



**OFFICE OF
THE CITY MANAGER
MEMORANDUM**

DATE: July 30, 2015
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
Saturday, August 1, 2015 9 a.m. – 11:00 a.m.	Neighborhood Cleanup Hillcrest Park	Report to Parking Lot of Hillcrest Park on Larkspur Drive
Monday, August 3, 2015 - 2:00 p.m.	City Council Special Meeting Closed Session	City Hall 200 H Street 3rd Floor Conference Room
Tuesday, August 4, 2015 6:00 p.m. – 9:00 p.m.	National Night Out	Various Neighborhoods Throughout the City
Wednesday, August 5, 2015 – 6:30 p.m.	Planning Commission Meeting	City Council Chamber 200 H Street
Thursday, August 6, 2015 – 3:00 p.m.	Board of Administrative Appeals Meeting - CANCELLED	City Council Chamber 200 H Street
Tuesday, August 11, 2015 – 7:00 p.m.	City Council Meeting	City Council Chamber 200 H Street
Thursday, August 13, 2015 - 11:30 a.m.	City Council Special Meeting Closed Session	City Hall 200 H Street 3 rd Floor Conference Room
Monday, August 17, 2015 – 7:00 p.m.	Crime Prevention Commission Meeting CANCELLED	Community Room Police Department 300 L Street
Wednesday, August 19, 2015 – 6:30 p.m.	Planning Commission Meeting	City Council Chamber 200 H Street
Thursday, August 20, 2015 – 7:00 p.m.	Parks and Recreation Commission Meeting	City Council Chamber 200 H Street

NEIGHBORHOOD CLEAN UP

The Antioch Police Department is excited to announce the 62nd installment of the Neighborhood Cleanup Program. This is a collaborative community effort which involves active participation from The Antioch Police Department Crime Prevention Commission; Neighborhood Watch Program; Volunteers in Police Service; community volunteers and the Public Works Department.

Collectively, “We”, everyone who works and lives in the City Antioch, can make a difference and improve the quality of life. It’s our community and it’s our chance to make a difference. The City of Antioch Neighborhood Cleanup program is not just for residential neighborhoods. It is a program that will change venues on a monthly basis and it will include business and commercial areas as well. Neighborhoods that are free of trash and refuse are inviting, and a clean community instills a sense of community pride.

The 62nd Neighborhood Cleanup event will occur on **Saturday, August 1st from 9:00 a.m. to 11:00 a.m. at Hillcrest Park on Larkspur Drive. Please meet in the parking lot on Larkspur Drive.**

Volunteers will receive instructions and the equipment necessary to accomplish the goal. The targeted area is within walking distance. Excluding inclement weather, future Neighborhood Cleanup events are scheduled for the first Saturday of every month and the locations will be announced in advance.

MAYORS CUP HEALTHY COOK-OFF CHAMPIONS - AGAIN

Antioch Mayor Wade Harper and Lone Tree Golf and Event Center Food & Beverage Manager Abdon Aguilar, Executive Chef Jose Aguilar, and Mt. Diablo Culinary Academy Sous Chef Juan teamed up and successfully defended the Mayors' Cup Trophy at the Seventh Annual Contra Costa County Mayors' Healthy Cook-Off in Concord last Thursday. Last year, Council Member Tony Tiscareno pinch hit for the Mayor and his team also took first place. The Cook-off was hosted by the Wellness City Challenge in partnership with the City of Concord and Pacific Coast Farmers' Market Association. Six teams competed from Antioch, Concord, Pleasant Hill, Walnut Creek, Martinez, and Lafayette.

CITY CLERK UPDATES

City Council agendas, including staff reports, are posted onto our City's Website 72 hours before the Council Meeting. To be notified when the agenda packets are posted onto our City's Website, simply click on this link: <http://www.ci.antioch.ca.us/notification-systems/> and enter your e-mail address to subscribe. To view the agenda information, click on the following link: <http://www.ci.antioch.ca.us/CityGov/agendas/> and then click 'City Council'.

The August 6th Board of Administrative Appeals meeting has been cancelled. The next regularly scheduled Board of Administrative Appeals meeting will be on September 3rd at 3:00 p.m. in the Council Chambers. The Board of Administrative Appeals meets on a monthly basis – the first Thursday of every month, in the Council Chambers beginning at 3:00 p.m.

Office holders, individuals with open campaign committees and PACs are required to submit their semi-annual FPPC Form 460 “Campaign Finance Report” to the City Clerk’s Office by July 31, 2015, for the period covering January 1 through June 30, 2015. A friendly reminder was e-mailed to all open committees. Late filings are subject to a \$10 per day penalty.

HUMAN RESOURCES UPDATES

- Jon Wentzell was promoted to Equipment Operator effective July 12th.
- Oral Board interviews for Police Dispatcher were held on Thursday, July 23rd.
- Physical agility tests for Police Officer candidates were held on Friday, July 24th.
- The PELLET B exam for Police Officer candidates was held on Monday, July 27th.

- Three Trainees were sworn in as Officers on Thursday, July 30th.
- A Lateral Police Officer Oral Board will be held on Friday, July 31st.

Currently open recruitments include:

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

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.

PERS Changes:

Administrative Services Director Michelle Fitzer and Finance Director Dawn Merchant listened to a webinar put on by CalPERS regarding their latest plan stabilization strategy – Risk Mitigation. This is the third change to the PERS actuarial assumptions in as many years. The prior changes were to increase life expectancy rates based on new mortality tables, and to change the smoothing period for rate volatility. Both of these changes result in higher employer (City) contribution rates.

Essentially, the new plan is to rely less on the investment earnings to fund the program. Over the next 20 to 30 years, PERS will change their investment model and reduce their anticipated rate of return to 6.5%. Currently they plan on an average return of 7.5%, which is down from their previous expected average of 7.75%. Of course, that means that the employer contribution rates will be going up, likely around FY 17/18 or FY 18/19. We will see the largest increase for Classic/Legacy employees, as the increases are only shared

50/50 between the City and employees for those hired after January 1, 2013, who fall under the Public Employees' Pension Reform Act (PEPRA). PERS has developed two options to achieve these objectives, which will be discussed in greater detail with stakeholders. City staff will continue to monitor this issue as it moves forward, and participate in the discussions as appropriate.

INFORMATION SYSTEMS UPDATES

- Work orders opened/completed for the week: 97/154
- Email filter activity: 22,731 processed, 14,512 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.
- Team imaged eight Public Work PC's.
- Team performed walkthrough of new security camera install at ACC and PWP; all cameras have been installed and are functioning.
- Team configured and replaced PD Admin conference room laptop.
- Team resolved fuel system issues downloading data from the pumps.

- Team performed various restores from backups for email, files, and folders.
- Team removed potentially malicious software from users PC.
- Team began imaging workstations for upcoming finance training.
- Team investigated issues with Recreation's time clock network connectivity and server side application.
- Team setup site to site data duplication of PD's backup.

ECONOMIC DEVELOPMENT UPDATES

AAA to move to Slatten Ranch Shopping Center – The California Automobile Association, also known as AAA, will soon be relocating their Auto Center Drive offices to Slatten Ranch Shopping Center. They will totally renovate the Johnny Carino's building, which closed some months ago. In recent years, AAA has been locating their retail facilities in shopping centers with mayor anchors to get better public visibility and higher traffic counts. Slatten Ranch accomplishes this objective for AAA and provides a destination use that will compliment the adjacent retail and restaurant uses. They plan on opening the new facility by year's end.

Freshest Cargo Mobile Farmers' Market: Staff has been working to bring a farmers market to Rivertown. The City now has an agreement in place with The Mobile Farmers Market, also known as Freshest Cargo, for a "pilot" program to bring fresh fruits and vegetables via mobile truck to our downtown and water park sites. In inaugural event was this past Tuesday. Freshest Cargo helps promote healthy living by providing organic and locally grown fruits and vegetables to an area that may normally not have access. The mobile truck is a great easy convenient way to get your organic local vegetables and fruits.

We now have three stops in Antioch on Tuesdays! Stop by at any on the locations listed below and buy some of the great produce:

ANTIOCH SENIOR CITIZENS CENTER
415 West 2nd Street Antioch, CA
9:30am-10:30 am

THE COMMONS AT DALLAS RANCH
4751 Dallas Ranch Road Antioch CA
11:00am- 12:30pm

PREWETT FAMILY WATER PARK
4701 Lone Tree Way Antioch CA
2:00pm-3pm

ARTS AND CULTURE UPDATES

Free Antioch Summer Concerts: Antioch's summer concert series has started downtown and continuing every Saturday in July and August. Get ready for a variety of music in the heart of Rivertown! Bring your chairs and blankets, kick back and relax at Waldie Plaza across from City Hall. Check out the website for the line ups each Saturday.

Information:

Waldie Plaza
2nd Street between H & I Streets
Saturdays, from 6-8PM

Website: http://www.art4antioch.org/Summer_Concerts.asp

July - August Art Exhibit at Umpqua Bank - The Arts & Cultural Foundation of Antioch (ACFA) continues their partnership with Antioch's Umpqua Bank and features five artists in the upcoming exhibit. The bank is a perfect venue for local artists to showcase their work, which changes every two months. The featured artists are: Dianne Curtain, Nordyn Anderson, Jerome Gibson, Margarida Moniz and Paul Yang. Umpqua Bank is located at 3700 Lone Tree Way and is open Monday-Friday, 9 AM - 5 PM, excluding bank holidays.

ACFA is currently seeking artists for the ongoing exhibit. The Umpqua exhibit changes every two months. If you are interested in participating, please email Diane@Art4Antioch.org or call Diane Gibson-Gray at (925) 325-9897.

RECREATION UPDATES

- Last week, the Coyote Hills Summer Day Camp wrapped up for the season. The final camp was a circus themed blast-along with swimming and other healthy & fun summer activities. Bon voyage until next year!

- Last week, preschoolers enjoyed a flurry of fun during the Olaf Summer event at the Antioch Community Center. Participants enjoyed creating their own Marshmallow Snow People, playing snow inspired games and making delicious homemade ice cream.
- Elementary school children built cool things last week in “Cool Creatures in Clay Camp” at the Antioch Community Center. Dragons, robots and dinosaurs were seen marching out the door after a week of imagination and science activities.
- Last week, staff met with the Library Director to assist in the planning of a *Latin American Storytelling Community Event* featuring nationally recognized storyteller Olga Loya. Loya uses a dramatic mix of Spanish and English to share myths and legends, ghost stories and multicultural tales. Look for this event in the fall of 2015.
- Last week, the 2015 Adult Summer Softball League concluded at the Worth Shaw softball complex at the Antioch Community Park. Out of the 53 teams-1000 participants-there were five teams crowned champions. Playing softball is fun, social and a great fitness activity. The champions received trophies and commemorative t-shirts to mark their special accomplishment. The 2015 Fall Adult Softball league starts in two weeks.
- The Fall 2015 & Winter 2016 Recreation Guide has been submitted to the printer. All households will receive the guide the week of August 10th and online registration for activities begins August 17th. This new guide is chock full of *W.O.W... Wonderful Events & Opportunities Waiting!*
- Last week, the Junior Lifeguard program wrapped up their summer season. Young teens learned the skills necessary to be the future lifeguards of our community! They have even asked about volunteering at the water park.
- Throughout the week, Maintenance Staff worked with vendors on regular warranty items related to equipment at the Water Park.
- Toddler Tuesday continues to be popular for parents with small children. Last week, twelve children brought their parents to the *Tad Pool* to keep cool during the heat wave. The Water Park is still open daily – ***EVERYONE INTO THE WATER!***
- Last week, the Lone Tree Golf Course Committee met to review end-of-year reports. Lone Tree Golf Course hosted 51,000 rounds of golf last year. There are many different golf experiences out at Lone Tree – Be sure to stop by for a visit!
- More than 20 youth continue dropping in to City Park and Contra Loma Estates Park for “Adventures in Fun and Fitness.” There is more to come next week, thanks to the grant from Kaiser Permanente which expands health and recreation access for Antioch families.
- On Tuesday, 18 middle school teens dropped by the Antioch Gymnasium for open gym time. This pilot program will continue into the fall; drop them off next week and let them hang out – it’s a supervised environment.

Senior Center Services

- Last week, 421 affordable healthy meals were served through the C.C. Café nutrition program, eleven more from the previous week. Fourteen new participants signed up for the Senior Nutrition program. No membership or income requirements are required for the C.C. Cafe.
- On Tuesday, 38 senior participants attended a fieldtrip in conjunction with the Antioch Senior Citizen's Club. The Fieldtrip took participants to the Jackson Casino which provided fun enrichment and social opportunities for the entire day.
- On Wednesday, 14 senior participants attended a Ukulele Class offered in collaboration with local downtown merchant Music & More. Music is a big part of lifelong learning!
- The Contra Costa HICAP representative provided health insurance counseling at the Antioch Senior Center to five participants who were in need of guidance and direction regarding their health coverage.
- Last week, staff worked with Public Works to address maintenance concerns around the emergency lighting at NRCC and Antioch Senior Center.
- Last week, staff renewed 13 memberships for the 2015 Antioch Senior Citizen's Club.
- Staff worked with Senior Citizen's Club Board of Directors on advertising and marketing for the upcoming "Sizzling Summer Night Fundraiser" on Friday, August 14, 2015. This event will be co-sponsored with the Antioch Lion's Club. Live music, a car show and a hot dog meal will be provided for \$10. Tickets can be purchased at the Antioch Senior Center starting August 3, 2015.
- Staff started developing the power point presentation for the digital display screen located in the Antioch Senior Center Lobby. The presentation will market activities and services provided to the aging community in Antioch.

COMMUNITY DEVELOPMENT UPDATES

Planning:

- Public inquiries responded to via email/phone/counter 53

Building Permit Activity:

- Permits issued 64
- Inspections requested 197
- Public inquiries responded to via email/phone/counter 157

Code Enforcement:

- Cases followed up on 158
- New Cases Open 104
- Posted sub-standard 0
- Citations Issued 10
- Warrants obtained and served 0

- Cases Closed 78
 - Demand to Title for cost recovery 1
 - Demands to property owners 7
 - Special Assmt. Liens recorded 1
 - Prepare & record Release of Lien 3
 - Phone messages reporting violations 15
 - Web reports 22
-
- Citywide – Since July of 2015, twenty-one homeless have been able to obtain shelter due to the coordination between Code Enforcement and Contra Costa County Outreach Services.
 - “A” Street and Highway 4 Underpass – Assisted CalTrans and CHP with removal of camps and trash under the highway. Any transients on site were offered resources.
 - Delta Fair Blvd. – Issued a notice for water waste at a business. Worked with property management and the water schedule was adjusted accordingly and any needed irrigation repairs were made.
 - Lone Tree Way – Removed graffiti containing threats to the Antioch Police Department on several retaining walls and business’s.
 - Drainage Ditch rear of Sycamore – Contacted multiple transients and camps. Resources were offered to all on site. Provided clean up notices for removal of trash and debris.
 - Hillcrest Ave. and Larkspur Dr. – Assisted Public Works with removal of homeless camps located on city property. Offered resources to three transients on site. Removed camps and trash from property.
 - W 2nd Street – Working with the property owner to obtain a demo permit due to fire damage to the building.

Environmental Resources:

Environmental Enforcement: July 23-29, there were over 50 actions taken. We currently have 190 active cases. 12 notices of violation and 2 abatement notices were mailed out. 11 cases were closed.

Eco-Happenings

- Cancelled: The Composting Workshop scheduled for Saturday August 1st, 9-11am- has been cancelled due to low enrollment. Look for more workshops schedule soon for 2016.
- Save the dates! The Fall Eco-Events season is almost here. Upcoming events include:
 - Friday, September 18th - Pre-Coastal Cleanup day kayak/boat based shoreline cleanup

- Saturday, September 19th – Coastal Cleanup Day
- October 2 -4 – Citywide Garage Sale, www.antiochyardsales.com
- Saturday, October 10th, 8a-1p – Reuse Roundup, Somersville Towne Center
- Tuesday, October 13th, 6-9pm - Costume Exchange at Prewett Water Park

CDBG:

- Contracts for 2015-16 underway.
- Agencies submitting final reports and reimbursement requests 7/15/15 to close out FY 14-15; Annual report due to HUD 9/30/15.
- Received our Consolidated Plan acceptance letter from HUD and 2015-16 contract.

Housing:

- Talks are underway with the participating cities in Alameda and Contra Costa County to dissolve the JPA that formed the Bay Area Homebuyers Agency, which used to administer the City's First Time Homebuyer program. The JPA has been designated to receive settlements from some lawsuits of financing institutions, and so may need to be kept intact in some form until those are completed, which is estimated to be about 2 more years. At present, Antioch is expected to receive about \$20,000 from these settlements. The City no longer has a means to support First Time Homebuyer loans, as these were previously funded with Antioch Development Agency funding.
- Satellite is still awaiting final determination from TCAC about the 9% tax credit round. They are also working with County on some additional subsidy, with the Affordable Housing Program on the expiring subsidy from that source, and are hopeful that the project will be able to continue with 4% tax credits, which are not competitive.
- Review and reorganization of all multifamily housing files is underway. Monitoring of Housing Successor assets will be conducted July - December to verify income and/or occupancy for all first time homebuyer loans, homeowner rehabilitation loans, and multifamily/rental properties, excluding Vista Diablo, which was monitored in October 2014.

Homeless:

- The Contra Costa Council on Homelessness meeting has a new website: <http://cchealth.org/homeless/council/about.php> Meeting schedules, data, research, and more can be found here.
- The quarterly Contra Costa Council on Homelessness meeting was held Friday, July 24th and was well-attended by community partners. The meeting covered three primary topics (see links to materials): the 2015 Homeless "Point In Time Count" Data and Trends (<http://cchealth.org/homeless/council/pdf/2015-PIT-report.pdf>), a Contra Costa "Cost of Homelessness" Study (<http://cchealth.org/homeless/council/pdf/cost-of-homelessness-in-contra-costa-county.pdf>) and an update on the "Zero: 2016" Initiative.

- The “Cost of Homelessness” study is especially interesting. In FY 2013-14, more than 6,600 unduplicated individuals were homeless and accessed homeless services and assistance. Almost half (3,170) of consumers of homeless services across the county used at least one of the health care services: Mental Health), Alcohol and Other Drugs, or Primary Health Care offered through Contra Costa Health Services. These homeless individuals utilized **\$45,412,145** in primary and behavioral health services at an **average cost of \$14,325 per person**.
 - However, nearly three-quarters of total healthcare cost were incurred by only 398 individuals for a total of **\$32,047,684!** High-cost homeless consumers averaged \$80,522 in expenditures across all three systems, compared to \$4,823 among the average-cost user.
 - *Next Steps* - Phase III will include additional data from Contra Costa cities and other sources to capture the cost of police intervention, emergency transportation services, and temporary shelter. These costs will be added to County health services costs for a more comprehensive data set.
 - Phase IV of the study will compare utilization and cost of services between persons actively homeless and formerly homeless persons who have been recently housed.
- Please encourage people to volunteer and donate to Delta Veteran’s Group to support the 3-day *Stand Down On The Delta* event for homeless and very low-income Veterans. The Stand Down will be held September 11-14 at the Contra Costa Fairgrounds in Antioch, and about 250 Veterans are expected to attend. Please spread the word that interested parties can volunteer or donate at <http://deltaveteransgroup.org> For more information, call Teri House at 925-779-7037.

DROUGHT UPDATES

Drought Plan Enforcement- Public Works referred 4 properties to Code Enforcement and sent courtesy notices to 7 properties that were in violation of drought regulations.

Help us identify irrigation breaks! If you notice a broken sprinkler in a city park or public space that needs our attention, please call it in to the Drought Hotline at 779-6140. You can even mark it with an irrigation flag to make it easier and more efficient for us to find the issue when we respond to your call! Irrigation flags are available at Maintenance Services, 1201 W 4th St, Monday-Friday from 7am to 4pm. Five (5) flags per resident. Thanks for your help in saving water!

Irrigation repairs-

- Almondridge Park: 2 sprinklers were replaced at the park, 1 by the playground and 1 by the baseball field.

- Canal Park: 2 sprinklers next to Gentrytown Dr. were replaced that were spraying into the roadway. All sprinklers are now adjusted and on target.
- Contra Loma Park: Don't forget about the new drinking fountain that was just installed. Stop by and try it out and while you are there, how about a game of Tennis?
- Gentrytown Park: A total of 18 vandalized and broken sprinklers were replaced, and are now operating again.
- Harbour Park: Also has a new drinking fountain installed. Stop by and try it out. It is off Searsport Court, by the baseball field, and while you're there, how about bringing some friends for a game of Softball?
- Heidorn Park: 2 tree bubbler sprinklers as well as 1 spray head sprinkler were replaced, eliminating wasted water.
- Mira Vista Hills Park: A new turf valve was installed to replace the old inoperative one, and a broken sprinkler was replaced also.
- Nelson Ranch Park: The City's newest park, off Wildflower Drive, had 3 broken sprinklers replaced as well as rewiring completed to 4 turf valves, by the playground, that were not functioning due to tampering.

PUBLIC WORKS UPDATES

Administration

- The City of Antioch is being required to reduce its 2015 water usage by 28% in 2015 using 2013 as the base year. Outdoor water conservation will be the primary focus of the City's program as well as fines for wasteful practices as identified in the Water Conservation Resolution adopted by the City Council on May 12th. All Antioch customers will be mailed a letter explaining the program and prohibitions as well as 2013 monthly water usage. Examples of prohibitions are: three day per week residential outdoor watering, no watering between the hours of 9:00 am and 5:00 pm, shut off nozzles required on all hoses and drinking water available only upon request at restaurants. Contra Costa Water District has incentives such as residential high-efficiency clothes washer rebates, water-efficient landscape rebates and smart sprinkler timer rebates. More information on water conservation programs and ideas on how to conserve water can be found at www.ccwater.com or www.antiochwater.com. Customers who are not in compliance with drought restrictions can be reported to the Antioch Drought Hotline at (925) 779-6140.
- Residents of Antioch, Bay Point and Pittsburg can now get free recycled water to use for irrigation of their yards and gardens at home. The Residential Recycled Water Fill Station located at 2500 Pittsburg-Antioch Highway will be open to residents on Saturdays and Sundays from 9 a.m. – 3 p.m. through the end of October. There is a 300 gallon maximum per visit with no limit to the number of visits. For more information, please see <http://ddsd.org/home/showdocument?id=1218>.

- Caltrans will be doing a major traffic change on Contra Loma Blvd. on Monday night, August 3rd. Traffic will be rerouted closer to the outer curbs so that the contractor can work on median construction.
- The Caltrans contractor will close Lone Tree Way/'A' Street between the on- and off-ramps from 10 p.m. Friday to 5 a.m. Sunday, July 31st – August 2nd, to install reinforcement for bridge supports.

Engineering & Development Services

- Almondridge East Subdivision 8880, an 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: Staff is reviewing plot plans for ongoing new home construction.
- 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: Construction of improvements is ongoing. Phase 2 environmental clearance and USBR permit is in process.
- Cellular Providers on City-owned Property: Verizon is investigating new cellular installations at the City's Larkspur Dr. and James Donlon Blvd. water tank sites. Zayo is investigating installation of Dark Fiber at selected locations under a City encroachment permit.
- City Sports Club, located at 5001 Lone Tree Way: The recordation of lot merger and sewer easement quitclaim deed is in progress. Final plan check completed.
- DeNova Homes Mixed Use Project at Hillcrest Ave./Wildflower Dr.: Application for mixed use project consisting of 9.5 acres commercial, 8 acres multi-family, and 2.2 acres single family development. Staff met with the applicant to discuss project conditions of approval.
- Laurel Ranch, a 186-unit housing development by Richland Communities, located at the eastern terminus of existing Laurel Road and west of Highway 4: The developer is preparing a final development plan submittal.
- Nelson Ranch Unit 1 Subdivision 6893, a 102-unit housing development by Standard Pacific Housing, located northeasterly of Wild Horse Road and Ridgeline Drive and southwesterly of State Route 4: Release of bonds for garage sales office conversions and model home complexes is in progress.
- Oakley Knolls Subdivision 9353, a 31-lot development by Discovery Builders, located north of Oakley Road 1,300 feet west of Phillips Lane: Staff prepared conditions of approval for a tentative map application.
- Park Ridge Phase I, a 123-unit housing development by Davidon Homes, located west of Canada Valley Road and east of Highway 4: Staff returned 2nd map and plan check comments and prepared conditions of approval for landscaping design review approval.
- PG&E Lot Line Adjustment, located at the southwest corner of Somersville Road/ Buchanan Road intersection: Staff sent lot line adjustment documents to the recorder's office for recordation.

- Taco Bell, 1706 'A' Street: Staff returned first plan check comments to the design engineer.
- Wilkinson-VanSandt LLA: Staff sent documents for a lot line adjustment between 4316 and 4325 Berryessa Ct. to the recorder's office for recordation.
- Viera Ranch Unit 2 Phase 3: Council approved tract acceptance and a CCWD (USBR) agreement for City-maintenance of two Delta De Anza Trail trailheads on CCWD property at their July 28th meeting.
- SR4 (Segment 2) Contra Loma Blvd. Interchange/'G' Street Overcrossing Project: 'G' Street Bridge punch list and Contra Loma Blvd./'L' St. Undercrossing work continues. Lane closures along Contra Loma Blvd. and Fitzuren Rd. continue this week. Caltrans will be doing a major traffic change on Contra Loma Blvd. on Monday night, August 3rd. Traffic will be rerouted closer to the outer curbs so that the contractor can work on median construction. Pedestrians and motorists are advised to exercise caution while travelling through this area.
- SR4 (Segment 3A) 'A' Street/Lone Tree Way Interchange, Cavallo Road/Garrow Drive Undercrossing Project: The Caltrans contractor will close Lone Tree Way/'A' Street between the on- and off-ramps from 10 p.m. Friday to 5 a.m. Sunday, July 31st – August 2nd, to install reinforcement for bridge supports. Bridgework continues above the Cavallo Road undercrossing. Pedestrians and motorists are advised to exercise caution while travelling through these areas.
- SR4 (Segment 3B) Hillcrest Avenue Interchange and BART Tunnel Project: Slatten Ranch Road curb, gutter, sidewalk and paving work continues. Work on the Hillcrest Avenue Bridge widening, westbound off- and on-ramps, Slatten Ranch Road signalized intersection, Pedestrian Overcrossing (POC) and Maintenance of Works (MOW) Tunnel work is ongoing. Pedestrians and motorists are advised to exercise caution while travelling through this area.
- BART Parking Lot and Maintenance Facility: Staff approved the design for a proposed 12" sanitary sewer main from the new Maintenance Facility, north of the S.P.R.R. railroad line to the southerly extension of Willow Avenue and is reviewing easement documentation. Staff returned comments to BART's Ownership and Maintenance of Utilities Agreement for storm drainage improvements.
- Deer Valley Business Park, commercial development fronting Country Hills Drive between Lone Tree Way and Deer Valley Road: Staff is processing abandonment of existing easement.
- The Vineyards at Sand Creek, a proposed 641 unit housing development located on Sand Creek Road between Heidorn Ranch Road and Hillcrest Avenue: Staff continues to meet with the developer to discuss various site and infrastructure issues. The tentative map has been submitted and staff is creating conditions of approval.
- The Ranch, a proposed 1,667 unit housing development located between Deer Valley Road and Empire Mine Road: Staff is preparing comments for preliminary development plan.

- Heidorn Village, a proposed 117 unit housing development located northwest corner of Prewett Ranch Drive and Heidorn Ranch Road: The tentative map has been submitted and staff is creating conditions of approval.
- Quail Cove, a proposed 32 unit housing located on the south side of Prewett Ranch Drive west of Heidorn Ranch Road: The tentative map has been submitted and staff is creating conditions of approval.
- Lakeview Center, development of a new 11,598 square foot medical office building located at the corner of Lone Tree Way and Golf Course Road: Plans were submitted for second review and have been returned with comments.

Capital Improvements Division

- Marina Boat Launch Facility, Third Boarding Float: Topper Industries has commenced off-site construction of the boarding float. Valentine Corporation is scheduled to install the facility in mid-August.
- Curb, Gutter and Sidewalk Repair Program: Anchor Concrete continued to remove and replace deteriorating, damaged and uneven concrete throughout the city. Over the past week, a total of 89 square feet of sidewalk, 22 square feet of driveway approach and 20 lineal feet of curb and gutter were replaced.
- West Antioch Creek Channel Improvements: The City and California Department of Fish and Wildlife (CDFW) have agreed to the terms within the Lake and Streambed Alteration Agreement. CDFW is expected to provide a revised Routine Maintenance Agreement in late August. The State Historical Preservation Office is reviewing the updated Cultural Resource Inventory report. U.S. Army Corps of Engineers preparing a public notice to parcels in the vicinity of the project. The Contra Costa County Public Works Real Property Division is continuing work associated with easement and property acquisitions.
- Water Treatment Plant Disinfection Improvements: City Staff is reviewing draft Alternative Analysis Technical Memorandum submitted by CDM Smith that examines various replacement disinfection processes at the Water Treatment Plant.
- Sunset Booster Pump Station Replacement: Project plans and specifications are available for purchase at a cost of \$75 per set. Copies may be obtained by logging on www.blueprintexpress.com/antioch or by calling BPXpress Reprographics at (707) 745-3593. The public bid opening for this project is scheduled for August 4th at 2:00 P.M. in the City Council Chambers located at 200 "H" Street.
- Water Treatment Plant Electrical Upgrades: Requests for Proposals have been sent to CDM Smith, Eaton Corporation, GHD, TJC and Associates and YEI Engineers to conduct an extensive evaluation of the existing electrical systems at the City's Water Treatment Plant and develop plans and specifications for required facility upgrades. A pre-proposal meeting for this work was held on July 28th between City Staff and the various engineering consulting firms to further discuss the details of the project. Consultant proposals are due August 6th.
- Urban Water Management Plan Treatment: Requests for Proposals have been sent to Brown & Caldwell, Carollo Engineers, CDM Smith, Risk Management Professionals, and West Yost Associates to develop the 2015 Urban Water

Management Plan, which addresses the City's long-term water demand, supply and resource management. Consultant proposals are due August 14th.

- 2015 Transportation Development Act (TDA) Grant: JD Partners is under contract to install 27 new curb ramps along Blue Rock Drive and West Tregallas Road. Construction is expected to begin on August 10th and completed by August 30th.
- Safe Routes to School Grant (Cavallo/Garrow/E. Tregallas curb ramps): J.J.R. Construction is under contract for the installation of 85 curb ramps and sidewalk improvements along Cavallo Road, Garrow Drive, and East Tregallas Road and sidewalk improvements along Drake Street. J.J.R. Construction is working on replacing the curb ramps on Cavallo Road and Garrow Drive and has started the sidewalk reconstruction work on Drake Street. The project is scheduled to be completed by August 15th.
- Transportation Impact Fee Study: Staff is working with the consultant, EPS, to update anticipated land uses and the transportation network to be used in the model. EPS will provide a public presentation and provide a study update at the August 11th City Council Meeting.
- Preventative Pavement Maintenance Program: MCK Services completed all the work on the "dig out" contract. The City Council will consider the final acceptance of the project at the August 11th meeting.
- Cavallo Road and Country Hills Drive Pavement Rehabilitation: MCK completed the paving work on Country Hills Drive and Cavallo Road and is in the process of completing the striping work. Construction of the project is expected to be completed by August 10th.
- Prewett Water Park Improvements: RHAA is under contract for the design of the final improvements at Prewett Water Park. RHAA has completed the 50% design of the spray ground and staff is in the process of reviewing the design. Construction is anticipated to start in January 2016 and be completed by June 2016.
- 2015 Rubberized Cape Seal: American Pavement Systems started construction work on the project on June 8th and is expected to be completed by July 31st. The contractor completed placing the rubberized chip rock on all the streets and is in the process of completing the final slurry seal layer and replacing the striping.

Water Treatment Plant

- Assisted the water park with improvements to their chemical storage.
- Painted over graffiti at several pump and tank sites.
- Routine preventative maintenance on chlorine feed system.
- Assisted Distribution crews with work on our 39" raw water line.

Water Distribution

- There were 259 stops for water service including disconnections.
- There were a total of 81 USA tickets completed for utility location.
- Annual backflow test program continues and is on schedule.
- Meter reading for the month of July has been completed.

- Water crews continue to monitor water meters, conservation and usage at all City buildings and parks.
- Water crews issued seven drought violation tags.
- Water crews continue issuing “water served upon request” notices and table flyers to all restaurants within City limits.
- Water Distribution personnel continue to respond to drought hotline inquiries.
- Water crews continue repairing fire lines at the Marina.
- Water crews continue to respond to customer calls and underground service alerts city wide.
- Water crews have begun an upgrade project to the 39” raw water main at the Water Treatment Plant.
- Water crews have replaced a meter and backflow device at Antioch High School.
- Water crews have replaced a meter and backflow preventer at Kimball Elementary.
- Water crew 2nd shift continues with city wide fire hydrant rehab project.
- Water staff continues to haul green waste for recycling at Fulton yard.
- Water crews replaced a fire hydrant on Miller St.
- Water crews have begun a repair on a 24” raw water line at the river pump station.
- Central stores staff continues removing graffiti and debris from Amtrak station and Fulton boat ramp.
- Central Stores assisted Fleet Maintenance with the changeover to the new fuel management system.
- Central stores procured specialty material for the marina fire system repairs.

Public Works Operations – Parks and Landscape

- Playground and Park Safety Inspections: Completed at Deerfield, Heidorn, Meadow Creek and Nelson Ranch Parks. Follow-up inspections were completed at Almondridge and Contra Loma Parks.
- Almondridge Park: The men’s restroom is out-of-service through mid-August. The women’s restroom has been re-opened and is now in service. Two sprinklers were replaced at the park; one by the playground and one by the baseball field.
- Canal Park: Replaced two sprinklers next to Gentrytown Dr. that were not working properly.
- Country Manor Park: The women’s restroom stall has been repaired and all fixtures are now operating properly.
- Gentrytown Park: Replaced 18 vandalized and broken sprinklers.
- Hansen Park: Two new Doggie Mitt Station dispensers were added to the park, bringing the total to three. One more station remains to be installed by a Local Boy Scout as part of his Eagle Scout Project.
- Heidorn Park: Replaced two tree bubbler sprinklers, as well as one spray head sprinkler to eliminate wasted water.
- Mira Vista Hills Park: A new turf valve was installed to replace the old inoperative one, and a broken sprinkler was replaced.

- Nelson Ranch Park: Replaced three broken sprinklers. Re-wired four turf valves by the playground that were not functioning.
- Park Tree Maintenance: A major limb failure at Hillcrest Park was removed from a large Ornamental Pistachio Tree next to the walkway. Corrective weight reduction pruning was also performed at the same time.
- Tree Removal Permits: Processed for 4000 Packard Ridge Road.
- Irrigation: 102 irrigation leaks repaired on City property
- Spot Spraying: Wilbur Ave., Slatten Ranch Rd, Wild Horse Rd., and E. 18th St.
- Trim Crews: James Donlon rights-of-way, Lone Tree medians, Hillcrest Ave. rights-of-way on the east side, Country Hills Dr., James Donlon Dr. east of Somersville Rd., Buckskin Dr., Heidorn Ranch Rd., Lone Tree Way, and 4th St.
- Cul-De-Sacs Trimmed: Hillcrest to Lone Tree Way, south of James Donlon from Lone Tree Way to Somersville Rd.

Public Works Operations – Streets Maintenance

- Graffiti Abatement: Graffiti removed from City property in numerous areas.
- Potholes: Three potholes filled.
- Signs: Four signs replaced due to poor reflectivity and installed one new sign.
- Debris: 24 yards of debris were removed from a homeless encampment as directed by Code Enforcement.
- Pave Utility Service Cuts: Five utility service cuts were paved utilizing 24 tons of asphalt.
- Striping: Painted 70 yellow stencils and 1,285 feet of yellow crosswalks, 12 inch around schools.
- Lane Delineators: Installed on 11th St. between L St. and G St. and on 14th St. between L St. and Klengel St.

Public Works Maintenance Operations – Collections Division

- Calls for Sewer Service: Received and responded to five calls for service from the public, responding crews televised 105 linear feet of public sewer laterals connecting to the City's sewer system.
- Sewer Mains: Daily preventative maintenance performed on over 35,017 linear feet of sewer main lines.
- Quarterly Sewer Main Cleaning: The route schedule is under review to increase inspection frequency of identified 'hot spots' and integrate a proactive preventative cleaning schedule for the hot spots.
- Sewer Lateral Maintenance Program (SLMP): Repaired two laterals that were severely damaged requiring immediate repairs. Crews also televised three laterals.
- Manhole Inspection Program: Crews inspected 56 manholes. Manholes are inspected for loose lids, debris, locking mechanisms, and status of infrastructure for future maintenance and rehabilitation. We are updating the program and processes for integration in our computerized maintenance management system.

- Closed Caption Televising (CCTV): The CCTV Preventative Maintenance inspects sewer mains to identify the condition and causes of blockages and Sanitary Sewer overflows (SSOs).
- National Pollutant Discharge Elimination System (NPDES): Crews removed 235 yards of debris and trash out of various creeks and channels. Crews also cleared 0.4 acres of weed abatement. 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: 14 services on City vehicles as scheduled.
- Unscheduled Repairs: 51 unscheduled necessary repairs to City vehicles.

Public Works Operations – Municipal Marina

- Responded to two berthing inquiries, and gave three facility tours.
- The new marina website is attracting web traffic with over 220 new views this week. View the new marina website at: <http://ci.antioch.ca.us/antioch-marina>.
- Completed painting fuel dock PVC lines.
- Completing the installation of the new marina program on the last computer, and coordinating with Information Systems to implement the new program software.
- Advertising and outreach: Craigslist weekly ads posted in Sacramento, Bay Area, Stockton, Santa Cruz, and Monterey.

Public Works Operations – Facility Division

- City Hall: Repaired water leak in men's bathroom.
- Lynn House Gallery: Repaired outside security lighting.
- Senior Center: Repaired double doors for the main entrance.
- Waldie Plaza: Re-wired an electrical pedestal.

GIS

- SSO Emergency Response Map: 80% complete.
- Begin map of Pavement Condition and Assessment Rating: 50% complete.
- Collections Dashboard Revisions - Collections Category consolidation: Complete.
- Collections Dashboard Revisions - Collection Problem fields consolidation: 10% Complete.
- Data collection of Gentrytown Water Distribution Main Break: Valves and Line: Complete.
- Data collection of Tregallas/Hwy. 4 Water Distribution Line - Valves and Line: Complete.
- 2015 Storm Water GPS Updates: Complete.

POLICE DEPARTMENT UPDATES

- On 7/29/2015 at 3:00 pm, Chief Allan Cantando officiated the Swearing – In Ceremony of Officers Corey Blumberg, Jacob Ewart and Rishi Negi. Department. The ceremony took place in the Antioch Police Department Community Room. On 7/24/2015, these officers graduated in the 177th class of the Contra Costa County Police Academy. They will now begin their Field Training Program which will last a minimum of 17 weeks. Mayor Pro-Tem Lori Ogorchock, Council Woman Mary Rocha, Council Woman Monika Wilson and City Manager Steve Duran were in attendance. City Clerk Arne Simonson administered the Oath of Office.
- On 7/29/2015 at 7:54 am, 48 year old Isidro Revuelta was contacted while walking on W 17th St. Revuelta was found to have an outstanding arrest warrant for DUI. He was arrested and released with a new court date.
- On 7/28/2015 at 10:45 pm, officers responded to 210 "I" St. on the report of a subject threatening subjects at the location with a sharpened screw driver and keeping them from exiting the building. He also stabbed a tire on a parked vehicle with the screw driver flattening it. Officers arrived and located 37 year old Tulsha Perkins walking away from the building. Perkins was arrested without incident and booked at the county jail for make threats while armed.
- On 7/28/2015 at 10:38 pm, officers were dispatched to the 700 block of "B" St. regarding an intoxicated subject challenging people to fight. Officers arrived and found Angela Casillas at the location. She was exhibited significant symptoms of being under the influence of alcohol. Officers placed her under arrest for being intoxicated in public. She was booked at the county jail.
- On 7/28/2015 at 9:55 pm, an officer made contact with 37 year old Abel Vega at Jack's Car Wash at 924 Fitzuren Rd. A records check indicated he had outstanding arrest warrants for attempted grand theft, tampering with a vehicle and possession of a controlled substance. Vega was arrested without incident and later released with a new court date.
- On 7/28/2015 at 4:40 pm, officers saw 30 year old Dupree Slaughter in the Peppertree Way area and were aware he was out of compliance with his sex offender registration. He was contacted at 2100 "L" St. and taken into custody without incident. His parole agent was contacted and a parole hold was placed on him. Slaughter was booked at the county jail.
- On 7/27/2015 during dayshift, the following persons were arrested on outstanding arrest warrants:

- Kevin Swain, 25 years old, was arrested at 512 “E” St. on an outstanding arrest warrant for Being Under the Influence of Controlled Substance. He was issued a new court date and released.
 - Londa Lovins, 48 years old, was arrested at E.6th and “A” streets on an outstanding arrest warrant for Driving Under the Influence. She was booked at the county jail.
 - Cameron Edwards, 53 years old, was arrested at “A” St. and S.R. Hwy 4 on 3 outstanding arrest warrants for Possession of and Being Under the Influence of a Controlled Substance. He was booked at the county jail.
 - Kyle Miller, 46 years old, was arrested near the Big Lots store for 2 outstanding arrest warrants charging Driving Under the Influence. He was booked at the county jail.
 - Ronald Avilla, 23 years old, was arrested at the police department for an outstanding arrest warrant for petty theft. He was issued a citation with a new court date and released.
 - Brandon Hill, 28 years old, was arrested at “L” St. near Sycamore Dr. on an outstanding arrest warrant for assault. He was booked at the county jail.
 - Habakka Coleman, 41 years old, was arrested at W.18th and” L” streets on an outstanding arrest warrant for assault. He was booked at the county jail.
 - Jesse Sabedra, 56 years old, was arrested at 520 E.18th St. on an outstanding arrest warrant for Being Under the Influence of a Controlled Substance. He was booked at the county jail.
 - Gary Worthington, 36 years old was arrested at 85 S. Lake Dr. on an outstanding arrest warrant for Being Under the Influence of a Controlled Substance. He was released issued a citation with a new court date and released.
- On 7/27/2015 at 3:42 pm, officers responded to a hit and run at Lonetree Way at Muirwood Way. when officers arrived they found a stolen van had struck the sound wall and the driver fled on foot. Citizens followed the driver and officers apprehended 34 year old Wesley Grayson from a vehicle. Officers learned Grayson had stolen the van earlier in the day from a dealership in Concord during a test drive. A sales person jumped in the vehicle to try to stop him, and Greyson drove away with the salesman in the van. Eventually the sales person was able to flee from the vehicle. Greyson is also being investigated for another Hit and Run that

occurred after the sales person was able to flee from the stolen van. Concord PD responded to Antioch and took custody of Greyson, who was at the Sutter Delta Memorial Hospital. Several hours later Greyson attempted to escape by running from the location. Antioch officers responded to assist Concord officers. He was taken back into custody and later booked at the county jail on his charges.

- On 7/27/2015 at 11:53 am, officers contacted 28 year old Candice Freitas at 2113 Lemontree Way. A records check revealed she was on probation with a search clause. A search of her car revealed stolen property and other materials related to identity theft. A probation search was conducted of her home and 24 year old Nicole Gladson was located inside. Gladson was on file with the Contra Loma Estates as a trespasser and has been arrested numerous times for being in the complex after being told repeatedly she was not to enter the property. Joseph Andaya, 38 years old, was also contacted inside the apartment and found to be in possession of a switchblade knife and methamphetamine. He was also on probation. All three subjects were booked at the county jail.
- On 7/27/2015 at 12:32 am, officers responded to a collision and a fight at Manzanita and Mahogany Ways. When officers arrived they found 21 year old Marshawn Roland in the street taunting the crowd to fight. Roland made threats to assault and shoot those present. It was determined that Roland collided with a parked car. Roland exhibited symptoms of being under the influence of alcohol and was placed under arrest for DUI and Disturbing the Peace. He was booked at Antioch P.D. on his charges and later released on a promise to appear in court.
- On 7/26/2015 at 8:22 am, officers made contact with 37 year old Jaime Garcia who was panhandling at Somersville Rd and S.R. Hwy 4. Garcia is a frequent panhandler and has been previously cited for doing so. During their contact with Garcia, officers located a concealed fixed blade knife concealed on his person. Garcia was subsequently arrested and booked at the county jail.
- On 7/25/2015 at 8:56 pm, officers responded to W.7th and "A" streets regarding the report of a man with a knife and a second male armed with a sawed off shotgun having a verbal dispute. As officers were responding it was reported the man armed with the knife had fled and the second male with the shotgun had walked away with two females. Officers arrived and located a male matching the description of the person with the shotgun in the company of two females. Upon attempting to make contact, the male fled. Officers gave chase and caught the male, who was carrying a duffel bag. He was detained and a loaded sawed off shotgun was located in the duffel bag. The male was identified as 25 year old Joseph Viscuso. A records check indicated he was on felony probation. He was booked at the county jail on several weapons violations and violation of probation.

- On 7/25/2015 at 8:09 pm, officers responded to Peppertree Way and Sycamore Dr. regarding several calls to dispatch reporting a juvenile male pointing a handgun toward the roadway. Officers arrived on scene and contacted the suspect, a 14 year old male, who was in possession of a replica handgun. He was arrested and taken home to his mother where he was released on a citation.
- On 7/24/2015 at 8:06 pm, officers responded to the area of Deer Valley Rd. and Hillcrest Ave. regarding a Chevrolet Trailblazer driving recklessly and almost causing several collisions. Witnesses followed the vehicle and provided dispatch updates as officers responded. The vehicle stopped in the 4800 block of Pineview Way. Officers arrived and contacted 65 year old Eleanor Bell, who had just exited the Trailblazer. She exhibited symptoms of being under the influence of alcohol and was arrested for DUI. She also had an outstanding arrest warrant for DUI. Bell submitted to a test which indicated her blood alcohol level was 0.14%. Bell's grandchildren were in the Trailblazer while she was driving. She was booked at the county jail on her warrant, DUI and Child Endangerment.
- On 7/24/2015 at 9:13 pm, officers responded to the 2000 block of Spruce Way regarding a 16 year old girl causing a disturbance and attempting to break out a front window of the home. Officers arrived and contacted the 16 year old girl. It was determined she had an outstanding No Bail arrest warrant for possession of stolen property. The girl was arrested and booked at juvenile hall.
- On 7/24/2015 at 12:11 am, an officer was conducting extra patrol to the businesses in the area of 2500 Somersville Rd. The officer made contact with 37 year old Raquel Robles near the Big Lots store. A records check revealed she had an outstanding arrest warrant with a bail of \$10,000.00 for possession of a controlled substance. She was arrested and booked at the county jail.
- On 7/23/2015 at 8:18 am, officers were dispatched to the field behind 1401 W.18th St. regarding a complaint of transients setting up camp. David Bond, 49 years old, was contacted and found to have an outstanding felony warrant for auto theft issued in Alameda County. He was arrested and booked at the county jail. Several other transients were moved along with the assistance of Antioch Code Enforcement Officers.
- On 7/22/2015, a vehicle was reported stolen on Fawn Hill Way. On 7/23/2015 at 10:22 pm, officers located the stolen vehicle parked in front of the Romi's Liquor Store located at 418 E 18th St. Officers contacted 36 year old Ellis Williams, who was seated in the front passenger position of the stolen vehicle. After reviewing the video system from Romi's, it showed Ellis driving the vehicle into the Romi's lot. Williams was arrested and booked at the county jail for auto theft.

Service Call & Arrest Data:

Time Period:	07/23/15 00:00:00 – 07/29/15 23:59:59	
Number of Calls for Service:	1,622	
Number of Case Reports:	251	
Number of Arrests:	96	
	Felony:	29
	Misdemeanor:	67
	Arrests with DUI charge:	3
<i>The data is based upon unaudited CAD/RMS data at time of report generation.</i>		

CITY MANAGER’S NOTES

On Monday, Economic Development Program Manager Lizeht Zepeda and I attended a Health / Wealth Initiative meeting focused on business clusters and other job creation topics for east Contra Costa County. Job training and removing barriers to success were key discussion points.

This afternoon I attended the swearing in ceremony for our three newest Antioch Police Officers at the Police Department Community Room.

I will be taking tomorrow (Friday) off to attend to some personal business. I will be in the area. Administrative Services Director Michelle Fitzer will be Acting City Manager and is authorized to execute documents as necessary in that capacity.