



**OFFICE OF
THE CITY MANAGER
MEMORANDUM**

DATE: August 14, 2014
TO: Mayor Harper and City Council Members
FROM: Steve Duran, City Manager
RE: City Manager's Weekly Report

MEETING SCHEDULE

| Date and Time | Event | Location |
|--|--|--------------------------------------|
| Monday, August 18, 2014 6:00 p.m. | Oversight Board to the Successor Agency to the Antioch Development Agency | City Council Chamber 200 H Street |
| Wednesday, August 20, 2014 – 6:30 p.m. | Planning Commission Meeting | City Council Chamber 200 H Street |
| Tuesday, August 26, 2014 7:00 p.m. | City Council Meeting | City Council Chamber 200 H Street |
| Thursday, August 28, 2014 3:00 p.m. | Board of Administrative Appeals – Special Meeting | City Council Chamber 200 H Street |
| Monday, September 1, 2014 - CLOSED | Labor Day City Holiday | |
| Tuesday, September 2, 2014, 6:00 p.m. | Economic Development Commission Meeting | City Council Chamber 200 H Street |
| Wednesday, September 3, 2014 – 6:30 p.m. | Planning Commission Meeting | City Council Chamber 200 H Street |
| Thursday, September 4, 2014 – 3:00 p.m. | Board of Administrative Appeals | City Council Chamber 200 H Street |
| Tuesday, September 9, 2014 – 7:00 p.m. | City Council Meeting | City Council Chamber 200 H Street |
| Wednesday, September 17, 2014 – 6:30 p.m. | Planning Commission Meeting | City Council Chamber 200 H Street |

OFFICE OF THE CITY CLERK UPDATES

The City Clerk was at City Hall on Friday, August 8th from 8:00 a.m. to 5:00 p.m. to receive council candidate filings. A total of six candidates submitted their nomination papers during the day; the last having done so at 4:30 p.m. All filed documents were scanned and the appropriate documents were emailed for signature verification to the County Elections Office.

A total of 16 Antioch residents pulled nomination papers for the 2 Council Member seats that are up for election Nov. 4th. Of those 16, six did not file their papers; two fell short of the required 20 valid signatures of registered Antioch voters and were thus not qualified; and eight were qualified for the November ballot. The eight candidates are: Lori Ogorchock, Diane Gibson-Gray, Tony Tiscareno, Lamar Thorpe, Steven Bado, Karl Dietzel, Jeffrey Hall-Cottrell and Anthony Segovia.

Submitted FPPC Form 700 "Statement of Economic Interests" for the eight City Council Candidates to the Fair Political Practices Commission.

Received the City Attorney's Impartial Analysis of Antioch's Measure O for the November ballot. Ballot arguments in favor and against are due to the City Clerk by 5 p.m. on Wednesday, August 20th.

We received 2 resignations from the Economic Development Commission; 1 submitted their "Leaving Office" Form 700.

The Board of Administrative Appeals hearing was held on Aug. 7th. The appeal was denied.

We received four California Public Records Requests this week which were forwarded to the appropriate Departments for a response.

HUMAN RESOURCES UPDATES

Recruitment activities this week include:

- Oral Board interviews for the Human Resources Technician were held on Monday.
- The closed promotional recruitment for Administrative Analyst II in the Police Department closed on Monday.
- Oral Board interviews for Payroll Specialist were held on Wednesday.
- Oral Board interviews will be held for Lateral Police Officer on Friday.
- The Physical Agility Test for Police Officer applicants will be held on Friday.
- The written exam for Police Officer applicants will be held on Saturday.

Staff is preparing for the Health Plan Open Enrollment period. Employees will see their Open Enrollment information with their September 11th paycheck. The Open Enrollment Period will run September 11 – September 30, 2014.

We would also like to welcome our Associate Planner, Alexis Morris. In fact, we are welcoming Alexis back, as she previously worked for the City in the Planning Department.

INFORMATION SYSTEMS UPDATES

Work orders opened/completed for the week: 110/100

Email filter activity: 14,974 processed, 8,267 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 created end of month data backup tapes

Staff installed software updates on City Hall servers

COMMUNITY DEVELOPMENT UPDATES

Code Enforcement

| | |
|-----------------------------------|----|
| Cases followed up on | 53 |
| New Cases Open | 14 |
| Posted Sub-standard | 0 |
| Citations Issued | 5 |
| Warrants obtained and served | 0 |
| Cases Closed | 10 |
| Demand to Title for Cost recovery | 3 |
| Demands to Property Owners | 2 |
| Special Assmt Liens recorded | 0 |
| Prepare & record Release of Lien | 0 |
| Phone messages on complaint line | 24 |
| Web reports | 17 |

- 6th and I ST - Vacant transient encampment was cleaned up, all junk and rubbish was removed from the property.
- A St and 6th - Transient encampment, four individuals were at the property. They were provided with a resource handout. They all left the property with no incidents. The property was cleaned all junk and rubbish was removed from the property.
- A St and 6th - One transient returned to the city property and left his personal property unattended. The personal property was transported to the storage container for safe keeping. A notice was placed at the site were the personal property was removed and information was provided on how to retrieve the personal property.
- A Street - Re-secured a vacant house as the back door plywood had been removed to gain access into the house.

Environmental Resources

We are almost done with the current batch of enforcement for lack of garbage service. There were 23 actions on cases. 1 abatement notice was sent out, 5 cases were closed, as there is now service or the property is vacant. 2 residences were abated by signing the property up for 6 months of garbage service. Calls continue to come in from residents regarding Emergency Water Conservation Regulations the State enacted last month. We are averaging about 5 calls per day. Staff has mailed out 7 courtesy notices to properties where we received reports of possible water wasting.

Eco Events:

- Coastal Cleanup Day- Our water ways could use a pick me up! Registration is now open for our annual Coastal Cleanup Day event on Saturday, September 20th from 9am to noon. Join us at the Antioch Marina, Red Caboose and Prewett Water Park to clean up our local water ways. You can register at <http://art4antioch.org/Coastal-Cleanup.asp> or by calling the Environmental Resource Line at 779-6137.
- Citywide Yard Sale- Registration is open for the 5th Annual Citywide yard sale held October 3-5 and sponsored by the City of Antioch and Republic Services. Sellers can register their sales and buyers can create their lists of favorites to visit at www.antiochyardsales.com. New this year, Prudential will be offering sellers a free lawn sign to promote their sales!

Planning

52 public inquiries responded to via counter/email/phone

Building

234 Inspections
60 Permits issued

RECREATION UPDATES

Water Park

1. Worked with American Red Cross to complete Licensed Training Provider agreement. Agreement will be routed for City approval once the final copy is received from the American Red Cross
2. Worked with American Red Cross to on the application process for several of our Instructors to complete the necessary training to become Instructor Trainers. By having Instructor Trainers on staff we will be able to offer a broader range of safety classes that will help us fill a void for these types of classes in East County. This will ultimately help us with an improvement in our overall bottom line
3. Completed 7 day operation schedule for the 2014 season. We will only be open Friday evenings, weekends, and holidays through labor day
4. Conducted a Lifeguard training class for the Antioch Unified School District Physical Education Instructors
5. Conducted customer service training with our lifeguard management team

6. Scheduled a fall title 22-first aid for public safety personnel class for our lifeguarding staff. Each lifeguard must receive this training within one year of the date they were initially certified in Lifeguarding. By conducting this training in the fall we will be able to free up more time in our spring schedule to offer more classes to the public
7. Made operational adjustments to our standard operating procedures for the water park as required by CAL OSHA amusement ride division during a recent unannounced operational audit

Recreation Maintenance

1. Repair Crystal slide pump and reopen attraction to patrons
2. Repaired Canyon Cooler slide pump and avoided any closure time to the public
3. Create Draft Public Access Defibrillation policies and procedures manual for the new AED that is going to be installed at Community Park
4. Complete monthly preventive maintenance as scheduled
5. Began coordinating the fall/winter recreation facility floor maintenance program around facility usages
6. Received completed contract for annual pool boiler service. The completed contract will be routed for City approval next week
7. Coordinated for the warranty replacement of a failed LED underwater light in the sports pool
8. Made a waterproofing sealant repair to the Humphreys slide
9. Replaced failed drop ceiling tiles in the Water Park Multi-use room following leak repairs that were repaired by our HVAC vendor
10. Completed some minor tree trimming work to alleviate some faulty wireless communication on our emergency slide shut down system

PUBLIC WORKS UPDATES

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 – Staff approved revised model home plans and returned comments to the E. 18th Street/Phillips Lane traffic signal submittal. Model home construction has begun.
- Buchanan Crossings Shopping Center, a 103,139 square foot commercial center on a 13.5-acre site located at the northwest corner of Somersville Road and Buchanan Road – Staff is reviewing 2nd submittal civil plans, landscaping plans, and right-of-way and utility easement dedications.
- Cellular Providers on City-owned Property – Staff issued 4 signed consent letters for Sprint cellular modifications on four City-owned parcels and returned comments on two other Sprint applications. Metro PCS is decommissioning two of its sites on City-owned parcels at Antioch City Park and Via Dora Drive.
- Delta Bowl (Melton) Lot Merger – Staff is reviewing lot merger documentation for recordation purposes.
- Delta De Anza Trail repairs (Viera Ranch Subdivision 7220, between Ridgeline Drive and Neroly Rd.) – Trail paving and retaining wall construction have been

completed and fence installation is in progress. Staff issued a bond release letter for Tract 7219 improvements.

- Hidden Glen Subdivisions 6909, 7505, 8387 & 8388, William Lyon Homes is building homes on 130 lots. The project is located east of Hillcrest Avenue and generally north and south of Hidden Glen Drive between Donegal Way and Braemar Street. Staff continues reviewing plot plans for new homes and existing driveway approaches are being adjusted to new locations under a City encroachment permit.
- McElheney Road and Empire Mine Road Temporary Road Closure Extensions – Staff is preparing a report for Council consideration on September 9, 2014, to temporarily extend the subject road closures for an additional 18-month period.
- 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 – Staff prepared a Notice of Completion for Nelson Ranch Park improvements.
- The SR4 (Segment 2) Contra Loma Blvd./L St. Interchange & G St. Overcrossing Project proceeds with construction of the retaining wall west of Contra Loma Blvd. between Buchanan Road and St. Frances Drive. Staff is reviewing an Ingress/ Egress access easement to a Caltrans storm water basin.
- 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 completed the adjustment of a 10" waterline to plan elevation and alignment.
- Davidon Homes Park Ridge Phase I consisting of 123 residential units located west of Canada Valley Road and east of Highway 4 – Plans and maps have been resubmitted for second review.
- Wal-Mart expansion civil plans were approved and easements documents returned for signature.
- Somersville Road utilities complete and preparing for paving.

Capital Improvement Program (CIP)

- Deer Valley Road and Lone Tree Way turn pocket widening and extension – Construction is complete. Project being recommended for accepted by Council at the August 26, 2014 meeting.
- Sanitary Sewer Main Replacement at Various Locations – This project will replace the existing sewer facilities on East 19th Street, Acacia Avenue, Birch Avenue, Chestnut Avenue, Deodar Avenue, Evergreen Avenue and Belshaw Street. Work on Evergreen Avenue is expected to commence in the near future.
- Water Treatment Plant River Pipeline Connection – Requests for Qualifications have been sent to various engineering consulting firms for the preparation of project plans, specifications and estimate. Consultant responses are due August 28th.
- Piping Reconfiguration of Canal Pumps 2 and 4 and Pump 2 Replacement – Project plans and specifications of this project are available for purchase at a cost of \$100 per set. Copies may be obtained by logging on www.blueprintexpress.com/antioch or by calling BPXpress Reprographics at (707) 745-3593. A mandatory pre-bid meeting is scheduled for September 2,

2014 at 2:00 P.M. at the Canal East Pumping Station located at 3960 Lone Tree Way, across from Sutter Delta Hospital. The public bid opening for this project is scheduled for September 9, 2014 at 3:00 P.M. at the City Council Chambers located at 200 "H" Street.

- Fulton Shipyard Road Transfer Station Trash Enclosure – Project plans and specifications for this project 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. A mandatory pre-bid meeting is scheduled for September 2, 2014 at 10:00 A.M. at the City of Antioch's Transfer Station located at 425 Fulton Shipyard Road. The public bid opening for this project is scheduled for September 9, 2014 at 3:00 P.M. at the City Council Chambers located at 200 "H" Street.
- Marina Boat Launch Facility, Third Boarding Float – Staff has submitted the 100% design level project plans and specifications to the Department of Parks and Recreation, Division of Boating and Waterways for review.
- Fishing Pier Shade Structure – Contractor is working on the restroom demolition plan and the schedule. ICR Electric will relocate PG&E electrical service in preparation for the restroom demolition. Construction is scheduled to start in late August 2014 and be completed by November 2014.
- Annual Rubberized Cape Seal Program – California Pavement Maintenance Company completed this year's project. Staff is working on estimating funding balance projections for next year's Rubberized Cape Seal project.
- Wilbur Avenue Bridge Widening – The City Council is scheduled to accept the project at the August 26th meeting. Staff is working on the Final Closeout Report.
- Safe Routes To School Grant (Cavallo/Garrow/E. Tregallas curb ramps) – Staff is awaiting the Federal Highway grant funding allocation from MTC for the project.
- Surface Transportation Program Grant (Ninth Street) – Staff received the grant funding authorization from Caltrans to proceed with construction. PLS Surveys will start survey work in August. Design work will be completed in November 2014. Construction is scheduled for May 2015.

Water Treatment Plant

- Cleaned out the overgrowth at the Municipal reservoir's overflow.
- Changed oil in both generators at the Lone Tree booster pump station.
- Cleaned and flushed "A" plant's filters.
- Performed flow tests on the hydrants on Danridge Ct. This data will be used for the construction of the new Sunset pump station.

Water Distribution

- Stores staff began streamlining the worksheets for the janitorial supplies and safety materials bid packages as part of our ongoing practice of obtaining the best pricing available for the contract term.
- Certified members of the Water Division attended a seminar held by the Northern California Backflow Prevention Association (NCBPA) offering industry updates and education credits required for certification renewal.

- Construction crews repaired a sewer main at the corner of W. 5th St. and L St. and a sewer lateral on Arabian Way.
- Water distribution operators responded to an emergency water shut-off request at a 200 unit apartment complex on San Jose Dr. so that repairs could be made.
- Water distribution operators completed 6 water pressure tests and 7 water leak checks requested by customers.
- Water construction crews completed the installation of a new compound water meter, backflow prevention device and shut-off valve for Park Middle School.
- Construction crews replaced a residential water service on Northridge Ct.
- Construction crews replaced a fire hydrant along with a water retaining flapper valve at the Safeway Food Store on Deer Valley Rd. as a result of an auto collision.
- Water distribution operators replaced a backflow prevention device located in the center median on Buchanan Rd. as a result of an auto collision.
- Water staff is preparing for the replacement of a 6” backflow prevention device along with a compound water meter at a large apartment complex on Sycamore Dr.
- Cross connection control specialists continue to test and repair backflows on schedule.
- There were 193 stops for water service including disconnection.
- There were a total of 47 USA tickets completed for utility location.
- 40 meter transponders were exchanged due to failure.
- Meter reading for the month is on schedule.

Public Works Maintenance Operations

Landscape Maintenance

- Fire abatement GIS mapping is complete.
- Landscape crews continued the spraying of post emergent weeds on the Lone Tree Way medians.
- Numerous irrigation leaks were attended to and repaired.
- The five person contract trimming crew continues the trimming of Laurel Rd. The four person contract trimming crew completed the trimming on Mokelumne Dr., Gentrytown Dr. and is proceeding to Amargosa Drive greenbelt in the Wildhorse Road area. The three person trim crew completed the trimming of Judsonville Dr. and is now trimming the Mira Vista Ct. landscaped Right of Way.
- Landscape maintenance staff along with the “Work Alternative” participants have completed the trimming of Viera Dr. and are now trimming and cleaning the school pathway sites.
- Landscape staff assisted in the installation of a new irrigation controller on the north side of Country Hills Dr. east of Castletown Way.
- The park maintenance contractor (Pacheco Brothers) has completed the fertilizing of all the parks.

Street Maintenance

- Staff removed graffiti from numerous areas around the City.
- Crews continue to repaint pavement legends. Staff has repainted 120 legends and repainted 760 linear ft. of 12" wide lines (crosswalks and stop bars) 8" lines (turn lanes).
- Crews replaced 53 existing signs due to poor condition and installed 6 new signs.
- Staff assisted Code Enforcement and removed 190 yards of debris from 2 homeless encampments.
- Button crew replaced 350 raised pavement markers at various locations throughout the City.
- Crews filled 10 pot holes.

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 13 calls for service and cleaned over 19,150 linear feet of sewer lines.
- Staff televised 8 sewer laterals and hydro flushed 3 of them preventing a possible sewer overflow.
- Approximately 1.9 acres were weed abated in various creeks and channels.
- 347 cubic yards of vegetation/material were cleaned out of the creeks throughout the City.
- 6 bags of trash were removed out of various creeks and channels.
- Staff is creating door hangers to assist with outreach for the future sewer lateral program.

Fleet

- Performed 14 preventative maintenances on vehicles, as scheduled.
- Staff made 21 miscellaneous repairs to City vehicles.

Marina

- Marina staff continued electronic key audit and development of a key log. This is a proactive measure to make sure only authorized keys are in the system.
- Repairs to the kneeboard and dock brace at Berth E-59 are complete.
- Marina staff cleaned gated entryways and webs from light fixtures.
- Removed weeds and debris from dock areas.
- U.S. Power Squadron Summer Seminar Series on boating topics was concluded with great turnout. This cooperation has resulted in some good advertising for the Antioch Marina.

GIS

- Special request utility systems map for PG&E service mains – 11x17 is complete.
- 2014 City fire break map – 34"x44" is 75% complete.
- Collection utility system map revisions – 34"x44" is complete.
- Memorial Park GPS data collection – valves and RP installed.
- 2007 landscape and medians district map update 68"x70" is 50% complete.
- Update to Employee Billable Rates within Lucity Management System.

POLICE DEPARTMENT UPDATES

On 8/13/2014, which was AUSD's first day of school, officers provided extra patrol at Deer Valley Plaza during the release time. There were no problems and only small groups congregated and were moved along. At 3:45 pm, Officers cleared from the area. At 4:15 pm, Taco Bell employees called and advised they had over 30 students inside refusing to leave. Officers responded and the group quickly dispersed. No further problems were reported.

On 8/12/2014 Officers responded to the Save Mart on Contra Loma Blvd due to Melvin Davis getting upset that his friend was arrested for shoplifting and the store's loss prevention had refused to immediately release him. Davis grabbed a bottle of lighter fluid from a display and pulled a lighter from his pocket. He started flicking the lighter while yelling that he was going to burn the store down. He set the fluid down and dropped the lighter when Officers confronted him. Davis was taken into custody and it was learned that he was is an Arson Registrant and currently on probation for another fire he started. He was sent to the CCC Jail.

On 8/7/2014, Officers were responding to a report of a hit and run accident on Garrow Drive/Sweeny Road when Dispatch began receiving calls of shots fired in the 2800 block of Stamm Drive and a suspect fleeing. At least one area resident followed the suspect from a distance providing Police Dispatch with the suspect's location. Officers quickly arrived on scene and detained the suspect without incident. A firearm was recovered from the suspect. Officers contacted the victim on Stamm Drive who the suspect carjacked at gunpoint. The suspect was unable to immediately start the victim's vehicle and when family members of the victim exited their house the suspect fired several times at them with what was later determined to be blank rounds. Several blank rounds were recovered and there were no injuries. The suspect was also identified by witnesses at the collision scene as the driver of a vehicle which was determined to have been stolen a few minutes earlier and crashed on Garrow Drive. The 17 year old male suspect was sent to Juvenile Hall.

Weekly Calls For Service, Case Reports and Arrest data:

| | |
|------------------------------|---------------------------------------|
| Time Period: | 08/07/14 00:00:00 – 08/13/14 23:59:59 |
| Number of Calls for Service: | 1,600 |
| Number of Case Reports: | 251 |
| Number of Arrests: | 57 |
| Felony: | 24 |
| Misdemeanor: | 33 |
| Arrests with DUI charge: | 3 |

CITY MANAGER'S NOTES

On Tuesday, I toured the REACH Program facility in Antioch with fellow San Francisco Giant fans, Shirley and Mickey Marchetti, who manage to organization. I met most of the staff. What a wonderful program here in Antioch

I will be taking a day off tomorrow to attend to some family business out of town, but will be available by e-mail, text or cell phone.