



**OFFICE OF
THE CITY MANAGER
MEMORANDUM**

DATE: September 4, 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
Tuesday, September 9, 2014 – 7:00 p.m.	City Council Meeting	City Council Chamber 200 H Street
Monday, September 15, 2014 – 7:00 p.m.	Crime Prevention Commission Meeting	Antioch Police Department Community Room 300 L Street
Wednesday, September 17, 2014 – 6:30 p.m.	Planning Commission Meeting	City Council Chamber 200 H Street
Tuesday, September 23, 2014 – 7:00 p.m.	City Council Meeting	City Council Chamber 200 H Street
Thursday, September 25, 2014 – 6:00 p.m.	Sales Tax Citizens' Oversight Committee	City Council Chamber 200 H Street
Wednesday, October 1, 2014 – 6:30 p.m.	Planning Commission Meeting	City Council Chamber 200 H Street
Thursday, October 2, 2014 3:00 p.m.	Board of Administrative Appeals	City Council Chamber 200 H Street
Tuesday, October 7, 2014 6:00 p.m.	Economic Development Commission Meeting	City Council Chamber 200 H Street

DELTA BLUES FESTIVAL

The annual Delta Blues Festival is scheduled for Saturday, September 13th at Waldie Plaza, Downtown Antioch, from noon to 7:30 p.m. Check out www.Art4Antioch.org for details.

SOMERSVILLE ROAD UPDATE

Somersville Road was opened to traffic last Friday, two days ahead of schedule. The landscaping, street lighting, and traffic signal at Somersville and James Donlon are not yet complete. The contractor will continue working on these items. There is now a four way stop at Somersville and James Donlon that will remain until the signal becomes operable.

This temporary road closure has resulted in the road being completed much faster, with less overall inconvenience to the traveling public, than would have resulted from leaving it open during construction.

ELECTION UPDATES

The Business License Tax update, including a per unit tax on residential landlords, has been assigned the letter "O" by the County for the November 4th election. Staff has put a "Measure O Information" button on the home page of the City web site so that the public at large can get factual information on Measure O. In addition to the proposed Ordinance, the accompanying staff report and the City Attorney's Impartial Analysis, staff has prepared a Frequently Asked Questions (FAQ) document; all of which are available by clicking the Measure O Information button at www.ci.antioch.ca.us

The City Clerk has advised that the Council Chambers have been reserved for a City Council Candidate Forum and Measure O debate on Tuesday, **September 16th** from 7-9 p.m.; and on Thursday, **September 18th** from 7-9 pm for the Antioch Unified School District Trustee Candidates and the Contra Costa Board of Education Candidates. The forums and debate are being hosted by the Antioch Chamber of Commerce and the Antioch Herald.

OFFICE OF THE CITY CLERK UPDATES

The City Clerk is attending the California League of Cities conference this week.

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

Economic Development Commission (two partial terms)

Planning Commission (one partial term)

Parks & Recreation Commission (two partial terms)

The deadline date to apply is by 5:00 p.m. Thursday, September 18th.

Applications are available on the City website (www.ci.antioch.ca.us) and at the City Clerk's Counter.

HUMAN RESOURCES UPDATES

We'd like to welcome our new Human Resources Technician, Morgan Cooksey, on Monday September 8th. Morgan will be taking over for Ana Cortez, who was promoted to Administrative Analyst and will be transferring to the Police Department.

Congratulations to Brian Nunnally, who has accepted a position with the Tesoro Golden Eagle Refinery as its Senior Government and Public Affairs Representative effective September 18, 2014. This is a nice promotion for Brian. This position offers him an excellent opportunity to expand and grow his knowledge and skill set, and will enable him to better utilize the experience acquired throughout his career. Brian, who grew up in Antioch, has served the City and people of Antioch nearly eight years at City Hall. Brian's last day with us will be September 17th. Please join me in wishing Brian the best the future has to offer in his new endeavor.

COMMUNITY DEVELOPMENT UPDATES

Planning/Building:

- A tenant improvement building permit was issued for The Habit Burger Grill at Slatten Ranch Shopping Center.
- Administrative Use Permits were submitted for the pumpkin patch and Christmas tree lot at Fairview and Century Blvd.
- The Planning Commission approved a use permit for a 1,000 square foot expansion of an adult day program for developmentally disabled individuals. The project is located at 2352 Buchanan Road, in the Orchard Square Shopping Center.
- The Planning Commission denied a use permit for a 4,100 square foot convenience store at 1201 Auto Center Drive.
- A temporary certificate of occupancy was issued for the Holy Cross Funeral Chapel at 2200 East Eighteenth Street.
- 35 public inquiries responded to via counter/phone/email.

Building Permit Activity:

- Number of permits issued..... 55
- Number of inspections..... 123

Code Enforcement:

15 New Cases Opened
13 Cases Closed
54 Inspections
5 Citations
4 Posted Sub-Standard
2 Demands to Title for Cost recovery
5 Demands to Property Owners for cost recovery
0 Special Assessment Liens recorded
3 Prepare and Record Release of Lien
52 Phone messages on complaint line
12 Web reports

- Residence on W. 6th Street was re-posted sub-standard due to lack of PG&E service. Property was previously posted due to lack of water service.
- A second residence on W. 6th Street was posted sub-standard. Five transients were located in the house. One subject was arrested.
- A third structure on W. 6th Street was posted sub-standard.
- A structure on St. Frances was posted sub-standard.
- A 30ft by 20ft portion of stucco car port ceiling fell onto a parked vehicle at a hotel on E. 18th Street. Upon inspection by the Building Official, one of the hotel rooms was posted sub-standard. Other potential areas of failing stucco were brought to the attention of the property owner due to inadequate maintenance. Notice and Order and a Notice of Violation were posted.

Environmental Resources:

- Environmental Enforcement: Eleven actions on cases this week. Two cases were closed, as one property is vacant and the other resumed service.
- Waste prevention programs: The purchase requisition for the 2nd round of recycling barrels for park recycling was processed. New recycling container labels were delivered to the Antioch Marina in order to increase recycling collection. Many of the labels that indicate which containers are used for recycling collection at the Antioch Marina were either damaged or missing. Seven new labels, which have the word *recycle* in a blue font on them, will be used to label the cement recycling containers at the Marina.
- Staff met with approximately 30 people from the Riverview Garden Club and gave a presentation on the drought, the new prohibited actions and the programs available for water conservation.
- Staff provided outreach materials for the Cleaning Up Antioch, One Home at a Time Delta Blues Festival booth. Materials provided focused on illegal dumping and proper disposal, as well as promotion of upcoming eco events such as Coastal Cleanup Day.
- 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. For the first time in Antioch, we will be doing a kayak based cleanup on Friday, September 19th from 8-10am. Kayak rentals will be donated by Delta Kayak Adventures or you can bring your own boat. Check in will be at the Antioch Marina, but since space is limited, preregistration is required. Contact Julie Haas-Wajdowicz at 925-779-7097 or jhaaswajdowicz@ci.antioch.ca.us

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!

RECREATION UPDATES

On Wednesday September 3rd, a volunteer coaches meeting was held at the Antioch Community Center for those 18 years and older who wish to become a coach in the Recreation Departments youth flag football league. The program is designed for youth beginning in grades 1st thru 6th. All 15 potential coaches were located in a classroom setting while being instructed on all rules and regulations that govern this youth program. On Saturday September 6th at the multi-purpose sports complex on James Donlon Boulevard all registered youth participants will report at their scheduled grade times to participate in a 1 hour football skills clinic where all kids are taught the basic rules and techniques of the sport followed by a draft where each and every child is assigned to a team. Practices will be held once a week on Wednesdays throughout the season. Games officially start on Saturday September 27th and continue for 6 weeks.

PUBLIC WORKS UPDATES

Administration:

- Somersville Road was opened to traffic August 29th. Still to be completed is street lighting, median landscaping and installation of the traffic signal at the intersection of James Donlon Boulevard and Somersville Road. A four-way stop is in place at this intersection until the signal is operable. The new four-lane arterial is a significant improvement from the two lane road it replaces.
- The City's Drought Hot Line 925) 779-6140 is in operation and being utilized by the public to report water wasting or water related concerns. In the first week approximately twenty people had used this reporting tool with another fifteen incidents reported by City employees.
- Fishing Pier Shade Structure – Contractor will start the restroom demolition on Monday 9/8. **The Fishing Pier will be closed from 9/8 until 9/15** to perform the demolition operation. The pier will be signed that it is closed and direct the public to the Antioch Marina fishing pier. Construction of the shade structure is scheduled to be completed by December 2014.

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 – Model home construction continues. Model home complex plans approved by staff.
- 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 reviewed CVS shell plans.
- Cellular Providers on City-owned Property – Staff reviewed Verizon's application for cell modifications at 4506 Via Dora Drive for completeness and Metro PCS' request to decommission two cell sites at Antioch City Park and 4506 Via Dora Drive.
- Delta Bowl (Melton) Lot Merger – Staff is processing recordation of lot merger.
- Delta De Anza Trail repairs (Viera Ranch Subdivision 7220, between Ridgeline Drive and Neroly Rd.) – KB Homes' schedule shows completion of trail repairs and fence installation along CCWD and EBRPD property and final inspection on September 8th.
- 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 – 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 has prepared a reports for Council consideration on September 9, 2014, to extend the temporarily 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 is working with the developer towards taking Unit 1 (Subdivision 6893) to City Council for acceptance of tract improvements.
- Nelson Ranch Unit 3 Subdivision 8851 (130-unit single family home development by Standard Pacific Homes, the third and final unit of this development), located on approximately 38.10 acres northeasterly of the intersection of Wild Horse Road and Ridgeline Drive – Staff completed review of plot plans and landscape plans for the model home complex and is processing a garage sales office conversion agreement.
- The SR4 (Segment 2) Contra Loma Blvd/L St Interchange & G St Overcrossing Project proceeds with construction of retaining wall 13 west of Contra Loma Blvd. between Buchanan Road and St. Francis Drive – Closure of Contra Loma Blvd. between the on- and off-ramps to vehicular traffic from 10pm to 5am for bridge demolition work by the SR4 Contractor is expected to continue until September 6th. The SR4 Contractor provides flagging for pedestrian traffic from 10pm to midnight.
- 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. Construction continues on the pedestrian overcrossing (POC) along the east side of Hillcrest Avenue.
- The eBART Parking Lot & Maintenance Facility project, located east of Hillcrest Avenue on Slatten Ranch Road – Staff is reviewing revised signage and striping plans for Slatten Ranch Road and off-site sanitary sewer improvement plans and easement for the Maintenance Facility.
- 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 approved and easements documents returned for signature.
- AutoZone on Lone Tree Way plans have been submitted for the second review.

Capital Improvement Program (CIP):

- Sanitary Sewer Main Replacement at Various Locations – RGW Construction has completed soil sampling excavations on East 19th Street, Acacia Avenue, Birch Avenue, Chestnut Avenue, Deodar Avenue, Evergreen Avenue and Belshaw Street. Exploratory underground utility excavations have commenced on Evergreen Avenue.
- Water Treatment Plant River Pipeline Connection – Consultant qualifications for the preparation of project plans, specifications and estimate were received on August 28th. The documents are currently under review by Staff.
- Piping Reconfiguration of Canal Pumps 2 and 4 and Pump 2 Replacement – A mandatory pre-bid meeting for this project was held on September 2nd. 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. An addendum is being prepared to extend the public bid opening for this project to September 16th at 3:00 P.M. at the City Council Chambers located at 200 "H" Street.

- Fulton Shipyard Road Transfer Station Trash Enclosure – A mandatory pre-bid meeting for this project was held on September 2nd. 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. The public bid opening for this project is scheduled for September 9th at 3:00 P.M. at the City Council Chambers located at 200 "H" Street.
- Raw Water Pipeline Inspection & Assessment – Requests for Qualifications have been sent to various engineering consulting firms to perform comprehensive inspections and provide detailed assessments of the City's raw water pipelines. Consultant responses are due October 2nd.
- Marina Boat Launch Facility, Third Boarding Float – Staff has submitted a NOTIFICATION OF LAKE OR STREAMBED ALTERATION to California Department of Fish and Wildlife for review.
- Rubberized Cape Seal Program – Staff is developing the final list of streets and the engineering cost estimate for the 2015 Cape Seal project.
- Wilbur Avenue Bridge Widening – Staff is working on the Final Closeout Report and the final reimbursement invoice to the state.
- Safe Routes To School Grant (Cavallo/Garrow/E. Tregallas curb ramps) – Staff received the grant funding authorization from Caltrans to proceed with construction. PLS Surveys have started the survey work. Staff is working on the design. The construction is scheduled for January 2015.
- 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 September 2014. Design work will be completed in November 2014. Construction is scheduled for May 2015.
- Transportation Impact Fee Study – Staff has sent out Requests for Proposal to 10 consulting firms. Proposals are due on September 26, 2014.
- Engineering and Traffic Surveys – Staff has sent out Requests for Proposal to 4 consulting firms. Proposals are due on September 16, 2014.

Water Treatment Plant:

- Representatives from the Contra Costa Hazardous Materials Program conducted the triennial audit of the Water Treatment Plant Risk Management Program to ensure compliance with California hazardous materials regulations.
- Installed a new, higher volume caustic pump for B Plant.

Water Distribution:

- Cross-Connection Control staff continues to test and repair backflow devices on schedule.
- Water Meter staff had a total of 105 stops for service during this week. This includes establishing water service and water service disconnects.
- Meter reading has started for the month of September.
- Water staff has completed a total of 21 requests for utility markings.
- Stores staff removed several bags of illegally dumped garbage from Fulton Shipyard Rd. boat launch facility that was left over the Labor Day weekend.

- Staff completed Maintenance Yard monthly fuel download and sent usage reports to various divisions.
- Graffiti was removed from Amtrak station building. This is the third week in a row this has happened.
- Water Distribution Crew repaired/replaced sewer laterals on the 300 block of west 7th Street and Bond Ct.
- Continue to load trucks to haul green waste from the Fulton Yard and maintain the area that provides backfill material for excavations and dumpsters for Allied Waste.
- Replace aged or broken curb stops on City owned water meters to provide easy isolation for City water supply to make repairs or exchanges of water meters and plumbing problems.
- Answer phone calls on City water conservation hot line and respond with door notices and documentation to conserve City water supply.
- Replace fire hydrant on Delta Fair Blvd at San Jose Drive after being struck by automobile and knocked off flange.

Public Works Maintenance Operations:

Landscape

- Landscape crews continued the spraying of post emergent weeds on the Hillcrest Ave medians and the landscaped areas of Fredrickson Lane and Country Hills Dr.
- Numerous irrigation leaks were attended too and repaired.
- The 5-person contract trimming crew completed the trimming of Laurel Rd. and has now moved onto Canada Valley Rd. The 4-person contract trimming crew are continuing the trimming of the landscaped areas of Wild horse Rd. The 3-person trim crew has completed the trimming of the landscaped areas of the Hidden Glen Dr. subdivision and is now trimming Ridgeline Dr.
- Landscape maintenance staff along with the “Work Alternative” participants has completed the trimming of the medians on 10th St. and all of Country Hills Rd.

Parks

- Playground and park safety inspections were completed at Country Manor, Deerfield, and Hillcrest parks.
- Mira Vista Hills Park received a new basketball net.
- Dallas Ranch park vandalism forced the closure of 1 of its playground slides. A new slide is on order, and replacement will take place when it arrives.
- City Park was the sight of vandalism to its restrooms, necessitating they be shut down for safety concerns, until repairs can be made.
- Summer Park Irrigation upgrades and repairs continue to be made on an on-going basis in order to conserve water.
- Deerfield Park had repairs made to 6 vandalized sprinklers for park maintenance and water conservation.
- Chaparral Park is being processed for a complete replacement. Completion is scheduled to take place this month.
- Tree Removal Permits are continuing to be processed as needed.
- Gentrytown Park was the scene of a Eucalyptus tree branch failure last Tuesday. Fortunately nobody was hurt. Removal of the broken branch has taken place, and weight reduction pruning has been done to the trees to help insure against future occurrences like this, and to insure public safety.
- Mountaire Park has a new park sign to welcome all its user groups.

Street Maintenance

- Staff removed graffiti from numerous areas around the City.
- Crews replaced 14 existing delineators due to poor condition at the end of Dallas Ranch Rd. and Mokulumne Dr.
- Button crew replaced 500 raised pavement markers.
- Crew finished prepping Deerfield Dr. for level course.
- Picked up 1.5 yards of debris/household dumping in right of ways.
- Crews filled 2 potholes.
- Pave crew thinly overlaid 3,500 square feet of road way on Deerfield Dr., Pleasant Pl., El Rey Dr., San Joaquin Ave., Centennial Dr., Liberty Dr., and Feather Way.

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 5 calls for service and cleaned over 20,877 linear feet of sewer lines.
- Staff televised 11 sewer laterals and hydro flushed them.
- Three catch basins were cleaned of various types of debris.
- Staff is creating door hangers to assist with outreach for the future sewer lateral program.

Fleet Maintenance

- Performed 18 preventative maintenance on vehicles as scheduled.
- Staff made 24 miscellaneous repairs to City vehicles.

Marina

- The Marina received 2 applications for permanent berthers this last week. Staff responded to 6 inquiries and gave 3 tours of the facility.
- Marina Staff promoted safe boating by passing out clean boating kits to overnight berthers. The kits illustrate the importance of boating safety, pump out instructions, and location of used oil collection sites in the Delta.
- Marina Staff attended to several small repairs on docks including a leaky faucet and broken dock rod. Debris tied to deck cleats was removed.
- Marina Staff posted reminders to boaters to conserve water and always use a "shut off" valve or nozzle on the end of your hose when washing your boat.
- Advertisements of the Marina and Boat Launch Ramp were placed online to highlight Marina services during Labor Day Weekend.
- Marina Staff attended to the Boat Launch Ramp Parking lot over the busy Labor Day weekend. The public made great use of the launch as it was near capacity.

GIS

- Completed Sewer Route Book Updates.
- Update SSO Overflow Layer thru July.
- Created City GIS Residential Sewer Later Layer.
- Integrated City Residential Lateral Layer into Lucity Maintenance Management System.
- Data editing to City Residential Address Layer is close to completion.

POLICE DEPARTMENT UPDATES

Last week, the Antioch Police Department served as the Command Post for a five-day, multi-agency operation. The primary purpose of this operation was to apprehend people in the eastern region of Contra Costa County who were wanted on outstanding felony warrants. Over 150 law enforcement personnel participated in this operation. To learn more, follow the Antioch Police Department on Facebook.

Weekly Calls For Service, Case Reports and Arrest data:

Time Period:	08/28/14 00:00:00 – 09/3/14 23:59:59
Number of Calls for Service:	1,717
Number of Case Reports:	263
Number of Arrests:	83
Felony:	48
Misdemeanor:	35
Arrests with DUI charge:	3

CITY MANAGER'S NOTES

On Tuesday, Economic Development Program Manager Brian Nunnally and I attended the Economic Development Commission Meeting to provide the Commission with updates on a number of items.

On Wednesday, MRG Consultant Alan Wolken and I met with the Department of Finance in Sacramento to provide information and discuss issues related to the Successor Agency to the Antioch Development Agency. We made significant progress on the Department of Boating and Waterways loan and also discussed the Successor Agency Property Management Plan. Follow up calls and meetings are being scheduled.