



**OFFICE OF
THE CITY MANAGER
MEMORANDUM**

DATE: November 21, 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 24, 2014 – 12 Noon – 5:00 p.m.	Holiday De-Lites Craft-In Making Ornaments for City Hall Holiday Tree	Antioch Senior Center Riverview Room 415 W. 2 nd Street
Tuesday, November 25, 2014 – 7:00 p.m.	City Council Meeting	City Council Chamber 200 H Street
Wednesday, November 26, 2014	City Holiday CLOSED	
Thursday, November 27, 2014	City Holiday CLOSED	
Monday, December 1, 2014 – 6:30 p.m.	Oversight Board to the Successor Agency to the Antioch Development Agency	City Council Chamber 200 H Street
Wednesday, December 3, 2014 – 6:30 p.m.	Planning Commission Meeting	City Council Chamber 200 H Street
Thursday, December 4, 2014 – 3:00 p.m.	Board of Administrative Appeals	City Council Chamber 200 H Street
Saturday, December 6, 2014 – 9:00 a.m.–11:00 a.m.	Neighborhood Cleanup	Report to Parking Lot of John Muir Elementary 615 Greystone Dr.
Tuesday, December 9, 2014 – 6:00 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

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.

The Tuesday, December 9th Council meeting will start at 6:00 p.m. in our Council Chambers when the Council Member Elects will be administered the Oath of Office.

The City Clerk's office received three applications for the Police Crime Prevention Commission (one partial term). A fourth application received was late. The applicant was notified and will re-apply when there is another opening in July 2014.

The Board of Administrative Appeals regularly scheduled meeting will be held on December 4th.

Our office completed putting the agenda packets together for the regularly scheduled Council

Meeting on November 25th. Hard copies of the agenda packets were assembled and delivered to Council and the Antioch Branch Library as well as internal departments. The Agenda, including staff reports, will be posted onto our City's Website 72 hours before the Council Meeting. To be notified when the agenda packets are posted onto our City's Website, simply click on this link 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/>.

Our office received two California Public Records Requests this week and forwarded to the appropriate department for a response. One response was provided by the City Clerk's office.

INFORMATION SYSTEMS UPDATES

Work orders opened/completed for the week: 187/175

Email filter activity: 15,131 processed, 10,088 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 performed a walkthrough with American Tower at our Country Hills and Walton Ln. location, to determine old equipment that can be removed from both tower locations.

Staff performed a successful proof of concept test for the Police Departments enhanced network authentication system.

ECONOMIC DEVELOPMENT UPDATES

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 second community meeting for the development of the Downtown Specific Plan and the General Plan Land Use Element and Zoning Ordinance Update, which consisted of a joint meeting between the Planning Commission and the Economic

Development Commission. 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 and the Commissions regarding the findings as well as asking for additional feedback and if there were any gaps in the information presented.

- 38 public inquires responded to via phone/counter/email
- A use permit application for a tattoo studio at 1614 A Street was submitted.
- A variance application for a reduction to a side yard setback in order to legalize a carport at 5085 Mesa Ridge Drive was submitted.

Building Permit Activity:

- Number of permits issued..... 46
- Number of inspections..... 121

Code Enforcement:

Demand to Title for Cost recovery	1
Demands to Property Owners	7
Phone messages on complaint line	14
Web reports	6
Cases followed up on	174
New Cases Open	98
Citations Issued	8
Cases Closed	26

- Followed up with the transients in the area of Wildflower Drive, advised that they had to relocate and provided Contra Costa County resource forms.
- Antioch Police Department served a warrant at a D Street location. APD requested Code Enforcement respond. Notice of Violation issued for vehicle violations, major automotive repair, and property maintenance issues.

Environmental Resources:

- Environmental Enforcement: Over 25 actions on cases this week. Two cases were closed. Twenty inspections were conducted to determine occupancy prior to enforcement action for garbage service.
- 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, staff 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!

RECREATION UPDATES

- On November 11, on-line registration began for Winter 2015 activities.
- Last week, a new session of preschool began. Enrollment has increased 14% compared with Fall 2013.
- Last week, the Fall 2014 Art program classes ended. Budding artists enrolled in our Teen 3D Drawing class showcased amazing works of art and learned about perspective, composition, and the use of light and shadow.
- On November 15, the record breaking number of basketball players completed their clinic and team assignments; players are ready for some basketball!
- Staff met with contractors to review the maintenance schedule of projects planned during the building closure in late December.
- On November 19, staff hosted an open house and planning meeting for scheduling the Nick Rodriguez Theater in 2015. Three visual and performing arts organizations participated – they provide unique opportunities for youth and teens.
- On November 20, the Parks and Recreation Commission met; the primary agenda item was to review and recommend a list of priority improvements for the Prewett Community Park development project.

Senior Center Services

- Last week, AARP provided a Smart Driver course that allowed 9 members to stay informed on new rules and hazards of the road, reduce chances of receiving a traffic violation, getting into an accident, or becoming injured.
- On November 14, the Antioch Senior Citizen's Club hosted an appreciation Thanksgiving Dinner and Dance. Eighty individuals enjoyed socialization with live music and good food provided by Nature's Bounty. Attendance was 20% more than 2013.
- Last week, 51 members ventured to Reno for a fun overnight trip and a memorable getaway. Additionally, 28 members escaped for a unique day trip to San Francisco.
- Last week, 384 affordable, healthy meals were served which was an increase of 47 additional meals from the previous week.
- On November 20, the Antioch Senior Citizen's Club held their annual Board of Directors election and new will be inaugurated in January 2015.

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. Phillips Lane striping is completed and the new traffic signal at E. 18th Street 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 drainage study for the project has been approved by the County and Staff is reviewing final construction drawing submittals and revised subdivision improvements and deferred improvement agreements which are scheduled to go to the Council on December 16th.

- 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.
- Contra Loma Estates HOA Privatization – Staff is reviewing the permit application by Contra Loma Estates Homeowner's Association to install security gates and fencing at the entrances to their subdivision.
- Golden Bow Estates HOA Privatization (PW 652) – Staff is reviewing the permit application by Golden Bow Estates Homeowner's Association to install security gates and fencing at the entrance to their subdivision.
- 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 Council accepted 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.
- Wilkinson-VanSandt LLA (PW 443-06-14) – Staff is reviewing a lot line adjustment for 4316 and 4325 Berryessa Ct.
- The SR4 (Segment 3A) 'A' Street/Lone Tree Way Interchange and Cavallo Road/Garrow Drive Undercrossing Project – Work will continue on the Cavallo overcrossing after Thanksgiving. Staff will process the request for a two day closure when submitted.
- eBART Parking Lot and Maintenance Facility – the Contractor has requested permit final on the encroachment permit for Slatten Ranch Road improvements.
- 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.
- Laurel Ranch 109 unit housing development at Highway 4 and Laurel Road – Finalizing 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 – Creating 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 – Meeting to discuss various site and infrastructure issues.
- Aviano – Reviewing revised tentative map for updated conditions.

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 complete between Elk Drive and Parkdale Way.
- 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 315 square feet of sidewalk, 32 square feet of driveway approach and 30 lineal feet of curb and gutter were replaced.
- 2015/2016 Transportation Development Act (TDA) Grant – Staff developed a list of new handicap ramp locations to be included in the 2015/2016 TDA grant application for pedestrian and bicycle funding. This will be presented to the City Council to approve the grant application at the December 16th meeting.
- Safe Routes to School Grant (Cavallo/Garrow/E. Tregallas curb ramps) – PLS Surveys completed the survey work and staff is working on the design. The project will be out for bid in January 2015 and construction is scheduled for March 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 conduct consultant interviews on November 24th. This will be presented to the City Council to award the selected consultant contract in January 2015.
- Antioch Fishing Pier Shade Structure – SRP Company completed the new railings and the new concrete slab. The shade structure materials are scheduled for delivery December 19, 2014.
- Rubberized Cape Seal Program – Staff has developed the 2015-2017 recommended list of streets for the next Cape Seal project and submitted a grant application for \$250,000 from the CalRecycle's **Rubberized Pavement Grant**
- Preventative Pavement Maintenance Program – Staff identified a list of streets for pavement "Dig Out" repairs to repair pothole and pavement failure areas. This will be presented to the City Council to consider staff's request to amend the 2014/2015 CIP budget for the Preventative Pavement Maintenance Program to fund the pavement repair needs for these streets.
- Cavallo Road and Country Hills Drive Pavement Rehabilitation – Staff is working on the design. Construction is scheduled for May 2015.

Traffic Engineering

- Crossing Guard Study – The City has partnered with the Antioch Unified School District (AUSD) 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 draft report has been completed and staff and AUSD will meet in the next few weeks to review.
- 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 has been installed. 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 Distribution

- There were 243 stops for water service, including disconnections.
- There were a total of 27 USA tickets completed for utility location.
- Meter reading for the month continues to be on schedule.
- 5 notices were issued for drought water usage violations.
- Water crews are continuing to haul green waste from the Fulton Yard. Staff continues to 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.
- Water crews are repairing water services on Silverado Dr.
- Water crews have started upgrading and maintaining pressure regulators and zone valves to improve overall water distribution system performance.
- Stores ordered and received materials for several retrofits and replacements of aging backflow preventers for Water Distribution.
- Stores staff has begun changing over to City locks on the new Collections Division building.
- Stores staff has removed debris, graffiti and car parts from Fulton Shipyard boat launch facility and Amtrak platform.
- Stores staff has placed several orders for stock and non-stock orders with different vendors.
- Water crews will participate in hands-on training for a new hydraulic valve turner to be used during required flushing and the valve operation program.

Public Works Maintenance Operations - Landscape

- Playground and park safety inspections were completed at Canal, Contra Loma Estates, Gentrytown, Marchetti, Markley Creek, Mira Vista Hills and Village East Parks.

- Chichibu Park had some irrigation wiring reworked and all valves are operating properly.
- Marchetti Park had its east fence removed because it was constricting tree trunk growth. The trees are now free of the constraints and the park has a more open feel.
- Mira Vista Park is set to receive a new community playground. Construction has begun with expected completion by early December.
- Park turf aerating has begun. This will increase water and fertilizer uptake improving the vigor of our turf fields citywide. This week we completed this process at Almondridge, Contra Loma Estates, Fairview, Marchetti and Prosserville 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 Lone Tree Way.
- Numerous irrigation leaks were attended to and repaired.
- The 5-person contract trimming crew completed the trimming of the landscaped areas of Vista Grande Dr. and are now trimming and cleaning up debris in the open space of the Wildcat Circle area. The 4-person contract trimming crew completed the trimming of the right of way on the south side of James Donlon Blvd. and is now trimming the landscaped areas of Via Dora Dr. The 3-person trim crew is currently trimming the courts in the 4541 zone, which covers areas between Larkspur Dr. and Wild Horse Road.
- Landscape maintenance staff along with the “Work Alternative” participants weeded along Ridgeline Dr. and trimmed the landscaped areas of the PG&E towers located on Putnam St. to improve the line of sight visibility.
- Landscape staff along with Street staff began the annual Pre Emergent Spray Program. This program is approximately 70% complete.
- Landscape staff began reprogramming the irrigation controllers to winter settings. This program is approximately 40% complete.

Public Works Maintenance Operations – Street Maintenance

- Staff removed graffiti from numerous areas around the City.
- Crews replaced 33 signs due to poor reflectivity.
- Crews removed 12 yards of debris and household dumping from Wilbur Ave.
- Crews filled 17 potholes.
- The Street crew is currently assisting the Parks Division with its annual pre-emergent herbicide application program.
- Crews replaced 700 raised pavement markers on Deerfield Dr., Bluerock Dr., and on a section of Fitzuren Rd.

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.
- One channel outlet was cleared.
- Approximately 1.5 acres were weed abated and 18 yards of debris were removed from various creeks and channels.

- 2,585 linear feet of V-ditch was cleared of debris throughout the city.
- The Collections team received 4 calls for service and cleaned over 28,676 linear feet of sewer lines.
- Crews televised 1,200 feet of sewer main lines and 1,500 feet of storm drain lines.
- Staff televised 6 sewer laterals for a Capital Improvement project on Belshaw Street.
- Staff assisted Animal Services with retrieving a cat from a storm drain line.

Public Works Maintenance Operations – Fleet Maintenance

- Performed 13 preventative maintenance on vehicles as scheduled.
- Staff made 37 miscellaneous repairs to City vehicles.

Marina

- The Marina approved 2 applications for permanent berthers, responded to 2 inquiries and gave 1 tour of the facility.
- Marina staff continues to remove large amounts of hyacinth blocking the main channel and surrounding areas.

GIS

- Storm Route Book Updates - 55% Complete
- Sewer Utility Book Updates - 65% Complete
- Continued 'clean up' of Collections Lateral Layer - 95% Complete
- Storm Utility Systems Updates - 30% Complete
- Sewer Utility System Updates - 30% Complete
- Maintenance Yard Underground Utility Map - 50% Complete
- Collection Divisional Template - 85% Complete

POLICE DEPARTMENT UPDATES

- On 11/17/14 the APD served a search warrant in the 1100 block of D Street. Two guns were seized and a 16 year old male was taken into custody.
- On 11/17/14 APD held our monthly Crime Commission meeting at the police department. There were approximately 50 citizens in attendance.
- On 11/19/14 the APD hosted a “Pizza with the Police” community meeting at the police department. The event was well attended by the public with approximately 70 people in attendance. Chief Cantando made a presentation regarding contemporary issues within the city and then opened the meeting for Q &A.
- On 11/20/14 the Police Command Staff had a meeting with stakeholders of the Deer Valley Plaza (DVP) shopping center. The DVP has employed a new security company, Strategic Threat Management. APD has continued their enforcement in the center. The

property management company and merchants are seeing conditions improve and complimented the security company and the PD for their efforts.

- On November 22, 2014 there will be a gun buyback program at the Pittsburg Police Department (65 Civic Ave.) This event runs from 9:00 AM to 3:00 PM or until the gift cards are completed. This event is open to any Contra Costa resident. You must bring ID such as a Drivers license or state ID card. Check out:

<http://eastcountytoday.net/nov-22-contra-costa-county-to-host-gun-buyback-program/>

Weekly Calls For Service, Case Reports and Arrest Data:

Time Period:	11/13/14 00:00:00 – 11/19/14 23:59:59
Number of Calls for Service:	1,380
Number of Case Reports:	239
Number of Arrests:	54
Felony:	16
Misdemeanor:	38
Arrests with DUI charge:	1
<i>The data is based upon unaudited CAD/RMS data at time of report generation.</i>	

CITY MANAGER'S NOTES

On Monday, Mayor Harper and I met with a delegation from Jiaying, China to renew discussions about a "Sister City" relationship between Jiaying and Antioch. These discussions date back to at least 2006, when a Memorandum of Understanding was signed by Mayor Davis. We provided a tour of City Hall and Downtown Antioch and joined the delegation for dinner.

On Tuesday, Mayor Harper and I met hosted the quarterly "Delta Six" luncheon in Antioch. Delta Six includes the Mayors and City Managers from Antioch, Brentwood, Pittsburg and Oakley, and County Supervisors Glover and Piepho and their key staff. Topics of discussion included election results, water issues and Redevelopment Successor Agency/Department of Finance Issues.

On Thursday, Council Member Wilson and I, along with Economic Development Commissioner Keith Archuleta, Iris Archuleta and Economic Development Commissioner/Chamber of Commerce CEO Sean Wright, toured the Renaissance Center in San Rafael. The Renaissance Center is a small business education and incubator facility and program that is interested in Antioch.