



**OFFICE OF
THE CITY MANAGER
MEMORANDUM**

DATE: November 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, November 17, 2014 – 7:00 p.m.	Crime Prevention Commission Meeting	Antioch Police Department Community Room 300 L 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
Wednesday, November 19, 2014 – 6:30 p.m.	Planning Commission Meeting	City Council Chamber 200 H Street
Tuesday, November 25, 2014 – 7:00 p.m.	City Council Meeting	City Council Chamber 200 H Street
Tuesday, December 9, 2014 – 7:00 p.m.	City Council Meeting	City Council Chamber 200 H Street
Tuesday, December 16, 2014 – 7:00 p.m.	City Council Meeting	City Council Chamber 200 H Street

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!**

MEASURE O IMPLEMENTATION

Under Measure O, residential landlords will pay a Business License Tax of \$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 to \$100. Measure O will not raise the Business License Tax on smaller home-based businesses, which will remain at \$25.

Assuming certification of the election in late November to early December, the City will commence collection of the Business License Tax under Measure O on January 1, 2015. Residential landlords that have a current City of Antioch Business License will pay the new tax amount with the renewal of their Business License each year going forward. Those that do not have a current Business License will pay the new tax amount effective January 1, 2015. Likewise for businesses subject to the new \$100 minimum Business License Tax.

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

Election Day was Tuesday, November 4, 2014. The Contra Costa County Elections Division will certify the results within 30 days.

FPPC Pre-Election Candidate Campaign Finance statements (2nd filing) were due in our office by 5:00 p.m. on 10/23/14 covering the period October 1 through October 18, 2014. We have

one candidate who has yet to file these documents. A letter was mailed to the FPPC Enforcement Division.

The City Clerk's office is accepting applications for the Police Crime Prevention Commission (one partial term). The deadline date has been EXTENDED to 5:00 p.m. Thursday November 13th. Applications are available on the City's website (www.ci.antioch.ca.us) and at the City Clerk's Counter.

The Board of Administrative Appeals regularly scheduled meeting was held on November 6th. The two Consent Items were approved. The next Board of Administrative Appeals regularly scheduled meeting will be held on December 4th.

Our office received four California Public Records Requests this week and forwarded to the appropriate departments for a response. One response will be provided by the City Clerk's office.

HUMAN RESOURCES UPDATES

On Monday we welcomed our new Water Distribution Superintendent, Adam Molinar. Adam joins us from the City of Vallejo, where he worked for many years. We are excited that the City of Antioch can benefit from Adam's extensive experience.

This week Oral Board interviews were held for Lateral Police Officer, Police Academy Graduate/Student, and Police Trainees. Next week we will be conducting written exams for the promotional Police Corporal and Police Sergeant recruitments.

INFORMATION SYSTEMS UPDATES

Work orders opened/completed for the week: 150/151

Email filter activity: 14,005 processed, 9,026 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 coordinated with AT&T to install fiber cabling at PD for the ACCJIN network

Staff replaced PD's message switch server tape drive

Staff generated end of month data backup archive tapes

Staff installed Windows updates on all City Hall, Public Work, and Recreation servers.

ECONOMIC DEVELOPMENT UPDATES

The Habit at Slatton Ranch - Famous for charburgers and freshness, The Habit Burger Grill officially opened for business on Wednesday, November 12th at Slatten Ranch Shopping Center. Shop Antioch and have a burger!

Downtown Fare – Another restaurant, 420 Bar & Grill, has opened in Downtown Antioch on 2nd Street. Also, relatively new, Scends Deux at 4th and G is serving New Orleans leaning soul food – for Dinner only. Both are worth a try, but don't forget the other Downtown eateries.

Lynn House Gallery Exhibit - The Arts & Cultural Foundation of Antioch will be having their 10th Annual Local Artist Collection including 35 local artists FREE at the Lynn House Gallery from November 22nd - December 13th. The opening weekend hours are Saturday and Sunday, November 22nd & 23rd from 11 am - 5 PM, with a free artist reception on Saturday from 2-4 PM. The exhibit will continue through December 13th from 1- 4 PM. For additional information, e-mail Diane@Art4Antioch.org or check out www.Art4Antioch.org

Downtown Famer's Market Planned for 2015

Economic Development staff met with a farmer's market organization this week to discuss potential sites for a downtown farmers market. In the coming weeks, staff will be engaging local downtown businesses' support for this effort. The projected start date is May 2015.

COMMUNITY DEVELOPMENT UPDATES

Planning/Building:

The City hosted the first community meeting at the Prewett Community Room for the development of the Downtown Specific Plan and the General Plan Land Use Element and Zoning Ordinance Update. The City's consultant provided a presentation on the opportunities and constraints within the City that have an impact on the community's goals. Following the presentation, staff solicited feedback from the community regarding the findings as well as asking for additional feedback and if there were any gaps in the information presented.

29 public inquiries responded to via email/phone/counter.

Building Permit Activity:

- Number of permits issued..... 47
- Number of inspections..... 99

Code Enforcement:

Demand to Title for Cost recovery	2
Demands to Property Owners	4
Special Assmt Liens recorded	7
Prepare & record Release of Lien	1

Phone messages on complaint line	18
Web reports	9
Cases followed up on	120
New Cases Open	42
Posted Sub-standard	1
Citations Issued	3
Warrants obtained and served	0
Cases Closed	45

Creek behind Hillcrest Topsoil - Assisted Public Works at this location where they were performing a creek clean up. Provided assistance in following up with the transients in the area. Advised that they had to relocate and provided Contra Costa County resource forms.

Buchanan Rd - Followed up with the transients in the area, advised that they had to relocate and provided Contra Costa County resource forms.

Wildflower Dr. - Followed up with the transients in the area, advised that they had to relocate and provided Contra Costa County resource forms.

Deer Valley Rd. - Posted a modular and an unpermitted structure substandard.

Environmental Resources:

CYES program- staff submitted an application to participate in the California Youth Energy Services program for the summer of 2015. Since the city's portion of the cost for this program takes 2 budget years of climate change funds (\$20,000), we have requested financial aid from the East Bay Energy Watch program.

Environmental Enforcement: We had over 45 actions on cases. 8 cases were closed. 13 Abatement notices were sent out this week. 6 courtesy notices were sent out for properties where the abated service has ended and service has not been re-established by the owner or tenant.

Eco Events - Holiday Delites Ornament Making Craft-in: Promotion of this event was top of the list this week, including updating the City Hall lobby display case with event information. In partnership with the Antioch Senior Center and Republic Services, we will be hosting a reuse art craft in to make ornaments for the City Hall tree. Come on down to the Riverview room at the Antioch Senior Center on Monday, Nov. 24 from noon to 5 pm and make snowmen, garland, snowflakes and more!

Kimball Elementary Holiday event - Staff was invited and will be bringing a holiday reuse art craft to the school's holiday fair scheduled for December 5th.

RECREATION UPDATES

- The Winter Recreation Activity Guide is arriving in Antioch mail boxes this week! Keep healthy and active during the winter months without leaving town.
- The Junior Warriors youth basketball league for grades 1 thru 8 (Co-ed) registered the largest number of youth this year since the program began in 2000. Leadership, team building, and youth fitness are key aspects of this program.
- Last week, another mid-session swim lesson program began for youth and adults. Maintaining swim and safety skills through winter increases personal health.
- Staff began the annual process for updating manuals and procedures for the Water Park; kicking-off the 2015 season.
- Last week, staff met with Spring & Summer Camp Program Providers to select camp dates for 2015.
- Staff completed routine maintenance repairs at the Water Park and Community Center; small water leaks, doors, roll up curtain repair for example.
- On November 10, staff attended the Lone Tree Golf Course Committee Meeting; golf course staff provided informal updates on course play, maintenance, and winter season activities.
- On November 14, interviews were held for the two partial-term vacancies on the Parks and Recreation Commission.

Senior Center Services

- On Friday November 7, 33 members attended the monthly potluck where they enjoyed a Thanksgiving dinner, socializing with friends and playing bingo.
- On Friday November 7, The Red Hat Society took a wonderful trip to Golden Gate Fields where they showed off their unique hats and strengthened friendships over lunch.
- Last week, 337 affordable, healthy meals were served.
- Senior Peer Counseling assisted 6 seniors (a value of \$25 per person), and Care Management was provided to 4 seniors who needed direction and guidance on topics such as mortgage default, landlord disputes and notary service (a value of \$25 per person).

PUBLIC WORKS UPDATES

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 – The new model home complex is open to the public. The new traffic signal at E. 18th Street and Phillips Lane is under 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 – The developer's engineer is revising the drainage study for the project. Staff returned

comments to the 4th construction drawing submittal and is reviewing a revised subdivision agreement with deferred improvement agreement.

- Cellular Providers on City-owned Property – Staff 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 Sprint and PG&E to remedy graffiti, litter and criminal activity at their Lotus Ct. tower and cell site. Staff is working with American Tower to process 3 consent letters and one administrative use permit for their cell sites. Staff is plan checking Verizon modifications at their Via Dora site.
- 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 returned comments to off-site Wild Horse Road plans and placed a staff report on the November 13th City Council agenda to accept 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 is processing an 80% bond reduction for completed tract improvements.
- The SR4 (Segment 3A) 'A' Street/Lone Tree Way Interchange – Cavallo Road/Garrow Drive Undercrossing Project. Staff expects the Contractor to request a full Cavallo Road Undercrossing closure the weekend of November 22-23, from Saturday 5 a.m. to Monday 5 a.m. with work to be performed during daytime hours.
- Davidon Homes Park Ridge Phase I consisting of 123 residential units located west of Canada Valley Road and east of Highway 4 – Staff is conducting a second review on the plans and maps.
- Heidorn Village 112 unit housing development at Heidorn Ranch Road and Prewett Ranch Drive – Staff is preparing conditions of approval 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.
- The Vineyards at Sand Creek 641 unit housing development located on Sand Creek Road between Heidorn Ranch Drive and Hillcrest Avenue – Staff is having ongoing meetings with the developer 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 West 19th Street.
- Country Hills Drive Sanitary Sewer Rehabilitation – Michels Pipeline Construction is continuing the trenchless rehabilitation of the sanitary sewer main on Country Hills Drive between Deer Valley Road and Hillcrest Avenue. The operation has been completed between Elk Drive and Montara Drive.
- 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 358 square feet of sidewalk, 40 square feet of driveway approach and 97 lineal feet of curb and gutter were replaced.

- West Antioch Creek Channel Improvements – Plats and legal descriptions of the various required property acquisitions and easements have been provided to the Contra Costa County Public Works Real Property Divisions.
- Williamson Ranch Plaza Water Main Replacement – Project bids for this work were publically opened on November 4th. The apparent low bid was received by D.R. Lemmings Construction in the amount of \$228,600. The award of this project is scheduled to be considered at the November 13th City Council meeting.

Traffic Engineering

- 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. Staff is reviewing the second draft report.
- Engineering and Traffic Surveys – Average daily traffic counts (tubes across the roadway) are being conducted on many of the arterial and collector street over the next several weeks. The engineering and traffic surveys are required on major streets in order for the police department to use radar for speed enforcement.
- Somersville Road – Fencing is being installed this week. The landscape installation is continuing. Street lights and signing and striping will be installed immediately following. The traffic signal will be completed in December.

Water Treatment Plant

- Performed weekly cleaning of the Solar Bees at the reservoir.
- Tested generators at all the pump stations.
- Completed cleaning the interior of Hillcrest tank. Performed an inspection of the interior of the tank, including the paint and the cathodic protection equipment.

Water Distribution

- There were 127 stops for water service, including disconnections.
- There were a total of 19 USA tickets completed for utility location.
- Meter reading for the month continues to be on schedule.
- 7 notices were issued for drought water usage violations.
- Water crews are continuing to haul green waste from the Fulton Yard and maintain the backfill material area and dumpster area for Allied Waste.
- Maintaining Fulton Yard ramp site and preparing for CIP project.
- Water crews are continuing to replace aged or broken curb stops.
- Water crews continue checking fire hydrants for proper operation, missing port caps and painting. Crews are also operating hydrant auxiliary valves for proper operation.
- Stores staff placed an order for 6 more 28' light poles in anticipation of winter knockdowns.
- Stores staff placed an order to replace aging Double Detector Check Assembly (DCDA) at the west end of 2nd street. The estimated delivery time is 7-10 working days.

- Stores staff placed an order for items needed to complete the water service upgrade at the Maintenance Yard fuel island and vehicle shop.
- Stores staff troubleshot and repaired a faulty door lock mechanism on the rear door of Water Treatment “A” plant.
- Water crews repaired a leaking water service on Buckeye Way.

Public Works Maintenance Operations - Landscape

- Playground and park safety inspections were completed at Antioch Community, Chichibu, Gentrytown, Mira Vista and Mountaire Parks.
- Fairview Park has a new water efficient Rain Master DX-2 Irrigation Controller. It is up and running and already conserving water.
- Chichibu Park had the plumbing repaired on the men’s toilets. Two new flush valves were installed and a leaking discharge line was replaced. All fixtures are now working properly.
- Hillcrest Park had a new water efficient drinking fountain faucet installed.
- Marchetti Park is having some tree work completed on a number of its Eucalyptus Trees for safety reasons.
- Mira Vista Hills Park restrooms have been reopened. A leaking water line to the restrooms caused the need for the shut down.
- Mira Vista Park is set to receive a new community playground. Construction is scheduled to begin this month.
- Park turf aerating has begun, which will increase water and fertilizer uptake in order to improve the vigor of our turf fields citywide. This week we have completed this process at Canal, Gentrytown, Mira Vista Hills and Village East Parks.
- Tree Removal Requests and customer tree concerns continue to be processed for safety reasons.
- Landscape crews continued the spraying of post emergent weeds on the rights of way of Hillcrest Ave.
- Numerous irrigation leaks were attended to and repaired.
- The 5-person contract trimming crew completed the trimming of the right of way on the west side of Hillcrest Ave. and is now trimming the landscaped areas of Vista Grande Dr. The 4-person contract trimming crew continues the trimming of the right of way on the south side of James Donlon Blvd. The 3-person trim crew completed the trimming of the landscaped areas of Indian Hills Dr. They will begin assisting the 4 man crew with the trimming of the south side of James Donlon Blvd. next week.
- Landscape maintenance staff along with the “Work Alternative” participants trimmed areas of the Vista Grande Trail east of Hillcrest Ave.
- Landscape staff along with Street staff has begun the annual Pre-Emergent Spray Program. They are approximately 60% complete with this project.
- Landscape staff has begun reprogramming the irrigation controllers to their winter settings. They are approximately 30% complete with this task.

Public Works Maintenance Operations – Street Maintenance

- Crews replaced 5 signs due to poor reflectivity.
- Picked up 65 yards of debris/household dumping on Wilbur Ave.
- Staff removed graffiti from numerous areas around the City.
- Crews are currently assisting the Parks Division with its annual pre-emergent herbicide application.
- Crews filled 20 potholes.
- Crews paved base failures on Bluerock Dr. between Lone Tree Wy. and Boulder Dr. with approximately 187 tons of asphalt. This work is in preparation of a future resurfacing project (Cape Seal) that is scheduled for the summer of 2015.
- Staff striped 7,459 feet of double yellow on Bluerock Dr. and Deerfield Dr. for temporary striping over the winter months. Permanent striping will be placed after the proposed resurfacing project scheduled for the summer of 2015.
- Crew assisted with preparations for Veteran's Day parade, posted no parking signs and set out traffic control devices for the police department.
- We will be conducting our annual nighttime survey beginning next Tuesday, November 18th through the month of December from 5:30 pm – 9:30 pm. The crew will be driving City utility truck #260 identifiable by the reflective 'NIGHT SURVEY' placards on its doors. The purpose of this work is to identify deficient reflectivity on signs and traffic markings, street light outages and other nighttime sensitive items relative to keeping the City's roadway safe. Please contact Public Works if you have any questions or concerns related to this project.

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.
- Approximately 48 cubic yards of debris were cleared out of various creeks and channels.
- The Collections team received 6 calls for service and cleaned over 30,240 linear feet of sewer lines.
- Staff televised 13 sewer laterals for a Capital Improvement project on Belshaw.
- Staff received 3 days of training on the new CCTV Van and software. The City is currently using a "Demo" truck until the vendor can supply us with our new truck. Once staff is trained they will begin televising and rating some of the City's highest priority sewer lines.

Public Works Maintenance Operations – Fleet Maintenance

- Performed 13 preventative maintenance on vehicles, as scheduled.
- Staff made 55 miscellaneous repairs to City vehicles.

Marina

- Staff continues to run Craig's List ads for customers both up and down river. They are marketing to the S.F. Bay region and Sacramento Valley. This is showing some success by way of the increased interest and questions that we are receiving.

- Changes to the Marina website that will better advertise the Marina services are continuing. A test run of the site was held with additional Public Works staff and the results are positive. The new site is on target with its original goals of adding functionality, streamlining our sales, reservations and application process. This site will help to make our transaction process nearly paperless.
- The Marina approved 1 application for a permanent berth, responded to 7 inquiries and gave 2 tours of the facility.
- Marina staff removed large amounts of Hyacinth blocking the main channel. This has been a continual effort and staff has been doing a great job with the challenge. Many marinas upriver are completely blocked with Hyacinth.
- Staff created a year-to-date comparison report between overnight, temporary berths and boat launch ramp from 2013 & 2014.
- Marina public restrooms are now operational.
- Staff replaced the POW/MIA flag at marina entrance Veterans Memorial in preparation of the Memorial Day events.

POLICE DEPARTMENT UPDATES

- On 11/07/14, officers conducted a special operation to target drivers who fail to yield for pedestrians in crosswalks near schools. Four citations were issued and several residents and parents of children thanked us for our efforts.
- On 11/08/14, Holy Rosary Church hosted a Coffee with the Cops event for Hispanic community members. Chief Cantando, Captain Brooks, and Crime Prevention Commissioners Bill Cook and Hans Ho were on hand to answer questions. A great exchange of information took place regarding neighborhood watch, AB60 (takes effect Jan 1, 2015, permitting any eligible person to obtain a driver's license—regardless of immigration status), and other topics.
- On 11/09/14, officers were dispatched to a fast food restaurant located on Mahogany Way for a report of a possible armed robbery. Prior to police arrival, the subjects fled in a vehicle. Witnesses provided a thorough and accurate description of the subjects and vehicle, which was located by an officer just a few blocks away. The front passenger fled from the car on foot, and the officer gave chase. A perimeter was set up and the subject was located and apprehended by officers with the assistance of a police canine. A loaded firearm was also recovered during this arrest. The vehicle had driven away from the scene when the officer chased after the passenger. It was stopped by other responding officers a short distance away and all the other occupants were arrested.
- On 11/11/14, an officer was on routine patrol when he observed a subject vandalizing the sign of a gas station on Contra Loma Boulevard near Buchanan Road. The subject fled when the officer attempted to stop him and a brief foot pursuit ensued. The subject was caught and arrested a short distance away. Based on evidence, as well as a confession

obtained during the interrogation, it was learned this subject is responsible for a large amount of graffiti with the tag "ZOE" throughout the city.

- Chief Cantando will be hosting Pizza with the Police (evening version of Coffee with the Cops) in the Community Room of the Antioch Police Department on Wednesday, November 19th from 7-9 pm. He will be presenting 3rd quarter crime stats and answering questions from the public.

Weekly Calls For Service, Case Reports and Arrest Data:

Time Period:	11/06/14 00:00:00 – 11/12/14 23:59:59
Number of Calls for Service:	1,365
Number of Case Reports:	265
Number of Arrests:	71
Felony:	39
Misdemeanor:	32
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 Monday, I attended the swearing in ceremony for our four newest Police Officers, along with Mayor Harper, who handles the oaths of office, and Council Member s Rocha, Tiscareno and Wilson.

On Tuesday, just for fun, I attended the Veteran's Day Parade Downtown and had lunch at Antioch's newest Downtown restaurant, 420 Bar & Grill.

On Thursday, Administrative Services Director Michelle Fitzer and I attended the monthly Contra Costs Public Managers Association meeting in Walnut Creek. The County Health Department gave a presentation on Eboli protocols and the County Animal Services Department discussed various issues related to level of service.