



**OFFICE OF
THE CITY MANAGER
MEMORANDUM**

DATE: October 16, 2014
TO: Mayor Harper and City Council Members
FROM: Steve Duran, City Manager
RE: City Manager's Weekly Report

DOWNTOWN SPECIFIC PLAN AND GENERAL PLAN LAND USE/ZONING UPDATE

The City has officially kicked off preparation of the Downtown Specific Plan and General Plan Land Use/Zoning Update. The first two meetings related to this effort have been scheduled (see calendar below) to receive input from the community. **We need to hear from as many Antioch residents and businesses as possible, so please encourage everyone to attend!**

FACTS ON MEASURE "O"

Measure O is an increase in the minimum Business License Tax and it will also get residential landlords to pay a Business License Tax based on the number of units rented. In June, the City Council authorized placing a measure on the November 4th ballot to specifically add the business of renting or leasing of residential property as a business and subject to taxation.

Residential landlords will pay \$250 per year for single family dwelling rentals (e.g. houses) and \$150 per year for multi-family rental units (e.g. apartments and condos). Hotel/motel, hospital, convalescent, extended care (nursing) and residential care (assisted living) facilities are exempt from the proposed per unit fee. Non-profits continue to be exempt from the Business License Tax.

The minimum annual Business License Tax will go from \$25, where it was in the 1960's, to \$100. Measure O will not raise the Business License Tax on smaller home-based businesses, which will remain at \$25.

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 itself, 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

MEETING SCHEDULE

Date and Time	Event	Location
Monday, October 20, 2014 7:00 p.m.	Crime Prevention Commission	Antioch Police Department Community Room 300 L Street
Tuesday, October 28, 2014 7:00 p.m.	City Council Meeting	City Council Chamber 200 H Street
Saturday, November 1, 2014 – 9:00 a.m.–11:00 a.m.	Neighborhood Cleanup	Report to East side of Almondridge Park 3400 Almondridge Drive
Wednesday, November 5, 2014 – 6:30 p.m.	Planning Commission Meeting	City Council Chamber 200 H Street
Thursday, November 6, 2014 – 3:00 p.m.	Board of Administrative Appeals	City Council Chamber 200 H Street
Tuesday, November 11, 2014	Veterans Day City Holiday	
Wednesday, November 12, 2014 – 7:00 pm	Community meeting regarding the Downtown Specific Plan and City-wide General Plan Land and Zoning Update	Prewett Park Multi-use Room (in the Water Park Building)
Thursday, November 13, 2014 – 7:00 p.m.	City Council Meeting	City Council Chamber 200 H Street
Wednesday, November 19, 2014 – 6:30 pm	Joint Meeting of the Planning and Economic Development Commissions. This will be a public meeting regarding the Downtown Specific Plan and City-wide General Plan Land and Zoning Update.	City Council Chamber 200 H Street

OFFICE OF THE CITY CLERK UPDATES

At the October 14th City Council meeting, the City Council approved the following changes to scheduled City Council meetings for November 2014, December 2014 and January 6, 2015:

- Confirm the revised regular meeting date of Tuesday, Nov. 11th to be held on Thursday, Nov. 13th (*this was approved at the February 11th City Council meeting*)
- Confirm the regular meeting date of Tuesday, Nov. 25th
- Schedule the meeting to seat the Council as the regular meeting of Tuesday, Dec. 9th
- Schedule a special meeting to conduct business on Tuesday, Dec. 16th
- Cancel the regular meeting scheduled for Tuesday, Dec. 23rd
- Schedule a special meeting to provide land use training followed by a closed session for litigation and other legal matters on Tuesday, January 6, 2015

FPPC Pre-Election Candidate Campaign Finance statements were due in our office by 10/06/14 covering the period July 1 through September 30, 2014. To date, we have one candidate who has yet to file. E-mail notifications have been submitted to this candidate.

The City Clerk's Office and the County Elections Department have been working together for the placement of an Absentee Ballot Red Box. This box has been installed and is now located at the City Clerk's counter on the first floor of City Hall in cooperation with the Finance Department. The County Elections Office is working with 13 other City Clerks to make these available at their respective City Halls.

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)
- Police Crime Prevention Commission (one partial term)

The deadline date to apply has been EXTENDED to 5:00 p.m. Thursday, October 16th for the EDC, PC and Parks & Rec commissions. The deadline for the PCPC is 5:00 p.m. Thursday October 23rd. Applications are available on the City's website (www.ci.antioch.ca.us) and at the City Clerk's Counter. We will report out how many applications have been received in next week's report.

The Annotated Agenda for the October 14th City Council Meeting has been posted on the City website. To be notified when the agenda packet is posted onto our City's Website, simply click on this link and enter your e-mail address to subscribe: <http://www.ci.antioch.ca.us/notification-systems/>. Also, to view the agenda information, click on the following link and then click 'City Council': <http://www.ci.antioch.ca.us/CityGov/agendas/>.

The Board of Administrative Appeals regularly scheduled meeting will be held on November 6th. To date, we have not received any filed appeals.

We received four California Public Records Requests this week and responses were provided by the City Clerk's office.

The filing period for City Council Write-In Candidates closes on October 21st. Forms are available at the City Clerk's Office.

INFORMATION SYSTEMS UPDATES

Work orders opened/completed for the week: 156/130

Email filter activity: 14,534 processed, 9,714 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 received and reviewed six bid responses to replace the City's disk to disk archive/backup system, bid No. 209-1014-14A.

Staff met with PD personnel to discuss upgrading the Police Departments digital video recorders.

Staff met with Public Works staff to perform a walkthrough of the new water collection building to discuss data and phone needs.

COMMUNITY DEVELOPMENT UPDATES

Planning:

- Staff attended the Manufacturing Matters event hosted by the East Bay Leadership Council. Topics included the importance of advanced manufacturing in creating jobs and as a source of innovation and global competitiveness.
- Staff met with two owners of property in the Sand Creek Focus Area of the General Plan regarding future development opportunities and extension of infrastructure.
- The Master Sign Program for the Buchanan Crossings shopping center on the northwest corner of Buchanan Road and Somersville Road was approved.
- Responded to 55 public inquiries via phone, email, and counter.

Building Permit Activity:

- Number of permits issued..... 46
- Number of inspections..... 173

Code Enforcement:

48 New Cases Open
44 Cases Closed
154 Inspections
6 Citations
2 Demand to Title Company for cost recovery
7 Demands to property owners for cost recovery
1 Release of Liens
2 Online violation reports

- Vehicle collided with the building at 10th and L Street. Assisted APD and the Building Division.
- Prepared & mailed nine “Notice of Intent to Lien” letters for confirmation by the Board of Administrative Appeals at the meeting on November 6, 2014.

Environmental Resources:

- Environmental Enforcement- Over 55 actions on cases. Eight cases were closed. Ten abatement notices were sent out to residential properties. 27 Courtesy notices were sent out for abatements that have ended.
- Eco Events:
 - Reuse Roundup: Last Saturday, Oct. 11th was the 5th annual Reuse Roundup. This is an event coordinated by Republic Services as part of their franchise agreement with the City. 124 cars came through the event with reusable items to donate to local charities or electronic waste to recycle. Over 700 pounds of clothing was donated to various programs in the county, including towels and other linens for the Antioch Animal Shelter.
 - Costume Exchange: We held our 8th Annual Costume Exchange on Tuesday, October 14 at the Prewett Family Park from 6-9pm. This is a free event where participants can bring in old costumes and exchange them for ‘new to you’ costumes for this year. 30 people attended. We bagged up left over costumes for the costume exchange at Animal Services on Saturday.
 - Sustainable Contra Costa Sustainability and Green Business Awards Gala- As a judge for the awards and a sponsor of their Resilient Communities Challenge, Antioch received tickets to Wednesday night’s event at the Concord Hilton. Lori Cook, Beverly Knight and Bernice Lucero were the City’s invited guests. Congratulations to East Contra Costa Transportation Authority for winning this year’s government agency award from Sustainable Contra Costa!
 - Antioch High School Bike Club Event: Please save the date and spread the word about this great event. Staff will host an outreach table as well as help 511CC with their blender bike smoothies. We are also hoping to launch a biking our trails photo contents on social media at this event. The Bike Club Event will take place on Thursday, October 23, 2014 at Antioch High School from 3:00-5:00pm. Street Smarts Diablo and the Bay Area Bike Mobile will be joining the Antioch High School Bike Club to offer a FREE community event with bike repair, helmets, bike lights, safety demonstrations and more.

Housing / Community Development Block Grant (CDBG):

The Federal Emergency Services Program board, a partnership between FEMA and United Way, invited Teri House to sit on the Contra Costa board. She attended the Rating and Ranking meeting late last week and assisted in awarding over \$500,000 for homeless and emergency services.

As Chair of the Homeless Advisory Board, Teri also served on that Review Committee last week, awarding over \$12 million in HUD McKinney funds for homeless housing programs. This year HUD disallowed the funding of outreach and other services with McKinney funds, wanting

to concentrate solely on providing additional housing for homeless persons. Agencies providing outreach and services to homeless persons are encouraged to apply for CDBG funding instead.

RECREATION UPDATES

- Implemented changes and edits to the first draft of the new Recreation Guide design for the Winter session.
- Completed first quarter Senior Center CDBG Reporting, Utilized Active Software database to report 898 participants for first quarter of the 2014-2015 fiscal year.

Water Park

- Hosted staff from the University of San Francisco on a tour of our facility. They were particularly interested in the water savings we have realized with the utilization of our new filtration systems.
- Attended the CPRS Fall Institute training. Sessions included The Future of Aquatics, Benchmarking Seasonal Staff, and Energy Efficiency in Recreation.
- Completed minor patch work and touch up painting in the Water Park lobby.
- Repaired blinds in the Community Center Hall.

Senior Center

- 275 meals were served to seniors through the Contra Costa County Senior Nutrition Program.
- Nineteen members participated in our Movie day Friday October 10, 2014
- Seven participants sign up for the Senior Nutrition program
- Six members renewed their 2014 membership
- Eighty five members participated in our Columbus Day hotdog lunch Monday, October 13, 2014.
- Worked on planning and coordinating Senior Center events and programs for November and December 2014.
- Created 1st Draft of the winter 2014 Senior Center Newsletter to promote upcoming classes, services, events, and activities.
- Scheduled health and educational seminars for seniors such as fall prevention, safe driving techniques, and varicose vein information in November and December 2014.

PUBLIC WORKS UPDATES

Administration

- The Delta De Anza Trail between Ridgeline Drive and Neroly Road was opened to the public on October 2nd. East Bay Regional Park District operates and maintains this regional bike and pedestrian trail which extends through Antioch along the Contra Costa Canal connecting with Pittsburg to the west and Oakley to the east.
-

Engineering & 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 – Landscaping work continues along Phillips Lane and model home construction is nearing completion.
- 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 provided the developer with a subdivision agreement with deferred improvements for review, comments to project CC&Rs and engineer's estimate for planned improvements. The developer's engineer is preparing a re-submittal of the project's drainage study for County Flood Control review.
- Cellular Providers on City-owned Property – Staff provided a consent letter for Verizon cellular modifications at 4506 Via Dora Drive and is processing Metro PCS' request to decommission two of its cell sites on City-owned parcels at Antioch City Park and 4506 Via Dora Drive. Staff is working with PG&E and Sprint to abate graffiti and litter at their 2696 Lotus Ct. site.
- Delta Bowl (Melton) Lot Merger – Staff submitted the lot merger to the County Recorder's Office.
- Delta De Anza Trail repairs (Viera Ranch Subdivision 7220, between Ridgeline Drive and Neroly Rd.) – Staff sent the developer a bond reduction letter following EBRPD acceptance of Tract 7219 Delta De Anza Trail improvements and trail opening.
- 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 reviewing off-site Wild Horse Road plans and anticipates taking tract improvements to Council on 11/13 for acceptance. Staff sent the developer a bond release letter for Nelson Ranch Park 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 is processing an 80% bond reduction letter for completed tract improvements.
- The SR4 (Segment 2) Contra Loma Blvd./L St. Interchange & G St. Overcrossing Project – Staff is reviewing utility potholing results for sanitary sewer work on Contra Loma Blvd.
- The SR4 (Segment 3A) 'A' Street/Lone Tree Way Interchange – Cavallo Road/Garrow Drive Undercrossing Project. SR4 Bridges over Cavallo Road were removed by the SR4 Contractor last weekend. The SR4 Contractor will continue the closures of Lone Tree Way/'A' Street undercrossing, in the southbound direction only, from 10 p.m. to 5 a.m., until Monday October 27th for CIDH pile work. The California Highway Patrol is providing a COZEEP officer and vehicle to patrol the project construction zone. We appreciate the patience of the nearby residents as there may be excessive night-time noise disruptions from construction activities.
- The eBART Parking Lot & Maintenance Facility project, located east of Hillcrest Avenue on Slatten Ranch Road – Staff is preparing backup for inspector time/billing.

- 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.
- Auto Zone located at Lone Tree Way and Fairside Way - reviewing civil plans.
- Laurel Ranch 109 unit housing development at Highway 4 and Laurel Road. Comments from engineering for the preliminary development plan review by Planning Commission.
- Heidorn Village 112 unit housing development at Heidorn Ranch Road and Prewett Ranch Drive - Reviewing for conditions for tentative map.
- Wal-Mart expansion - processing easements and vacation of existing easements.
- Deer Valley Business Park - Commercial development fronting Country Hills Drive between Lone Tree Way and Deer Valley Road processing abandonment of existing easement.
- Promenade 641 unit housing development located on Sand Creek Road between Heidorn Ranch Drive and Hillcrest Avenue - Meeting to discuss various site and infrastructure issues.

Capital Improvement Program (CIP)

- Sanitary Sewer Main Replacement at Various Locations - RGW Construction is installing new sanitary sewer facilities on Evergreen Avenue and Belshaw Street.
- 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 235 square feet of sidewalk and 47 lineal feet of curb and gutter were repaired.
- Williamson Ranch Plaza Water Main 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 November 4, 2014, at 2:00 P.M. in the City Council Chambers located at 200 "H" Street.
- Rubberized Cape Seal Program – Staff is developing the final list of streets and the engineering cost estimate for the next Cape Seal project. Staff is also developing a grant application for the state CalRecycle's **Rubberized Pavement (Pavement) Grant Program**.
- Safe Routes to School Grant (Cavallo Rd./Garrow Dr./E. Tregallas Rd. curb ramps) – Staff received the grant funding authorization from Caltrans to proceed with construction. PLS Surveys completed the survey work and 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 to proceed with construction for the Ninth Street Improvements Project. PLS Surveys is working on the survey work. Construction is scheduled for May 2015.
- Transportation Impact Fee Study – Staff received two proposals for consultant services to provide technical and nexus analyses necessary to develop and implement a Transportation Development Impact Fee program. Staff will be reviewing both proposals and bringing an item for Council to award a contract in November.
- Crossing Guard Study – The City is partnering with the Antioch Unified School District to

review the current and potential crossing guard locations and determine if additional or alternative locations would provide the best use of limited crossing guard funds. The consultant will be at various crossing guard locations and other heavily used school crossing locations to gather data for the analysis.

- Engineering and Traffic Surveys – Staff is preparing the contract that Council approved October 14th with TJKM Transportation Consultants.

Water Treatment Plant

- Lone Tree pump station #4 pump's control valve was rebuilt.
- Cleaned Solar Bee water circulation devices at the golf course reservoir.
- Inspected the reservoir dam, removed vegetation along the north face and tested the valves on the tower and the base of the dam.

Water Distribution

- There were 214 stops for water service including disconnections.
- Adjusted new zone valve for Somersville Rd.
- A total of 34 USA tickets were completed for utility location.
- 7 meter transponders were exchanged due to failure.
- Meter reading is on schedule.
- A total of 5 calls were received for drought water usage violations. All locations received a courtesy notice.
- Cleared debris and graffiti from Amtrak platform.
- Cleared several bags of household garbage left at Fulton Shipyard Rd. boat launch.
- Received an RGA (returned goods authorization) from American Green Power for induction lighting warranty parts.
- Construction Crew replaced water service on Worrell Road.
- Construction Crew rehabbed gate valve for fire hydrant at Rotherham Court.
- Hauled green waste from the Fulton Yard and maintained the area that provides backfill material for excavations and dumpsters for Allied Waste.
- Replaced aged or broken curb stops on City owned water meters to provide easy isolation for City water supply in order to make repairs or exchanges of water meters and plumbing problems.
- Construction Crew is replacing sewer laterals on Clearbrook Road and Windsor Ave.
- Locate sewer laterals on Evergreen for the contractor, RGW Construction for the sewer main replacement project.
- Exercise 10" and 12" water valves on 4th Street and Somersville Road.

Public Works Maintenance Operations - Landscape

- Playground and park safety inspections were completed at City, Contra Loma Estates, Fairview, Jacobsen, Marchetti, Nelson Ranch and Prosserville Parks.
- Antioch Community Park women's restroom had a new sink faucet installed and the restroom lights were repaired.

- Dallas Ranch Park had a new slide installed at the playground site. It is open and ready for public use.
- Fairview Park had a new stainless steel heavy duty basketball net installed.
- Jacobsen Park shrubs were sprayed for Whitefly infestation along with Snow Mold. A new organic safe spray was used.
- Meadowbrook Park had electric line tree pruning clearance done by the utility company for safety reasons on the east side of the park.
- Mira Vista Park is set to receive a new community playground. Construction is scheduled to begin early next month. The equipment is on the way. A pre-install site visit took place this week.
- Tree removal permits are continuing to be processed as needed.
- Landscape crews continued the spraying of post emergent weeds on Contra Loma Blvd. and Buchanan Rd.
- Numerous irrigation leaks were attended too and repaired.
- The 5-person contract trimming crew completed the trimming of the medians on Hillcrest Ave. and are now trimming the medians of Deer Valley Rd. The 4-person contract trimming crew completed the trimming of the rights of way of Deer Valley Rd. They will begin trimming the rights of way on Hillcrest Ave. next week. The 3-person trim crew has completed the trimming of the north side of Davison Dr. and will begin trimming the landscaped areas of Eagleridge Dr. next week.
- Landscape maintenance staff along with the “Work Alternative” participants trimmed the Ridgerock Dr. and Davison Dr. medians.
- Landscape staff, along with Street staff, have begun the annual Pre Emergent Spray Program. They finished the rights of way of Laurel Rd., the medians of Hillcrest Ave. and James Donlon Blvd.
- Landscape staff assisted the irrigation contractor, John Deere Landscapes, with the installation of 2 new irrigation controllers on Prewett Ranch Dr. and 1 on the Deer Valley Rd. median, north of Carpinteria Dr.

Public Works Maintenance Operations – Street Maintenance

- Staff removed graffiti from numerous areas around the City.
- Crews performed maintenance on 65 signs and replaced some due to reflectivity or graffiti.
- Crews continue to repaint stencils: 180’ of 12” stencils and with several arrows for the turn pockets throughout the City.
- Crews removed 5 yards of debris blocking the streets.
- Crews filled 2 potholes.

Public Works Maintenance Operations – 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.
- Eight channel outlets were cleared.
- 806 linear feet of “V” Ditches were cleaned.

- Approximately 11.6 acres were weed abated in various creeks and channels.
- The Collections team received 14 calls for service and cleaned over 25,229 linear feet of sewer lines.
- Staff televised 16 sewer laterals and hydro flushed 9 of them.
- 392 cubic yards of vegetation/material were cleaned out of the creeks throughout the City.
- 5.6 cubic yards of garbage were removed throughout the City.
- Management staff is creating door hangers to assist with outreach for the future sewer lateral program.

Public Works Maintenance Operations – Fleet Maintenance

- Performed 19 preventative maintenance on vehicles, as scheduled.
- Staff made 27 miscellaneous repairs to City vehicles.

Marina

- An action plan continues for changes to the marina website that will better advertise the marina services. Uploaded photos and materials to the webmaster is in process. The webmaster is working on the new 'skeleton' website at no charge. When it is complete the new site will add functionality and streamline our sales, reservations and application process.
- Ads continue to run on Craig's List that highlight some of the Marina's covered slips.
- Approved 3 temporary berthers, responded to 3 inquiries and gave 2 tours of the facility.
- Removed various graffiti along park grounds, sails structure and electrical boxes.
- Made repairs to public restroom's door and lock.
- Meter reads for November billing completed.

GIS

- Storm Route Book Updates - 10% Complete
- Sewer Utility Book Updates - 10% Complete
- Continued 'clean up' of Collections Lateral Layer - 80% Complete
- Storm Utility Systems Updates - 10% Complete
- Sewer Utility System Updates - 10% Complete
- Completed Streetlight Area Maps

POLICE DEPARTMENT UPDATES

- On October 12, 2014 Diaz was driving while intoxicated. At the listed location he struck two city owned signs and a PG&E pole. Corp yard was called out. Diaz was arrested for drunk driving.
- On October 13, 2014 APD units responded to the report of gunshots in the 1900 block of D Street. While units were in route, a victim of a gunshot was said to be in the lot of Joe's

Liquor. Walton was found in the rear of a truck preparing to leave for the hospital. He was found to have been shot 2 times. His injuries were reported to be non-life threatening.

Several spent casings and bullet impacts were found along W 20th Street just east of D Street. The victim and his friend who witnessed the incident were less than cooperative.

- On October 16, 2014 APD in partnership with the Contra Costa County Sheriffs County J team, conducted a proactive detail in our city that netted 11 arrests for drugs, warrants, and stolen vehicles. This is an on-going weekly effort to reduce crime in our community.

Weekly Calls For Service, Case Reports and Arrest data:

Time Period:	10/09/14 00:00:00 – 10/15/14 23:59:59
Number of Calls for Service:	1,555
Number of Case Reports:	265
Number of Arrests:	68
Felony:	39
Misdemeanor:	29
Arrests with DUI charge:	4
<i>The data is based upon unaudited CAD/RMS data at time of report generation.</i>	

CITY MANAGER’S NOTES

On Tuesday, Mayor Harper, Chief Cantando, several Antioch Police Officers and I met with elected and appointed representatives from the Antioch Unified School District, the County District Attorney’s Office, the County Probation Department and Deer Valley Plaza Management to discuss issues related to students and non-students in their teens and twenties behaving badly at Deer Valley Plaza, as well as at school. This was a very productive meeting. All parties expressed a desire to solve problems. Topics ranged from improving communications among all parties, better coordination of limited resources, increased security, and more surveillance technology.