
- Playground surfacing repairs were completed at Almondridge Park.
- A main-line water break was repaired at Diablo West Park (2000 Prewett Ranch Dr.)

- A vandalized basketball backboard and net were replaced with a new one at Jacobsen Park (1300 Jacobsen St.).
- Chaparral Park irrigation booster pump was repaired and is working at 100% efficiency.
- Chichibu Park Quarterly Recycled Water Park Inspection was completed.
- New roofs were installed at Harbour and Mountaire Park restrooms. The old roofs had been subjected to weathering and on-going vandalism.
- Knoll and Marchetti Park watering adjustments were made to conserve water, as part of our on-going water conservation measures.
- Dallas Ranch Park irrigation controller is being repaired and a loaner control board was installed and tested.
- Landscape crews continued the spraying of post emergent weeds on Laurel Rd., Hillcrest Ave., Davison Dr. and Wildhorse Rd. medians.
- Numerous irrigation leaks were attended to and repaired.
- The growing season is in full swing and the 5 person contract trimming crew completed the trimming of the Hillcrest Right-of-Way and will begin trimming the center median of Lone Tree Way starting at James Donlon and heading eastward. The 4 person contract trimming crew continues the trimming of Fredrickson Lane. The 3 person trim crew is in the process of trimming the Right-of-Way on the east side of Golf Course Rd.
- Contract crews (Pacheco Brothers) have completed the yearly trimming of the landscaped courts in the City's Landscape Maintenance zones.
- Landscape Maintenance Staff, along with the "Work Alternative" participants have completed the trimming of Buchanan Rd. and Muirwood Dr. and are in the process of trimming Eagleridge Dr.
- Landscape staff assisted in the installation of a new irrigation controller on the south side of Prewett Ranch Rd. at Feather Way.

Street Maintenance

- Staff promptly removed graffiti from numerous areas around the City.
- Crews continue to repaint stencils (yellow school crosswalks and legends). Staff has repainted 140 stencils and repainted 935 linear ft. of 12" school crosswalks.
- Crews replaced 8 existing signs due to poor condition and installed 1 striping install at the Marina.
- Crew began spot spraying for roadside weed abatement.
- 23 blue fire hydrant reflectors replaced.
- The Street Crew restriped 5 stop bars and 20 legends.
- Roadside debris, green waste and household debris in the roadway was picked up and disposed of (7 cubic yards).

Collections Division

- Staff continues to make progress on the revisions/self audit of the City's Sanitary Sewer Management Plan, which is required by the state.
- The collections team received 12 calls for service and cleaned over 21,461 linear feet of sewer lines.
- Staff televised 10 sewer laterals and hydro flushed 2 of them which helped avoid 2 potential overflows.
- The collections crew removed clothing out of the sewage pumps at the marina and had to replace 1 of the pumps due to the clothing being entangled in it.
- Staff replaced a broken manhole cover that was fractured in half before it became a safety hazard at Bidwell School.
- 304 cubic yards of vegetation/material and 24 bags of trash were cleaned out of the creeks throughout the City.
- Approximately 6.9 acres were weed abated in various creeks and channels.

- 145 linear feet of concrete V-ditches were cleaned and inspected.
- Staff signed off on the new design of the CCTV van so fabrication could start. The delivery date is estimated within 30 to 45 days.

Fleet

- Performed 16 preventative maintenance on vehicles, as scheduled.
- Staff made 17 miscellaneous repairs to City vehicles.

Marina

- Staff cleared out primrose along "A" Dock.
- Staff prepared notification letter for approved fee adjustments for live aboard customers.
- Staff attended to the boat launch ramp parking lot throughout the week to ensure public safety during heavy use.
- Staff replaced burned out lights on "B" dock.
- Meter reads for July are complete.

GIS

- City Fire Break data collection - 92% complete.
- Began 2014 City Fire Break Map
- Creation of Lucity Streets Dashboard - 25% complete.
- Revisions to Code Enforcement/Community Development Census Map
- Began map of City Street Signs

POLICE DEPARTMENT UPDATES

- On July 11, 2014 Officers were dispatched to the area of Bishop Lane to investigate a subject who was lurking around the area and looking into vehicles. Upon arrival, Officers found the subjects attempting to start a motorcycle with a screwdriver. The motorcycle turned out to be an unreported stolen vehicle. The subjects was arrested and sent to County Jail.
- On July 13, 2014 while conducting patrol in the Sycamore Drive area, Cpl. Fortner located a suspicious vehicle parked in the carport on Peppertree Way occupied by a lone person in the driver seat. Upon contact with the occupant, it was discovered the ignition was completely destroyed. The driver was identified as Urrutia. Contact was made with the registered owner and it was discovered that the vehicle was an unreported stolen vehicle. Urrutia was taken into custody without incident and sent to County Jail.
- On July 14, 2014 Kelly assaulted her mother Laura then fled the scene with her son in the car. Laura had an injury to her face but declined to have her daughter arrested. Laura provided a vehicle description and Kelly was located on Hillcrest. Kelly was later determined to be DUI and arrested. She was later found to have blood alcohol level above the legal limit. She was also charged with child endangerment and sent to County Jail on the charges. Laura responded to the scene to get her grandson.
- On July 16, 2014 Officers responded to an address on Manzanita regarding a family disturbance. Officer located the victim, who was bleeding from the head. The victim stated his uncle, Alvarado, had stabbed him. Alvarado was arrested and sent to County Jail. The victim was treated and released from the hospital.

- On July 17, 2014 Chief Cantando announced promotions within the police department. Lieutenant Tammany Brooks will promote to the rank of Captain. Sergeant Anthony Morefield will promote to the rank of Lieutenant. The promotions will be effective July 20, 2014.

Time Period:	07/10/14 00:00:00 – 07/16/14 23:59:59
Number of Calls for Service:	1,576
Number of Case Reports:	247
Number of Arrests:	59
Felony:	28
Misdemeanor:	31
Arrests with DUI charge:	2

ECONOMIC DEVELOPMENT UPDATES

Department/Division: Economic Development/City Manager
Project/Program: RFQ/P for Former Humphrey’s Restaurant
Project/Program Lead: Brian Nunnally/Steve Duran

Project/Program Description: Request for Qualifications and Proposals for an operator to renovate and reopen the restaurant space at 1 Marina Plaza

Status: A total of 148 RFQ/Ps were mailed out July 16 to prospective bidders representing nearly 170 restaurants.

Next Steps:

- Conduct a pre-submission walk-through and answer questions of potential bidders on August 7 in advance of the August 19 submission deadline and bid opening.

Department/Division: Economic Development/City Attorney
Project/Program: RFP for Delta Fair & Century Blvd. Xmas Tree/Pumpkin Patch Lot
Project/Program Lead: Brian Nunnally/Lynn Tracy Nerland

Project/Program Description: Request for Proposal (RFP) for the annual lease of this City-owned lot for seasonal Christmas tree and pumpkin patch sales

Status: Staff mailed the RFP to 45 prospective respondents and received one bid by the June 26, 2014 deadline/bid opening date.

Next Steps:

- Bring bid for Council approval at its July 22, 2014 meeting and then finalize a Use Agreement.

Department/Division: City Manager/Economic Development
Project/Program: RFQ/P for Downtown East Residential TOD Disposition/Development
Project/Program Lead: Alan Wolken/Brian Nunnally/Steve Duran

Project/Program Description: Requests for Qualifications and Proposals for the disposition and development of an assemblage of several City-owned Rivertown parcels

Status: Following Council approval at its June 24 meeting, approximately 50 RFQ/Ps were mailed out the first week of July to prospective developers.

Next Steps:

- Conduct a pre-submission meeting and answer questions of potential developers on July 23 in advance of the August 14 submission deadline and bid opening.

CITY MANAGER'S NOTES

The City Manager was unexpectedly called out of town on a family emergency this week. He is expected back in the office on Monday, July 21st.